CHARLESTON CITY COUNCIL

Regular Meeting

March 16, 2026
at 7:00 PM

THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA
https://charlestonwv.civicclerk.com/web/home.aspx

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

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

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

2. Claims 3-16-2026

PROCLAMATIONS

1. Proclamations 3-16-2026

COMMUNICATIONS

1. Communications 3-16-2026

PUBLIC HEARINGS

1. Resolution No. 26-030 – Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO2 or other compressed gas tanks used for brewery operations in an alley adjacent to Hale Street.

2. Resolution No. 26-031 - Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC relating to the lease of the movie theater located at 600

Washington Street, East.

REPORTS OF STANDING COMMITTEES

PLANNING, STREETS AND TRAFFIC

1. Bill No. 8068 - A Bill related to a 15 minute parking zone on Hunters Ridge Road by amending the location on Saddlehorn Road and amending the Traffic Control Map and Traffic Control File.

FINANCE

1. Resolution No. 26-030 – Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO2 or other compressed gas tanks used for brewery operations in an alley adjacent to Hale Street.
2. Resolution No. 26-031 - Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC relating to the lease of the movie theater located at 600 Washington Street, East.
3. Resolution No. 26-032 - Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in favor of Encova to provide collateral for liability of potential workers' compensation claims under the City's large deductible policy.
4. Resolution No. 26-033 - Approving the Official Municipal Budget Document for the Fiscal Year 2026-2027.
5. Resolution No. 26-034 - Authorizing the Mayor or City Manager to 27 in-car camera systems from Motorola Solutions to be installed in the Charleston Police Department's cruiser fleet.
6. Resolution No. 26-035 - Authorizing the Mayor or City Manager to purchase a new Ford F150 truck for the Charleston Fire Department from Thornhill Ford Auto Group.
7. Resolution No. 26-036 - Authorizing the Mayor or City Manager to purchase a total of 12 sets of turnout gear for the Charleston Fire Department from Witmer Public Safety.
8. Resolution No. 26-037 - Authorizing the Mayor or City Manager to purchase a new Ford F250 Truck for the Public Grounds Department from Thornhill Ford Auto Group.
9. Bill No. 8069 - A BILL to amend the Municipal Code relating to adding a definition for paramedic intercept and adding the paramedic intercept fee to the schedule of charges for ambulance services.

REPORTS OF OFFICERS

1. 3-16-2026

NEW BILLS

1. 3-16-2026

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE APRIL 6, 2026 AT 7:00 PM.

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

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EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION

WHEREAS: For nearly 145 years, the American Red Cross has served as a lifeline for individuals and families facing emergencies—strengthening communities through disaster response, blood donation services, support for military members and their families, life-saving training in CPR and first aid, and humanitarian relief efforts; and

WHEREAS: In times of crisis, trained volunteers and generous neighbors, through the American Red Cross, provide shelter, aid, and comfort to those impacted by disaster; and

WHEREAS: Since 2014, the American Red Cross *Sound the Alarm* initiative has helped make more than 1,050 Charleston homes safer by installing nearly 2,500 smoke alarms—efforts that have contributed to lives saved in our community; and

WHEREAS: Volunteers and donors across Charleston and Kanawha County help sustain the region's lifesaving blood supply, with nearly 100 local blood drives last year collecting more than 2,500 units of blood and helping support nearly 19,000 units distributed to Charleston hospitals; and

WHEREAS: During American Red Cross Month, we recognize the compassion, generosity, and tenacity of West Virginians and reaffirm our collective commitment to care for one another through acts of kindness, service, and preparedness; and

NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of the City of Charleston, do hereby recognize March 2026 as

AMERICAN RED CROSS MONTH

In Charleston, West Virginia, and encourage all citizens to recognize the humanitarian work of the American Red Cross in our city, state, nation, and around the world.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 16th day of March 2026.

THE CITY OF CHARLESTON WEST VIRGINIA

Amy Shuler Goodwin, Mayor

Resolution No. 26-030	
Introduced in Council	Adopted by Council:
March 16, 2026	
Introduced by:	Referred to:
Mary Beth Hoover	Finance

Resolution No. 26-030 - Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO_2 or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

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

Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO_2 or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

Resolution No. 26-031

Introduced in Council: March 16, 2026

Adopted by Council:

Introduced by: Joseph Jenkins

Referred to: Finance

Resolution No. 26-031 - Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

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

That the Mayor or City Manager is hereby authorized to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

CITY OF CHARLESTON
LEASE AGREEMENT

This Lease Agreement (hereinafter "Agreement") is made on this _____ day of _____, 2026, by and between the **CITY OF CHARLESTON** (hereinafter "Lessor"), and **THE GREATER CHARLESTON THEATER COMPANY AND ENTERTAINMENT GROUP, LLC** (hereinafter "Lessee"). The above parties may be referred to collectively as the "Parties".

In consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE 1: LEASE OF PROPERTY

1.1 Lease; Possession and Use.

Lessor hereby leases the Property as described in subsection 1.2 to Lessee upon the terms and conditions set forth herein and as contained in any subsequent amendment or schedule. During the term of this Agreement, equitable title and possession to the property shall be in Lessee, subject to Lessor's legal title and interest under the applicable Agreement, until such time as the Agreement expires or is terminated. Lessor warrants that during the term of this Agreement and so long as no event of default or event of termination has occurred thereunder, Lessor or anyone rightfully claiming an interest therein shall not interfere with Lessee's possession and use of said property leased herein. However, the Lessor and any third-party utility company authorized by the Lessor shall have the right of entry and the expressed permission to inspect the property contained herein. If warranted, the Lessor or third-party utility company with the permission of the Lessor shall be permitted to take action to preserve the value of the property referenced herein, repair any aspects as deemed necessary by the Lessor and/or manage any utilities currently located therein.

1.2 Property Description.

The property subject to this Agreement is as follows:

> A City-owned ground floor commercial space, currently configured as an eleven-theater cinema complex, totaling twenty-eight thousand six hundred sixty-five and two-third square feet within Lessor's Parking Building #2, located at Washington Street and Summers Street in the City of Charleston, Kanawha County, West Virginia.

1.3 Additional Lessee Space.

In addition to the above, Lessor agrees to provide Lessee use of such additional demised premises such as access to the Lessor's storage room which abuts said Pemberton Alley. Lessee shall have the right to use Pemberton Alley for service as a loading zone.

Lessor further grants to Lessee, as part of the demise hereunder, sufficient space for Lessee to maintain its marquee for product identification, marquee to be located on, near or adjacent to the Washington Street façade. It is understood that all signs shall conform to such limitations set forth in the zoning ordinance of the code of the City of Charleston and/or any such variances that may have been previously granted. All signs and maintenance thereof shall be the responsibility of the Lessee.

1.4 Possession and Condition of Premises.

Lessee has examined and knows the condition of said demised premises and accepts possession with this knowledge and in this current condition, and relies upon only Lessor's representations that there are not hidden or unobvious structural, ground, subsoil or other defects or deficiencies which would inhibit or make more costly or difficult Lessee's preparation and utilization of the demised premises, and Lessee further relies upon Lessor's plans with regard to location of utility lines and the like.

ARTICLE 2: TERM; USAGE

2.1 Term.

The term of this Agreement shall commence on the Lease Date set forth above and continue until April 1, 2027. This Agreement shall terminate upon payment of the final Rental Payment thereunder and the end of lease payment obligation as described herein, unless sooner terminated pursuant to this Agreement. This Agreement will be automatically renewed for an additional one (1) year term, unless either party provides written notice of its intent to decline the renewal at least sixty (60) days in advance of renewal. Automatic renewals shall not exceed two (2) renewals without subsequent writing.

2.2 Effect of Termination.

Upon termination of this Agreement as provided herein, all of Lessee's right, title and interest in and to the applicable property shall terminate. If Lessee has failed to the restore the property to its pre-existing condition, excluding permitted changes, or otherwise comply with other obligations herein described, the termination shall nevertheless be effective, but Lessee shall be responsible for the payment of damages in an amount equal to the amount of the rental payments that would thereafter have come due if the Lease had not been terminated and which are

attributable to the number of days after which Lessee fails to comply with Lessor's instructions and for any other loss suffered by Lessor as a result of Lessee's failure to take such actions as required.

2.3 Usage.

Lessee covenants and agrees to use the demised premises solely for the purpose of conducting and operating thereon a multi-auditorium motion picture theater complex, with approximately eleven (11) rooms. Lessee intends to utilize nine (9) rooms as theaters to show films with the remaining two (2) rooms used as private rental rooms for events. The Lessee shall be permitted to secure, preserve, repair and maintain this area in accordance with this stated purpose. The Lessee is not permitted to place, build or otherwise maintain any structure, affixed or movable, upon the property without prior written consent by the Lessor.

2.4 Products Sold.

Lessee covenants and agrees it will engage in concessions, rentals, sales, services and other facilities customarily or ordinarily associated with motion picture theaters. Lessee is permitted to sell concession items including, but not limited to, popcorn, pretzels, hot dogs, nachos and cheese, candy, and non-alcoholic beverages. Lessee agrees not to sell alcoholic beverages or full-service meals without Lessor's prior written consent and any required local, state, and federal permitting and licensure requirements.

ARTICLE 3: PARKING

3.1 Parking Availability and Payments.

Lessor agrees that the parking facilities in its said building of which the demised premises are a part will be available to Lessee's theater patrons pursuant on a "first come", "first serve" basis subject to availability and City of Charleston municipal parking garage rates set by City Ordinance under Section 114 of the City Code. Lessor agrees that during all hours when parking restrictions are not enforced, including nights, weekends, and holidays, parking will be free for all patrons.

3.2 Reserved Parking for Staff.

Lessor agrees to provide four (4) parking spaces for Lessee staff to use during the duration of the Lease at no cost to Lessee. Any written request for additional spaces required shall be made in writing by Lessee to Lessor.

ARTICLE 4: RENTAL PAYMENTS

4.1 Rental Payments.

Lessee hereby agrees to pay the Rental Payment amount contained herein on the fifteenth day of every month for the entire term of this Agreement. The Rental Payment amount due each and every month shall be fifty cents (.50¢) per ticket sold in the prior calendar month. Lessee is obligated to track monthly ticket sales in order to effectuate the correct rent owed and provide a report of such sales to Lessor by the fifteenth day of every month. Upon request of Lessor, Lessee agrees to provide Lessor or its authorized agent(s) access to any financial or other records necessary for Lessor to audit the ticket sales and payments to ensure compliance with the lease agreement. Lessee shall pay the Rental Payments with lawful money of the United States of America from moneys legally available therefor. If the fifteenth of the month is a weekend or holiday, the Lessee shall pay the Rental Payment and provide the monthly sales report on the next available business day.

4.2 Late Fee.

Lessor shall have the right to require a late payment charge for each Rental Payment or any other amount due hereunder which is not paid within 5 days of the date when due equal to $25.00 per day accumulating until such payment is rendered.

4.3 Unconditional Payments.

The Lessee's obligation to make Rental Payments and any other payments hereunder shall be absolute and unconditional. The Lessee shall make these payments when due and shall not withhold any of these payments pending final resolution of any potential disputes. The Lessee shall not assert any right of set-off, counterclaim, recoupment, deduction, defense or other right against its obligation to make these payments. The Lessee's obligation to make Rental Payments or other payments shall not be abated for any reason, including but not limited to accident, unforeseen circumstances, and/or damage or destruction to the property.

4.3 End of Lease Payment.

On the last month when said Rental Payments are due to the Lessor hereunder, the Lessee shall pay the full amount of fifty cents (.50¢) per ticket sold on any remaining tickets sold to the Lessor. In addition to this Rental Payment, the Lessee shall provide valid proof that all applicable charges, expenses, taxes, and fees, whatsoever affiliated with the property as obligated hereunder have been satisfied. Further, the Lessor must inspect the property within ten (10) days of the final payment rendered herein to ensure proper accounting for any other known costs or damages to be asserted by the Lessor regarding the property leased.

4.4 Fee Upon Revenue in Excess of One Million Annually.

Lessee shall pay to Lessor an amount equal to five percent (5%) of the total revenues received by Lessor upon all revenue in a calendar year if Lessee's total revenues exceeds One Million Dollars ($1,000,000) during the calendar year. Lessee shall provide a report of total revenues received during the calendar year and, if applicable, an amount equal to five percent (5%) of the total revenues received by Lessor upon all revenue in a calendar year, no later than January 31st of the following calendar year. For the avoidance of doubt, "total revenues" as used in this section shall include but not be limited to ticket sales, concession sales, rental fees, an any other source of revenue within the leased premises.

ARTICLE 5: UTILITIES

5.1 Responsibility and Payment

Lessee covenants that it will, throughout the term aforesaid, pay for all electrical, gas, water, and sewer service, or any other utilities, which may be provided for Lessee's use upon the demised premises. Lessee further covenants it will pay for additional services, including but not limited to, security services; trash services, and pest control services, which it shall engage during the Lease term. Lessor agrees to reimburse Lessee for any portion of utility services it may use for the remainder of the building, Municipal Parking Garage #2, subject to terms agreed upon in writing by the parties.

ARTICLE 6: REPRESENTATIONS; WARRANTIES; TAX PROVISIONS

6.1 Representations and Warranties.

Lessee shall be deemed to make the following representations and warranties to Lessor with respect to this Agreement Lease:

Lessee is a limited liability company in good standing with the City of Charleston, the State of West Virginia and the United States of America, in reference to outstanding debts, licensing and taxes. This Agreement has been duly executed and delivered by and constitute the valid and binding obligations of Lessee, enforceable against Lessee in accordance with their respective terms. The Lessee represents that it will not violate any state or federal law or local law or ordinance, or any order, writ, injunction, decree, or regulation of any court or other governmental agency or body applicable to Lessee. Lessee represents that there is no action, suit, proceeding, claim, inquiry or investigation, at law or in equity, before or by any court, regulatory agency, public board or body pending or, to the best of Lessee's knowledge, threatened against or affecting Lessee, challenging Lessee's authority to enter into this Agreement or any other action wherein an unfavorable ruling or finding would adversely affect the enforceability of this Agreement. Except as otherwise disclosed

in writing by Lessee to Lessor, Lessee has not at any time during the past ten (10) years defaulted under, or terminated as a result of insufficient funds being appropriated, any lease, rental agreement, lease-purchase agreement, payment agreement, contract for purchase, loan or bond. Lessee's exact legal name is as set forth on the first page of this Agreement.

6.2 Tax Provisions.

The Lessee hereby acknowledges and accepts all responsibility for any tax due or becoming due pursuant to this agreement, including but not limited to County property for the property herein leased upon receiving proper notice from the taxing jurisdiction, Business and Occupation Taxes, and City Service Fees. The Lessee also agrees to maintain good standing with the Internal Revenue Service, State Tax Department and the City of Charleston's Office of the City Collector. Nevertheless, if the use, possession or acquisition of the property is determined to be subject to taxation or later becomes subject to taxation in any form, Lessee shall pay all taxes, assessments and other charges which are assessed or levied against the property or any part thereof, during the lease Term, whether assessed against Lessee or Lessor.

ARTICLE 7: INSURANCE; DAMAGES; LIENS

7.1 Liability and Property Insurance.

Lessee shall, at its own expense, procure and maintain continuously in effect during the full lease Term: (a) general liability insurance for death or injuries to persons, or damage to property arising out of or in any way connected to the property sufficient to protect Lessor and its successors and assigns from liability in all events, with a coverage of not less than $1,000,000 per occurrence, and (b) insurance against all risks of physical loss or damage to the property as Lessor may require (including all risk casualty and property insurance) in an amount equal to the greater of the full replacement cost of said property. All insurance policies required by this Article shall be taken out and maintained with insurance companies acceptable to Lessor and shall contain a provision that thirty (30) days prior to any material change in the coverage (including cancellation or non-renewal) the insurer must provide written notice to the insured parties. No insurance shall be subject to any co-insurance clause. Each liability insurance policy shall be endorsed to name Lessor and its successors and assigns as an additional insured party and each casualty and property insurance policy shall be endorsed to name Lessor and its successors and assigns as sole lender loss payee, in each case regardless of any breach of warranty or other act or omission of Lessee.

7.2 Hold Harmless.

Lessee expressly accepts the responsibility for any claims, injuries or damages, including but not limited to damage to the Lessor's property or persons, Lessee's property or persons, and/or third-party property or persons, that may potentially

result pursuant to this Agreement. Therefore, Lessee hereby releases, acquits, and forever discharges the Lessor and its predecessors, successors, affiliated companies and entities, agents, attorneys, managers, advisors, parents, subsidiaries, officers, directors, employees, assigns, partners, departments, and sponsors (collectively, "the Releasees") for any and all claims, insurance claims, demands, allegations, suits, actions, causes of action and liability in any way relating to or arising from use of the leased premises or this Agreement between the Lessee and Lessor. Lessee expressly waives any right to make a claim related to this Agreement in any forum against the Lessor and its legal representatives, agents, employees, assigns, partners, departments, and sponsors. Lessee further acknowledges that it will hold harmless and indemnify the Releasees for any claims made by third parties against the Releasees that in any way relate to Lessee's decision to enter into this Agreement with the Lessor for the leasing of the property.

7.3 Liens.

Lessee shall not, directly or indirectly, create, incur, assume or suffer to exist any pledge, lien, charge, encumbrance or other claim with respect to the property herein leased, other than the respective rights of Lessor and Lessee as herein provided. Lessee shall promptly, at its own expense, take such actions as may be necessary duly to discharge or remove any such pledge, lien, charge, encumbrance or claim otherwise made if the same shall arise at any time. Lessee shall be responsible for all gas, water, steam, electric, heat, power, telephone, utility and other charges incurred in the maintenance, use, occupancy and upkeep of the property, as applicable.

ARTICLE 8: CITY OWNED EQUIPMENT; TENANT OWNED EQUIPMENT

8.1 City Owned Equipment

Lessee shall keep the Premises in a clean, safe, and sanitary condition. Lessee shall use the Premises and all aspects thereof, including all fixtures, equipment, and electrical, plumbing, sanitary, and HVAC systems, in a reasonable manner and shall be responsible for any damages caused by their failure to comply with this requirement. Lessee shall not make any alterations to the Premises or its fixtures or equipment without prior written consent of Lessor. This shall include, but not be limited to, painting, wallpaper, removal/addition of walls or fixtures, or all other things that would result in an altered appearance of the Premises.

If Lessor provides written permission for improvements or alterations, all such improvements or alterations shall be made in a good and workmanlike manner, and shall become and be a part of the real estate, and shall belong to Lessor, and Lessee shall not have the right, at the end of this Lease, or at any other time, to remove the same from the demised premises. Provided, however, that Lessee shall at all times, through a period ending thirty (30) days after the termination of this Lease, have the right to remove from the demised premises personal property it purchases. Any such

personal property not removed by Lessee within thirty (30) days after the termination of this Lease will be considered abandoned by Lessee to Lessor.

8.2 Maintenance and Repairs.

Lessee shall be responsible for all maintenance and repairs inside the Premises during the Lease term unless otherwise agreed to in writing by Lessor. These shall include but are not limited to: light bulb replacement and repair; other light maintenance needs; cash register maintenance and repair, including any required or desired upgrades, repairs, software and other costs incurred during usage; concession equipment maintenance and repair, including but not limited to popcorn poppers, warmers, commercial fountain soda machines; and fire extinguisher inspections, maintenance, replacement, and repair. Lessee shall report all maintenance and service issues to Lessor in a timely manner. Lessor may, in its sole discretion or upon written agreement with Lessee, provide repair or maintenance to fixtures or the property to protect Lessor's interests. Any damages arising from Lessee's failure to timely report a maintenance or service issue may become the responsibility of Lessee to repair or replace.

8.3 Lessee's Equipment.

Lessee acknowledges that it is responsible for all covering and protection of any equipment and property owned by Lessee or any of its affiliates, subcontractors, or related entities. Therefore, Lessee acknowledges and accepts that it is solely responsible for all equipment and property it leaves on Lessor's property and that Lessor has no liability with respect to Lessee's and/or any affiliates' equipment. Lessee understands the risks associated with leaving any equipment and supplies unattended and acknowledges that Lessee and any affiliates accept any and all risks completely, including but not limited to damage, theft, and spoilation.

ARTICLE 9: ASSIGNMENT; SUBLEASING

9.1 Assignment and Subleasing.

This Agreement may not be assigned, subleased, sold, transferred, or pledged by Lessee to any third-party without prior written consent by the parties.

ARTICLE 10: DEFAULT; TERMINATION; REMEDIES

10.1 Default.

The occurrence of any of the following events with respect to a Lease shall constitute an "Event of Default" under such Lease:

a. Lessee's failure to pay any Rental Payment or other amount as required to be paid to Lessor under the Agreement within thirty (30) days following the due date thereof;
b. Lessee's failure to maintain insurance as required by this Agreement;

c. Lessee's failure to perform or abide by any condition, agreement or covenant with respect to this Agreement for a period of thirty (30) days after written notice by Lessor to Lessee identifying said failure and requesting that it be remedied, unless Lessor shall agree in writing to an extension of time prior to its expiration;
d. Lessor's determination that any representation, warranty or statement made by Lessee in or pursuant to the Agreement was untrue in any material respect on the date made; and/or
e. The filing of a petition in bankruptcy or receivership or similar proceeding by or against Lessee, or failure by Lessee promptly to lift any execution, garnishment or attachment, or the entry by Lessee into an agreement of composition with creditors, or the approval by a court of competent jurisdiction of any adjustment of indebtedness of Lessee, or the dissolution or liquidation of Lessee.

10.2 Remedies on Default.

Upon the occurrence of an Event of Default with respect to this Agreement, Lessor shall have the right, at its option and upon written notice to Lessee, to exercise one or more of the following remedies with respect to such Lease:

a. Lessor, with or without terminating the Lease, may declare all Rental Payments payable under the Lease to the end of the then-current year of Agreement to be immediately due and payable by Lessee, whereupon such Rental Payments shall be immediately due and payable;
b. Lessor may terminate the Agreement, enter and repossess the property subject to the Agreement by giving Lessee ten (10) day written notice of such intent; and/or
c. Lessor may exercise any other remedy available, at law or in equity, with respect to such Event of Default.

10.3 No Exclusivity.

Each of the rights and remedies under this Agreement are cumulative and may be enforced separately or concurrently. No course of dealing or conduct between Lessor and Lessee shall be effective to amend, modify or change any provisions of this Agreement. No failure or delay by Lessor to insist upon the strict performance of any term, covenant or agreement of the Agreement or any Lease, or to exercise any right, power or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, covenant or agreement or of any such breach, or preclude Lessor from exercising any such right, power or remedy at any later time or times.

10.4 Costs.

Upon the occurrence of an Event of Default, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts payable thereunder, enforcement costs and expenses, including but not limited to attorney fees, incurred by reason of such Event of Default or the exercise of Lessor’s rights or remedies

hereunder, whether incurred pre-judgment or post-judgment or prior to, during or after any proceeding. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee. The Late Fee provision shall be applied to these costs.

10.5 Termination.

Lessor shall have the right to terminate this Agreement at any time, with or without cause, so long as the Lessor provides ninety (90) days' notice to the Lessee of said termination. If this termination option is exercised by the Lessor, the Lessee shall be entitled to possession of the property for the ninety (90) days subsequent the notice without the obligation of Rental Payments for that period of time. Once the property has been returned to its pre-existing condition, with any approved or agreed upon improvements contained thereof, the Lessor shall refund twenty-five (25%) of the amount paid in Rental Payments (excluding the down payment) for the portion of the leased term of this Agreement precedent to termination, specifically from initiation of this Agreement to the point of termination.

ARTICLE 11: MISCELLANEOUS PROVISIONS

11.1 Notices.

All written notices to be given under this Agreement shall be given (a) personally, (b) by mail in registered or certified form, with postage prepaid, or (c) by overnight courier, charges prepaid, in each case to the party entitled thereto at its address specified beneath each party's signature, or at such address as the party may provide to the other parties hereto in writing from time to time, and to any assignee at its address as it appears on the registration books maintained by Lessee. Any such notice shall be deemed to have been received 72 hours after deposit in the United States mail, 24 hours after deposit with a courier, or, if given by other means, when delivered.

11.2 Severability.

In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

11.3 Entire Agreement and Amendments.

This Agreement contains the entire Agreement between the Parties and is not modified or changed by any oral promises or statements. The Agreement may be amended or modified only by written documents duly authorized, executed and delivered by Lessor and Lessee.

11.4 Captions.

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions, Articles, Sections or clauses hereof.

11.5 Further Assurances and Corrective Instruments.

Lessor and Lessee agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required to confirm, establish, reestablish, continue or complete any interests reasonably at issue in this Agreement.

11.6 Governing Law.

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Kanawha County, West Virginia. The Parties agree to participate in good-faith mediation to resolve any potential issues arising out of this Agreement and/or pertaining to the leased property herein described before initiating any judicial proceedings.

[ACKNOWLEDGMENT ON NEXT PAGE]

By the duly-authorized signatures below, the Lessor and Lessee hereby agree and accept the terms set forth in this Agreement and acknowledge that they are freely signing this Agreement after reading and understanding the entire Agreement.

CITY OF CHARLESTON

[Lessor]

_____
Signature

_____
Title

_____
Date

Mailing Address:

City of Charleston
Attn: Terri Allen, Director of Parking
612 Washington Street, East
Charleston, WV 25301

THE GREATER CHARLESTON THEATER COMPANY AND ENTERTAINMENT GROUP, LLC
[Lessee]

_____
Signature

_____
Title

_____
Date

Mailing Address:

Robert Faulkner, Member-Manager
2913 Shadyside Road
St. Albans, WV 25177

Bill No. 8068

Introduced in Council	**Adopted by Council:**
February 17, 2026	
Introduced by:	**Referred to:**
Brent Burton	**Planning, Streets and Traffic**

Bill No. 8068 - A Bill to amend and reenact ordinance 7817 passed by city council June 30, 2019, related to a 15 minute parking zone on Hunters Ridge Road by amending the location to a point 140 feet north of Saddlehorn Road to a point 240 feet north of Saddlehorn Road and amending the Traffic Control Map and Traffic Control File, established by the code of the City of Charleston, West Virginia, two thousand and three, as amended, Traffic Laws, Section 263, Division 2, Article 4, Chapter 114, to conform therewith.

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

Section 1. Ordinance 7817, as passed by city council June 30, 2019, is hereby amended and reenacted related to a 15 minute parking zone on Hunters Ridge Road by amending the location to a point 140 feet north of Saddlehorn Road to a point 240 feet north of Saddlehorn Road

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

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

PLANNING, STREETS AND TRAFFIC COMMITTEE

Mary Beth Hoover, Chair

COMMITTEE REPORT

To: **Miles Carey, City Clerk**

From: **Council's Committee on Planning, Streets and Traffic**

Date: **March 9, 2026**

Subject: **Bill No. 8068**

The Committee on Planning, Streets and Traffic has had under consideration bill no. 8068 attached hereto and an made a part thereof:

> **Bill No. 8068** - A Bill to amend and reenact ordinance 7817 passed by city council June 30, 2019, related to a 15 minute parking zone on Hunters Ridge Road by amending the location to a point 140 feet north of Saddlehorn Road to a point 240 feet north of Saddlehorn Road and amending the Traffic Control Map and Traffic Control File, established by the code of the City of Charleston, West Virginia, two thousand and three, as amended, Traffic Laws, Section 263, Division 2, Article 4, Chapter 114, to conform therewith.

and reports the same to Council with the recommendation that the bill do pass.

Chair

Kathy Rubio - on the phone.

Resolution No. 26-030	
Introduced in Council	Adopted by Council:
March 16, 2026	
Introduced by:	Referred to:
Mary Beth Hoover	Finance

Resolution No. 26-030 - Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO_2 or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

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

Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO_2 or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

CITY OF CHARLESTON
LEASE AGREEMENT

This Lease Agreement (hereinafter "Agreement") is made on this _____ day of _____, 2026, (the "Lease Date") by and between the **CITY OF CHARLESTON** (hereinafter "Lessor"), and **JM PROPERTIES LLC** (hereinafter "Lessee"). The above parties may be referred to collectively as the "Parties".

In consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE 1: LEASE OF PROPERTY

1.1 Lease; Possession and Use.

Lessor hereby leases the Property as described in subsection 1.2 to Lessee upon the terms and conditions set forth herein and as contained in any subsequent amendment or schedule. During the term of this Agreement, equitable title and possession to the property shall be in Lessee, subject to Lessor's legal title and interest under the applicable Agreement, until such time as the Agreement expires or is terminated. Lessor warrants that during the term of this Agreement and so long as no event of default or event of termination has occurred thereunder, Lessor or anyone rightfully claiming an interest therein shall not interfere with Lessee's possession and use of said property leased herein. However, the Lessor and any third-party utility company authorized by the Lessor shall have the right of entry and the expressed permission to inspect the property contained herein. If warranted, the Lessor or third-party utility company with the permission of the Lessor shall be permitted to take action to preserve the value of the property referenced herein, repair any aspects as deemed necessary by the Lessor and/or manage any utilities currently located therein.

1.2 Property Description.

The property subject to this Agreement is as follows:

> A portion of the City-owned alley located off Hale Street, Charleston, WV; Area approximately equal to 24 Square Feet adjacent to the property owned by the Lessee at 207 Hale Street. More particularly bound and demonstrated in Exhibit 1 attached hereto.

ARTICLE 2: TERM; USAGE

2.1 Term.

The term of this Agreement shall commence on the Lease Date set forth above and be sustained for a fifteen (15) year duration. This Agreement shall terminate fifteen years after the Lease Date to the day, unless sooner terminated pursuant to this Agreement.

2.2 Effect of Termination.

Upon termination of this Agreement as provided herein, all of Lessee's right, title and interest in and to the applicable property shall terminate. If Lessee has failed to the restore the property to its pre-existing condition, excluding permitted changes, or otherwise comply with other obligations herein described, the termination shall nevertheless be effective, but Lessee shall be responsible for the payment of damages in an amount equal to the cost of the restoring the Lessor's property to its pre-existing condition, and Lessee shall be responsible for any other such costs which are attributable to any other loss suffered by Lessor as a result of Lessee's failure to take such actions as required.

2.3 Usage.

The Lessee is hereby permitted to use the property herein leased to place pressurized CO_2 or other compressed gas tanks with appropriate protections from vehicular traffic in an alley adjacent to Hale Street, to serve the production needs of the Ursus Brew Works. The Lessee shall be permitted to secure, preserve, and maintain this area in accordance with this stated purpose. The Lessee is not permitted to place, build or otherwise maintain any structure, affixed or movable, upon the property without prior written consent by the Lessor. Any structure affixed shall not be positioned or constructed in a manner that would prohibit or interfere with the collection of refuse, private or otherwise.

ARTICLE 3: RENTAL PAYMENTS

3.1 Rental Payment.

Lessee hereby agrees to pay the Rental Payment amount contained herein within thirty (30) days of the Lease Date. The Rental Payment amount due shall be $180.00, made via a one-time payment and paid in full. Lessee shall pay the Rental Payment with lawful money of the United States of America from moneys legally available therefor.

ARTICLE 4: REPRESENTATIONS; WARRANTIES; TAX PROVISIONS

4.1 Representations and Warranties.

Lessee shall be deemed to make the following representations and warranties to Lessor with respect to this Agreement Lease:

Lessee is a limited liability company in good standing with the City of Charleston, the State of West Virginia and the United States of America, in reference to outstanding debts, licensing, and taxes. This Agreement has been duly executed and delivered by and constitute the valid and binding obligations of Lessee, enforceable against Lessee in accordance with their respective terms. The Lessee represents that will not violate any state or federal law or local law or ordinance, or any order, writ, injunction, decree, or regulation of any court or other governmental agency or body applicable to Lessee. Lessee represents that there is no action, suit, proceeding, claim, inquiry, or investigation, at law or in equity, before or by any court, regulatory agency, public board or body pending or, to the best of Lessee's knowledge, threatened against or affecting Lessee, challenging Lessee's authority to enter into this Agreement or any other action wherein an unfavorable ruling or finding would adversely affect the enforceability of this Agreement. Except as otherwise disclosed in writing by Lessee to Lessor, Lessee has not at any time during the past ten (10) years defaulted under, or terminated as a result of insufficient funds being appropriated, any lease, rental agreement, lease-purchase agreement, payment agreement, contract for purchase, loan, or bond. Lessee's exact legal name is as set forth on the first page of this Agreement.

4.2 Tax Provisions.

The Lessee hereby acknowledges and accepts all responsibility for any tax due or becoming due pursuant to this agreement, including but not limited to County property for the property herein leased upon receiving proper notice from the taxing jurisdiction. The Lessee also agrees to maintain good standing with the Internal Revenue Service, State Tax Department and the City of Charleston's Office of the City Collector. Nevertheless, if the use, possession, or acquisition of the property is determined to be subject to taxation or later becomes subject to taxation in any form, Lessee shall pay all taxes, assessments, and other charges which are assessed or levied against the property or any part thereof, during the lease Term, whether assessed against Lessee or Lessor.

ARTICLE 5: INSURANCE; DAMAGES; LIENS

5.1 Liability and Property Insurance.

Lessee shall, at its own expense, procure and maintain continuously in effect during the full lease Term: (a) general liability insurance for death or injuries to persons, or damage to property arising out of or in any way connected to the property sufficient to protect Lessor and its successors and assigns from liability in all events, with a coverage of not less than $1,000,000 per occurrence, and (b) insurance against all risks of physical loss or damage to the property as Lessor may require (including all risk casualty and property insurance) in an amount equal to the greater

of the full replacement cost of said property. All insurance policies required by this Article shall be taken out and maintained with insurance companies acceptable to Lessor and shall contain a provision that thirty (30) days prior to any material change in the coverage (including cancellation or non-renewal) the insurer must provide written notice to the insured parties. No insurance shall be subject to any co-insurance clause. Each liability insurance policy shall be endorsed to name Lessor and its successors and assigns as an additional insured party and each casualty and property insurance policy shall be endorsed to name Lessor and its successors and assigns as sole lender loss payee, in each case regardless of any breach of warranty or other act or omission of Lessee.

5.2 Hold Harmless.

Lessee expressly accepts the responsibility for any damages, including but not limited to damage to the Lessor's property, Lessee's property and/or third-party property or persons, that may potentially result pursuant to this Agreement. Therefore, Lessee hereby releases, acquits, and forever discharges the Lessor and its predecessors, successors, affiliated companies and entities, agents, attorneys, managers, advisors, parents, subsidiaries, officers, directors, employees, assigns, partners, departments, and sponsors (collectively, "the Releasees") for any and all claims, insurance claims, demands, allegations, suits, actions, causes of action and liability in any way relating to or arising from this Agreement between the Lessee and Lessor. Lessee expressly waives any right to make a claim related to this Agreement in any forum against the Lessor and its legal representatives, agents, employees, assigns, partners, departments, and sponsors. Lessee further acknowledges that it will hold harmless and indemnify the Releasees for any claims made by third parties against the Releasees that in any way relate to Lessee's decision to enter into this Agreement with the Lessor for the leasing of the property.

5.3 Liens.

Lessee shall not, directly or indirectly, create, incur, assume or suffer to exist any pledge, lien, charge, encumbrance or other claim with respect to the property herein leased, other than the respective rights of Lessor and Lessee as herein provided. Lessee shall promptly, at its own expense, take such actions as may be necessary duly to discharge or remove any such pledge, lien, charge, encumbrance, or claim otherwise made if the same shall arise at any time. Lessee shall be responsible for all gas, water, steam, electric, heat, power, telephone, utility, and other charges incurred in the maintenance, use, occupancy, and upkeep of the property, as applicable.

ARTICLE 6: ASSIGNMENT; SUBLEASING

6.1 Assignment and Subleasing.

This Agreement may not be assigned, subleased, sold, transferred, or pledged by Lessee to any third-party without prior written consent by the parties.

ARTICLE 7: DEFAULT; TERMINATION; REMEDIES

7.1 Default.

The occurrence of any of the following events with respect to a Lease shall constitute an "Event of Default" under such Lease:

a. Lessee's failure to pay the Rental Payment to Lessor under the Agreement within thirty (30) days following the due date thereof;
b. Lessee's failure to maintain insurance as required by this Agreement;
c. Lessee's failure to perform or abide by any condition, agreement or covenant with respect to this Agreement for a period of thirty (30) days after written notice by Lessor to Lessee identifying said failure and requesting that it be remedied, unless Lessor shall agree in writing to an extension of time prior to its expiration;
d. Lessor's determination that any representation, warranty, or statement made by Lessee in or pursuant to the Agreement was untrue in any material respect on the date made; and/or
e. The filing of a petition in bankruptcy or receivership or similar proceeding by or against Lessee, or failure by Lessee promptly to lift any execution, garnishment, or attachment, or the entry by Lessee into an agreement of composition with creditors, or the approval by a court of competent jurisdiction of any adjustment of indebtedness of Lessee, or the dissolution or liquidation of Lessee.

7.2 Remedies on Default.

Upon the occurrence of an Event of Default with respect to this Agreement, Lessor shall have the right, at its option and upon written notice to Lessee, to exercise one or more of the following remedies with respect to such Lease:

a. Lessor may terminate the Agreement, enter and repossess the property subject to the Agreement by giving Lessee ten (10) day written notice of such intent; and/or
b. Lessor may exercise any other remedy available, at law or in equity, with respect to such Event of Default.

7.3 No Exclusivity.

Each of the rights and remedies under this Agreement are cumulative and may be enforced separately or concurrently. No course of dealing or conduct between Lessor and Lessee shall be effective to amend, modify, or change any provisions of this Agreement. No failure or delay by Lessor to insist upon the strict performance of any term, covenant, or agreement of the Agreement or any Lease, or to exercise

any right, power or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, covenant, or agreement or of any such breach, or preclude Lessor from exercising any such right, power, or remedy at any later time or times.

7.4 Costs.

Upon the occurrence of an Event of Default, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts payable thereunder, enforcement costs and expenses, including but not limited to attorney fees, incurred by reason of such Event of Default or the exercise of Lessor's rights or remedies hereunder, whether incurred pre-judgment or post-judgment or prior to, during or after any proceeding. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee. The Late Fee provision shall be applied to these costs.

7.5 Termination.

Lessor shall have the right to terminate this Agreement at any time, with or without cause, so long as the Lessor provides ninety (90) days' notice to the Lessee of said termination. If this termination option is exercised by the Lessor, the Lessee shall be entitled to possession of the property for the ninety (90) days subsequent the notice. Once the property has been returned to its pre-existing condition, with any approved or agreed upon improvements contained thereof, the Lessor shall refund twenty-five (25%) of the amount paid in Rental Payment.

ARTICLE 8: MISCELLANEOUS PROVISIONS

8.1 Notices.

All written notices to be given under this Agreement shall be given (a) personally, (b) by mail in registered or certified form, with postage prepaid, or (c) by overnight courier, charges prepaid, in each case to the party entitled thereto at its address specified beneath each party's signature, or at such address as the party may provide to the other parties hereto in writing from time to time, and to any assignee at its address as it appears on the registration books maintained by Lessee. Any such notice shall be deemed to have been received 72 hours after deposit in the United States mail, 24 hours after deposit with a courier, or, if given by other means, when delivered.

8.2 Severability.

In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

8.3 Entire Agreement and Amendments.

This Agreement contains the entire Agreement between the Parties and is not modified or changed by any oral promises or statements. The Agreement may be amended or modified only by written documents duly authorized, executed and delivered by Lessor and Lessee.

8.4 Captions.

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions, Articles, Sections, or clauses hereof.

8.5 Further Assurances and Corrective Instruments.

Lessor and Lessee agree that they will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such supplements hereto and such further instruments as may reasonably be required to confirm, establish, reestablish, continue, or complete any interests reasonably at issue in this Agreement.

8.6 Governing Law.

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Kanawha County, West Virginia. The Parties agree to participate in good-faith mediation to resolve any potential issues arising out of this Agreement and/or pertaining to the leased property herein described before initiating any judicial proceedings.

[Signatures appear on the following page.]

By the duly-authorized signatures below, the Lessor and Lessee hereby agree and accept the terms set forth in this Agreement and acknowledge that they are freely signing this Agreement after reading and understanding the entire Agreement.

CITY OF CHARLESTON **[Lessor]**	**JM PROPERTIES, LLC** **[Lessee]**
_____ Signature	_____ Signature
_____ Title	_____ Title
_____ Date	_____ Date

Resolution No. 26-031

Introduced in Council:	Adopted by Council:
March 16, 2026	
Introduced by:	Referred to:
Joseph Jenkins	Finance

Resolution No. 26-031 - Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

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

That the Mayor or City Manager is hereby authorized to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

CITY OF CHARLESTON
LEASE AGREEMENT

This Lease Agreement (hereinafter "Agreement") is made on this _____ day of _____, 2026, by and between the **CITY OF CHARLESTON** (hereinafter "Lessor"), and **THE GREATER CHARLESTON THEATER COMPANY AND ENTERTAINMENT GROUP, LLC** (hereinafter "Lessee"). The above parties may be referred to collectively as the "Parties".

In consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE 1: LEASE OF PROPERTY

1.1 Lease; Possession and Use.

Lessor hereby leases the Property as described in subsection 1.2 to Lessee upon the terms and conditions set forth herein and as contained in any subsequent amendment or schedule. During the term of this Agreement, equitable title and possession to the property shall be in Lessee, subject to Lessor's legal title and interest under the applicable Agreement, until such time as the Agreement expires or is terminated. Lessor warrants that during the term of this Agreement and so long as no event of default or event of termination has occurred thereunder, Lessor or anyone rightfully claiming an interest therein shall not interfere with Lessee's possession and use of said property leased herein. However, the Lessor and any third-party utility company authorized by the Lessor shall have the right of entry and the expressed permission to inspect the property contained herein. If warranted, the Lessor or third-party utility company with the permission of the Lessor shall be permitted to take action to preserve the value of the property referenced herein, repair any aspects as deemed necessary by the Lessor and/or manage any utilities currently located therein.

1.2 Property Description.

The property subject to this Agreement is as follows:

> A City-owned ground floor commercial space, currently configured as an eleven-theater cinema complex, totaling twenty-eight thousand six hundred sixty-five and two-third square feet within Lessor's Parking Building #2, located at Washington Street and Summers Street in the City of Charleston, Kanawha County, West Virginia.

1.3 Additional Lessee Space.

In addition to the above, Lessor agrees to provide Lessee use of such additional demised premises such as access to the Lessor's storage room which abuts said Pemberton Alley. Lessee shall have the right to use Pemberton Alley for service as a loading zone.

Lessor further grants to Lessee, as part of the demise hereunder, sufficient space for Lessee to maintain its marquee for product identification, marquee to be located on, near or adjacent to the Washington Street façade. It is understood that all signs shall conform to such limitations set forth in the zoning ordinance of the code of the City of Charleston and/or any such variances that may have been previously granted. All signs and maintenance thereof shall be the responsibility of the Lessee.

1.4 Possession and Condition of Premises.

Lessee has examined and knows the condition of said demised premises and accepts possession with this knowledge and in this current condition, and relies upon only Lessor's representations that there are not hidden or unobvious structural, ground, subsoil or other defects or deficiencies which would inhibit or make more costly or difficult Lessee's preparation and utilization of the demised premises, and Lessee further relies upon Lessor's plans with regard to location of utility lines and the like.

ARTICLE 2: TERM; USAGE

2.1 Term.

The term of this Agreement shall commence on the Lease Date set forth above and continue until April 1, 2027. This Agreement shall terminate upon payment of the final Rental Payment thereunder and the end of lease payment obligation as described herein, unless sooner terminated pursuant to this Agreement. This Agreement will be automatically renewed for an additional one (1) year term, unless either party provides written notice of its intent to decline the renewal at least sixty (60) days in advance of renewal. Automatic renewals shall not exceed two (2) renewals without subsequent writing.

2.2 Effect of Termination.

Upon termination of this Agreement as provided herein, all of Lessee's right, title and interest in and to the applicable property shall terminate. If Lessee has failed to the restore the property to its pre-existing condition, excluding permitted changes, or otherwise comply with other obligations herein described, the termination shall nevertheless be effective, but Lessee shall be responsible for the payment of damages in an amount equal to the amount of the rental payments that would thereafter have come due if the Lease had not been terminated and which are

attributable to the number of days after which Lessee fails to comply with Lessor's instructions and for any other loss suffered by Lessor as a result of Lessee's failure to take such actions as required.

2.3 Usage.

Lessee covenants and agrees to use the demised premises solely for the purpose of conducting and operating thereon a multi-auditorium motion picture theater complex, with approximately eleven (11) rooms. Lessee intends to utilize nine (9) rooms as theaters to show films with the remaining two (2) rooms used as private rental rooms for events. The Lessee shall be permitted to secure, preserve, repair and maintain this area in accordance with this stated purpose. The Lessee is not permitted to place, build or otherwise maintain any structure, affixed or movable, upon the property without prior written consent by the Lessor.

2.4 Products Sold.

Lessee covenants and agrees it will engage in concessions, rentals, sales, services and other facilities customarily or ordinarily associated with motion picture theaters. Lessee is permitted to sell concession items including, but not limited to, popcorn, pretzels, hot dogs, nachos and cheese, candy, and non-alcoholic beverages. Lessee agrees not to sell alcoholic beverages or full-service meals without Lessor's prior written consent and any required local, state, and federal permitting and licensure requirements.

ARTICLE 3: PARKING

3.1 Parking Availability and Payments.

Lessor agrees that the parking facilities in its said building of which the demised premises are a part will be available to Lessee's theater patrons pursuant on a "first come", "first serve" basis subject to availability and City of Charleston municipal parking garage rates set by City Ordinance under Section 114 of the City Code. Lessor agrees that during all hours when parking restrictions are not enforced, including nights, weekends, and holidays, parking will be free for all patrons.

3.2 Reserved Parking for Staff.

Lessor agrees to provide four (4) parking spaces for Lessee staff to use during the duration of the Lease at no cost to Lessee. Any written request for additional spaces required shall be made in writing by Lessee to Lessor.

ARTICLE 4: RENTAL PAYMENTS

4.1 Rental Payments.

Lessee hereby agrees to pay the Rental Payment amount contained herein on the fifteenth day of every month for the entire term of this Agreement. The Rental Payment amount due each and every month shall be fifty cents (.50¢) per ticket sold in the prior calendar month. Lessee is obligated to track monthly ticket sales in order to effectuate the correct rent owed and provide a report of such sales to Lessor by the fifteenth day of every month. Upon request of Lessor, Lessee agrees to provide Lessor or its authorized agent(s) access to any financial or other records necessary for Lessor to audit the ticket sales and payments to ensure compliance with the lease agreement. Lessee shall pay the Rental Payments with lawful money of the United States of America from moneys legally available therefor. If the fifteenth of the month is a weekend or holiday, the Lessee shall pay the Rental Payment and provide the monthly sales report on the next available business day.

4.2 Late Fee.

Lessor shall have the right to require a late payment charge for each Rental Payment or any other amount due hereunder which is not paid within 5 days of the date when due equal to $25.00 per day accumulating until such payment is rendered.

4.3 Unconditional Payments.

The Lessee's obligation to make Rental Payments and any other payments hereunder shall be absolute and unconditional. The Lessee shall make these payments when due and shall not withhold any of these payments pending final resolution of any potential disputes. The Lessee shall not assert any right of set-off, counterclaim, recoupment, deduction, defense or other right against its obligation to make these payments. The Lessee's obligation to make Rental Payments or other payments shall not be abated for any reason, including but not limited to accident, unforeseen circumstances, and/or damage or destruction to the property.

4.3 End of Lease Payment.

On the last month when said Rental Payments are due to the Lessor hereunder, the Lessee shall pay the full amount of fifty cents (.50¢) per ticket sold on any remaining tickets sold to the Lessor. In addition to this Rental Payment, the Lessee shall provide valid proof that all applicable charges, expenses, taxes, and fees, whatsoever affiliated with the property as obligated hereunder have been satisfied. Further, the Lessor must inspect the property within ten (10) days of the final payment rendered herein to ensure proper accounting for any other known costs or damages to be asserted by the Lessor regarding the property leased.

4.4 Fee Upon Revenue in Excess of One Million Annually.

Lessee shall pay to Lessor an amount equal to five percent (5%) of the total revenues received by Lessor upon all revenue in a calendar year if Lessee's total revenues exceeds One Million Dollars ($1,000,000) during the calendar year. Lessee shall provide a report of total revenues received during the calendar year and, if applicable, an amount equal to five percent (5%) of the total revenues received by Lessor upon all revenue in a calendar year, no later than January 31st of the following calendar year. For the avoidance of doubt, "total revenues" as used in this section shall include but not be limited to ticket sales, concession sales, rental fees, an any other source of revenue within the leased premises.

ARTICLE 5: UTILITIES

5.1 Responsibility and Payment

Lessee covenants that it will, throughout the term aforesaid, pay for all electrical, gas, water, and sewer service, or any other utilities, which may be provided for Lessee's use upon the demised premises. Lessee further covenants it will pay for additional services, including but not limited to, security services; trash services, and pest control services, which it shall engage during the Lease term. Lessor agrees to reimburse Lessee for any portion of utility services it may use for the remainder of the building, Municipal Parking Garage #2, subject to terms agreed upon in writing by the parties.

ARTICLE 6: REPRESENTATIONS; WARRANTIES; TAX PROVISIONS

6.1 Representations and Warranties.

Lessee shall be deemed to make the following representations and warranties to Lessor with respect to this Agreement Lease:

Lessee is a limited liability company in good standing with the City of Charleston, the State of West Virginia and the United States of America, in reference to outstanding debts, licensing and taxes. This Agreement has been duly executed and delivered by and constitute the valid and binding obligations of Lessee, enforceable against Lessee in accordance with their respective terms. The Lessee represents that it will not violate any state or federal law or local law or ordinance, or any order, writ, injunction, decree, or regulation of any court or other governmental agency or body applicable to Lessee. Lessee represents that there is no action, suit, proceeding, claim, inquiry or investigation, at law or in equity, before or by any court, regulatory agency, public board or body pending or, to the best of Lessee's knowledge, threatened against or affecting Lessee, challenging Lessee's authority to enter into this Agreement or any other action wherein an unfavorable ruling or finding would adversely affect the enforceability of this Agreement. Except as otherwise disclosed

in writing by Lessee to Lessor, Lessee has not at any time during the past ten (10) years defaulted under, or terminated as a result of insufficient funds being appropriated, any lease, rental agreement, lease-purchase agreement, payment agreement, contract for purchase, loan or bond. Lessee's exact legal name is as set forth on the first page of this Agreement.

6.2 Tax Provisions.

The Lessee hereby acknowledges and accepts all responsibility for any tax due or becoming due pursuant to this agreement, including but not limited to County property for the property herein leased upon receiving proper notice from the taxing jurisdiction, Business and Occupation Taxes, and City Service Fees. The Lessee also agrees to maintain good standing with the Internal Revenue Service, State Tax Department and the City of Charleston's Office of the City Collector. Nevertheless, if the use, possession or acquisition of the property is determined to be subject to taxation or later becomes subject to taxation in any form, Lessee shall pay all taxes, assessments and other charges which are assessed or levied against the property or any part thereof, during the lease Term, whether assessed against Lessee or Lessor.

ARTICLE 7: INSURANCE; DAMAGES; LIENS

7.1 Liability and Property Insurance.

Lessee shall, at its own expense, procure and maintain continuously in effect during the full lease Term: (a) general liability insurance for death or injuries to persons, or damage to property arising out of or in any way connected to the property sufficient to protect Lessor and its successors and assigns from liability in all events, with a coverage of not less than $1,000,000 per occurrence, and (b) insurance against all risks of physical loss or damage to the property as Lessor may require (including all risk casualty and property insurance) in an amount equal to the greater of the full replacement cost of said property. All insurance policies required by this Article shall be taken out and maintained with insurance companies acceptable to Lessor and shall contain a provision that thirty (30) days prior to any material change in the coverage (including cancellation or non-renewal) the insurer must provide written notice to the insured parties. No insurance shall be subject to any co-insurance clause. Each liability insurance policy shall be endorsed to name Lessor and its successors and assigns as an additional insured party and each casualty and property insurance policy shall be endorsed to name Lessor and its successors and assigns as sole lender loss payee, in each case regardless of any breach of warranty or other act or omission of Lessee.

7.2 Hold Harmless.

Lessee expressly accepts the responsibility for any claims, injuries or damages, including but not limited to damage to the Lessor's property or persons, Lessee's property or persons, and/or third-party property or persons, that may potentially

result pursuant to this Agreement. Therefore, Lessee hereby releases, acquits, and forever discharges the Lessor and its predecessors, successors, affiliated companies and entities, agents, attorneys, managers, advisors, parents, subsidiaries, officers, directors, employees, assigns, partners, departments, and sponsors (collectively, "the Releasees") for any and all claims, insurance claims, demands, allegations, suits, actions, causes of action and liability in any way relating to or arising from use of the leased premises or this Agreement between the Lessee and Lessor. Lessee expressly waives any right to make a claim related to this Agreement in any forum against the Lessor and its legal representatives, agents, employees, assigns, partners, departments, and sponsors. Lessee further acknowledges that it will hold harmless and indemnify the Releasees for any claims made by third parties against the Releasees that in any way relate to Lessee's decision to enter into this Agreement with the Lessor for the leasing of the property.

7.3 Liens.

Lessee shall not, directly or indirectly, create, incur, assume or suffer to exist any pledge, lien, charge, encumbrance or other claim with respect to the property herein leased, other than the respective rights of Lessor and Lessee as herein provided. Lessee shall promptly, at its own expense, take such actions as may be necessary duly to discharge or remove any such pledge, lien, charge, encumbrance or claim otherwise made if the same shall arise at any time. Lessee shall be responsible for all gas, water, steam, electric, heat, power, telephone, utility and other charges incurred in the maintenance, use, occupancy and upkeep of the property, as applicable.

ARTICLE 8: CITY OWNED EQUIPMENT; TENANT OWNED EQUIPMENT

8.1 City Owned Equipment

Lessee shall keep the Premises in a clean, safe, and sanitary condition. Lessee shall use the Premises and all aspects thereof, including all fixtures, equipment, and electrical, plumbing, sanitary, and HVAC systems, in a reasonable manner and shall be responsible for any damages caused by their failure to comply with this requirement. Lessee shall not make any alterations to the Premises or its fixtures or equipment without prior written consent of Lessor. This shall include, but not be limited to, painting, wallpaper, removal/addition of walls or fixtures, or all other things that would result in an altered appearance of the Premises.

If Lessor provides written permission for improvements or alterations, all such improvements or alterations shall be made in a good and workmanlike manner, and shall become and be a part of the real estate, and shall belong to Lessor, and Lessee shall not have the right, at the end of this Lease, or at any other time, to remove the same from the demised premises. Provided, however, that Lessee shall at all times, through a period ending thirty (30) days after the termination of this Lease, have the right to remove from the demised premises personal property it purchases. Any such

personal property not removed by Lessee within thirty (30) days after the termination of this Lease will be considered abandoned by Lessee to Lessor.

8.2 Maintenance and Repairs.

Lessee shall be responsible for all maintenance and repairs inside the Premises during the Lease term unless otherwise agreed to in writing by Lessor. These shall include but are not limited to: light bulb replacement and repair; other light maintenance needs; cash register maintenance and repair, including any required or desired upgrades, repairs, software and other costs incurred during usage; concession equipment maintenance and repair, including but not limited to popcorn poppers, warmers, commercial fountain soda machines; and fire extinguisher inspections, maintenance, replacement, and repair. Lessee shall report all maintenance and service issues to Lessor in a timely manner. Lessor may, in its sole discretion or upon written agreement with Lessee, provide repair or maintenance to fixtures or the property to protect Lessor's interests. Any damages arising from Lessee's failure to timely report a maintenance or service issue may become the responsibility of Lessee to repair or replace.

8.3 Lessee's Equipment.

Lessee acknowledges that it is responsible for all covering and protection of any equipment and property owned by Lessee or any of its affiliates, subcontractors, or related entities. Therefore, Lessee acknowledges and accepts that it is solely responsible for all equipment and property it leaves on Lessor's property and that Lessor has no liability with respect to Lessee's and/or any affiliates' equipment. Lessee understands the risks associated with leaving any equipment and supplies unattended and acknowledges that Lessee and any affiliates accept any and all risks completely, including but not limited to damage, theft, and spoilation.

ARTICLE 9: ASSIGNMENT; SUBLEASING

9.1 Assignment and Subleasing.

This Agreement may not be assigned, subleased, sold, transferred, or pledged by Lessee to any third-party without prior written consent by the parties.

ARTICLE 10: DEFAULT; TERMINATION; REMEDIES

10.1 Default.

The occurrence of any of the following events with respect to a Lease shall constitute an "Event of Default" under such Lease:

a. Lessee's failure to pay any Rental Payment or other amount as required to be paid to Lessor under the Agreement within thirty (30) days following the due date thereof;
b. Lessee's failure to maintain insurance as required by this Agreement;

c. Lessee's failure to perform or abide by any condition, agreement or covenant with respect to this Agreement for a period of thirty (30) days after written notice by Lessor to Lessee identifying said failure and requesting that it be remedied, unless Lessor shall agree in writing to an extension of time prior to its expiration;
d. Lessor's determination that any representation, warranty or statement made by Lessee in or pursuant to the Agreement was untrue in any material respect on the date made; and/or
e. The filing of a petition in bankruptcy or receivership or similar proceeding by or against Lessee, or failure by Lessee promptly to lift any execution, garnishment or attachment, or the entry by Lessee into an agreement of composition with creditors, or the approval by a court of competent jurisdiction of any adjustment of indebtedness of Lessee, or the dissolution or liquidation of Lessee.

10.2 Remedies on Default.

Upon the occurrence of an Event of Default with respect to this Agreement, Lessor shall have the right, at its option and upon written notice to Lessee, to exercise one or more of the following remedies with respect to such Lease:

a. Lessor, with or without terminating the Lease, may declare all Rental Payments payable under the Lease to the end of the then-current year of Agreement to be immediately due and payable by Lessee, whereupon such Rental Payments shall be immediately due and payable;
b. Lessor may terminate the Agreement, enter and repossess the property subject to the Agreement by giving Lessee ten (10) day written notice of such intent; and/or
c. Lessor may exercise any other remedy available, at law or in equity, with respect to such Event of Default.

10.3 No Exclusivity.

Each of the rights and remedies under this Agreement are cumulative and may be enforced separately or concurrently. No course of dealing or conduct between Lessor and Lessee shall be effective to amend, modify or change any provisions of this Agreement. No failure or delay by Lessor to insist upon the strict performance of any term, covenant or agreement of the Agreement or any Lease, or to exercise any right, power or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, covenant or agreement or of any such breach, or preclude Lessor from exercising any such right, power or remedy at any later time or times.

10.4 Costs.

Upon the occurrence of an Event of Default, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts payable thereunder, enforcement costs and expenses, including but not limited to attorney fees, incurred by reason of such Event of Default or the exercise of Lessor’s rights or remedies

hereunder, whether incurred pre-judgment or post-judgment or prior to, during or after any proceeding. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee. The Late Fee provision shall be applied to these costs.

10.5 Termination.

Lessor shall have the right to terminate this Agreement at any time, with or without cause, so long as the Lessor provides ninety (90) days' notice to the Lessee of said termination. If this termination option is exercised by the Lessor, the Lessee shall be entitled to possession of the property for the ninety (90) days subsequent the notice without the obligation of Rental Payments for that period of time. Once the property has been returned to its pre-existing condition, with any approved or agreed upon improvements contained thereof, the Lessor shall refund twenty-five (25%) of the amount paid in Rental Payments (excluding the down payment) for the portion of the leased term of this Agreement precedent to termination, specifically from initiation of this Agreement to the point of termination.

ARTICLE 11: MISCELLANEOUS PROVISIONS

11.1 Notices.

All written notices to be given under this Agreement shall be given (a) personally, (b) by mail in registered or certified form, with postage prepaid, or (c) by overnight courier, charges prepaid, in each case to the party entitled thereto at its address specified beneath each party's signature, or at such address as the party may provide to the other parties hereto in writing from time to time, and to any assignee at its address as it appears on the registration books maintained by Lessee. Any such notice shall be deemed to have been received 72 hours after deposit in the United States mail, 24 hours after deposit with a courier, or, if given by other means, when delivered.

11.2 Severability.

In the event that any of the provisions of this Agreement shall be held invalid or unenforceable by reason of any final judgment or administrative ruling or by reason of any legislation not existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions of this Agreement.

11.3 Entire Agreement and Amendments.

This Agreement contains the entire Agreement between the Parties and is not modified or changed by any oral promises or statements. The Agreement may be amended or modified only by written documents duly authorized, executed and delivered by Lessor and Lessee.

11.4 Captions.

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions, Articles, Sections or clauses hereof.

11.5 Further Assurances and Corrective Instruments.

Lessor and Lessee agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required to confirm, establish, reestablish, continue or complete any interests reasonably at issue in this Agreement.

11.6 Governing Law.

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of West Virginia. The Parties agree that any action arising from or relating to this Agreement shall be instituted in the Circuit Court of Kanawha County, West Virginia. The Parties agree to participate in good-faith mediation to resolve any potential issues arising out of this Agreement and/or pertaining to the leased property herein described before initiating any judicial proceedings.

[ACKNOWLEDGMENT ON NEXT PAGE]

By the duly-authorized signatures below, the Lessor and Lessee hereby agree and accept the terms set forth in this Agreement and acknowledge that they are freely signing this Agreement after reading and understanding the entire Agreement.

CITY OF CHARLESTON

[Lessor]

_____
Signature

_____
Title

_____
Date

Mailing Address:

City of Charleston
Attn: Terri Allen, Director of Parking
612 Washington Street, East
Charleston, WV 25301

THE GREATER CHARLESTON THEATER COMPANY AND ENTERTAINMENT GROUP, LLC
[Lessee]

_____
Signature

_____
Title

_____
Date

Mailing Address:

Robert Faulkner, Member-Manager
2913 Shadyside Road
St. Albans, WV 25177

Resolution No. 26-032

Introduced in Council: Adopted by Council:

March 16, 2026

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 26-032 - Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of $705,000 in favor of Encova for a term starting March 31, 2026 to provide collateral for liability of potential workers' compensation claims under the City's large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued plus $400 documentation fee ($3,925).

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

That the Mayor or City Manager is hereby authorized to enter into an agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of $705,000 in favor of Encova for a term starting March 31, 2026 to provide collateral for liability of potential workers' compensation claims under the City's large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued plus $400 documentation fee ($3,925).

Resolution No. 26-033

Introduced in Council: Adopted by Council:

March 16, 2026

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 26-033 – Approving the Official Municipal Budget Document for the Fiscal Year 2026-2027, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes.

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

That the Official Municipal Budget Document for the Fiscal Year 2026-2027, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes is approved.

City of Charleston

MUNICIPAL BUDGET

July 1, 2026 - June 30, 2027

General Fund

(Including Coal Severance & Healthcare Reserve Funds)

Presented March 2, 2026

AMY SHULER GOODWIN, MAYOR

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

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City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 1

Summaries

City of Charleston
Municipal Budget
FY 2027
General Fund Revenue Summary

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Estimated FY 2027
	Fund Balance		4,000,000		4,000,000		3,000,000
4301*	Property Taxes	18,702,594	18,200,000		18,200,000	12,018,673	18,700,000
430300	Gas & Oil Severance Tax	179,879	175,000		175,000	121,824	175,000
430400	Utility Tax	3,174,146	3,000,000		3,000,000	1,460,332	3,200,000
4305*	Business & Occupation Tax	52,934,198	54,105,000	(380,346)	53,724,654	21,672,977	53,660,000
430600	Consumer Sales Tax - Liquor	1,075,249	1,025,000		1,025,000	497,062	1,000,000
430700	Animal Control	4,736	5,000		5,000	4,293	5,000
430800	Hotel Occupancy Tax	3,237,844	3,350,000		3,350,000	1,493,311	3,200,000
430900	Amusement Tax	277,196	300,000		300,000	104,817	250,000
320-02	Loading Zone Fees	-	-		-	-	-
432002	Property Citations	-	2,000		2,000	(20)	2,000
432500	Licenses	91,289	90,000		90,000	77,707	90,000
4326*	Building Permits	513,807	450,000		450,000	321,403	450,000
4327*	Miscellaneous Permits	80,749	50,000		50,000	78,506	50,000
4328*	Franchise Fees	479,997	500,000		500,000	114,716	450,000
4329*	Inspection Fees	78,741	87,000		87,000	46,584	87,000
433000	IRP Fees	749,850	675,000		675,000	424,531	725,000
433500	Liquor & Wine Licenses	46,063	45,000		45,000	29,375	45,000
4336*	Cemetery Revenues	169,258	175,000		175,000	90,626	175,000
433700	Dog Fees	-	100		100	-	100
4340*	Parks & Recreation	39,520	60,000		60,000	-	50,000
434100	City Service Fee	7,330,595	7,100,000		7,100,000	2,868,252	7,100,000
434500	Rents, Concessions, Leases	626,194	500,000		500,000	251,484	425,000
434700	Jail Fees	7,103	2,500		2,500	-	2,500
435200	Fire Protection Fees	1,925,991	1,975,000		1,975,000	1,108,823	1,975,000
4353*	Zoning Enforcement Fees	3,030	10,000		10,000	260	10,000
435500	Street Closure Fees	4,725	6,000		6,000	12,250	6,000
4362*	Processing Fees	805	500		500	275	650
436300	Ambulance Levy	3,574,636	3,300,000		3,300,000	2,172,724	3,450,000
436301	Ambulance Fees	2,595,738	2,500,000		2,500,000	290,909	3,500,000
436500	Federal Grants	554,895	-		-	55,488	-
436600	State Grants	-	-		-		-
436800	Contributions from Others	101,680	125,000		125,000	18,538	125,000
437200	PILOT	44,529	90,000		90,000	-	90,000
437600	Gaming Revenue	211,937	205,000		205,000	118,361	210,000
437800	Aerial Map Copy Fee	-	-		-	-	-
4380*	Interest	949,064	500,000		500,000	541,179	500,000
438300	Sale of Fixed Assets	180,207	250,000		250,000	51,019	175,000
438600	Insurance Claims	215,492	50,000	92,962	142,962	27,297	50,000
438700	Election Filing Fees	-	10,000		10,000	-	250
439100	Recycling Revenue	19,261	20,000		20,000	7,955	20,000
439700	Video Lottery	151,745	195,000		195,000	76,259	180,000
4399*	Miscellaneous Revenue	202,036	200,000	27,158	227,158	83,453	200,500
	Taxes, Fees & Permits	**100,534,777**	**99,333,100**	**(260,226)**	**99,072,874**	**46,241,242**	**100,334,000**

City of Charleston
Municipal Budget
FY 2027
General Fund Revenue Summary

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Estimated FY 2027
Transfers from Other Funds							
436900	Transfers from Other Funds	106,155	-		-		-
436902	Health Insurance Reserve	-	-		-		-
436903	Landfill/Incinerator Fees	3,450,000	2,100,000		2,100,000		2,050,000
436904/5	Municipal Court Fund	287,184	225,000		225,000	100,076	250,000
437500	Municipal Stablization	-	-		-		-
436906	Uniform Pension Reserve	6,780,000	6,925,000		6,925,000	4,520,000	7,100,000
436901	American Rescue Plan	11,680,790	130,000		130,000	-	75,000
Total Transfers from Other Funds		**22,304,129**	**9,380,000**	**-**	**9,380,000**	**4,620,076**	**9,475,000**
Reimbursements and Other							
370	Charges to Other Funds	335,982	420,000		420,000	163,704	420,000
377	Lease Proceeds	-	-		-	-	-
381	Other Reimbursements	652,964	400,000		400,000	96,759	400,000
Total Reimbursements & Other		**988,946**	**820,000**	**-**	**820,000**	**260,464**	**820,000**
	Total Revenue	**123,827,852**	**109,533,100**	**(260,226)**	**109,272,874**	**51,121,782**	**110,629,000**
	Total Available	**123,827,852**	**113,533,100**	**(260,226)**	**113,272,874**	**51,121,782**	**113,629,000**

City of Charleston
Municipal Budget
FY 2027
General Fund Expenditure Summary

Exp. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Proposed FY 2027
	Elected Officials	29	29		29		29
	Regular Employees	686	731		731		733
	Total Employees	**715**	**760**	**-**	**760**		**762**
Personal Services							
510100	Salaries - Elected	329,219	352,000		352,000	99,873	352,000
510300	Wages - Full Time Regular	37,262,171	38,399,701		38,399,701	21,428,496	39,521,861
510301	Wages - FT Overtime	5,663,969	5,621,937		5,621,937	3,419,384	6,470,417
510302	Wages - FT Non-Scheduled Ho	-	-		-	267,486	-
510303	Wages - FT Stipends	-	351,300		351,300	343,200	360,000
510310	Wages - Part Time	233,426	566,214		566,214	202,938	472,400
	Total Salary & Wages	**43,488,786**	**45,291,152**	**-**	**45,291,152**	**25,761,377**	**47,176,678**
510400	FICA	1,731,107	1,892,819		1,892,819	-	-
510401	FICA - Medicare	-	-		-	363,021	684,061
510402	FICA - Social Security	-	-		-	647,730	1,275,149
5105**	Medical & Life Insurance	17,281,360	17,882,120		17,882,120	10,669,002	9,742,170
510600	Retirement	1,631,115	1,749,830		1,749,830	-	-
510601	Public Employees Retirement	-	-		-	938,620	1,606,141
510602	Municipal Police & Fire Retire	1,235,937	-		-	753,884	1,573,000
510700	Uniform Pension Contribution	13,729,000	14,195,000		14,195,000	8,546,670	11,915,000
5111**	Dental & Vision Insurance	808,252	838,000		838,000	448,429	477,012
5112**	Insurance - Employee Cont	(2,281,266)	(2,510,360)		(2,510,360)	(1,314,225)	(1,431,798)
	TOTAL PERSONAL SERVICES	**77,624,291**	**79,338,561**	**-**	**79,338,561**	**46,814,509**	**73,017,413**
Contractural Services							
521100	Telecommunications	558,330	312,770	-	312,770	46,514	-
521110	Land Line Phone Service	-	84,000	-	84,000	96,598	110,500
521120	Cellular Phone Service	-	-	-	-	42,621	109,240
521130	Internet Service	-	132,000	-	132,000	75,731	173,368
521140	Television Service	-	-	-	-	1,535	1,800
521200	Printing	1,058	1,000	-	1,000	924	1,000
521300	Utilities	2,212,194	1,816,600	-	1,816,600	5,012	-
521310	Electric Service	-	-	-	-	634,153	1,322,700
521311	Streetlight Service	-	-	-	-	-	552,000
521320	Natural Gas Service	-	-	-	-	61,774	227,200
521330	Water Service	-	-	-	-	193,905	395,000
521340	Sewer Service	-	-	-	-	105,952	196,400
5214**	Travel	61,107	125,950	-	125,950	57,202	152,600
5215**	Mnt & Repair - Bldg & Ground	251,961	257,000	36,000	293,000	313,695	406,500
5216**	Mnt & Repair - Equipment	1,498,069	1,726,350	142,962	1,869,312	1,183,689	1,941,615

City of Charleston
Municipal Budget
FY 2027
General Fund Expenditure Summary

Exp. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Proposed FY 2027
5217**	Mnt & Repair - Automotive	17,629	29,550	-	29,550	7,285	30,550
521711	Car Wash				-		
5218**	Postage	109,722	100,800	-	100,800	58,096	127,800
521820	Parcel Shipping				-		
521830	Freight				-		
521900	Building and Equipment Rent	608,144	637,950	-	637,950	29,281	81,517
521910	Building Rent/Lease	-	-	-	-	160,891	273,806
521920	Parking Space Rental	-	-	-	-	78,515	134,340
521930	Equipment Rental Short Term	-	-	-	-	3,979	5,000
521935	Equipment Rental Long Term	-	-	-	-	3,051	-
521936	Copier Rental	-	-	-	-	52,512	94,803
521940	Fire Hydrant Rental	150,677	168,000	-	168,000	66,052	160,800
522000	Advertising/Legal Publication	12,469	47,000	-	47,000	10,429	41,100
522012	Advertising - Radio	-	-	-	-	-	3,700
522013	Advertising - Internet	-	-	-	-	450	-
5221**	Training	193,958	301,800	41,897	343,697	58,022	253,000
522200	Dues & Subscriptions	142,528	152,590	-	152,590	80,489	94,720
522210	Association Dues	-	-	-	-	9,097	31,650
522220	Employee Dues & Licensure	54	-	-	-	641	2,650
522225	Employee Certifications	362	-	-	-	1,114	52,500
522230	Publication Subscriptions	-	-	-	-	4,613	8,620
5223**	Professional Services	917,600	845,900	100,000	945,900	563,557	758,700
52240*	Audit Costs	105,840	112,320	-	112,320	92,000	118,800
522600	Insurance - WC & UE	602,943	806,360	-	806,360	540,627	783,336
522700	Insurance	707,903	730,000	-	730,000	543,922	800,000
522900	Courts Cost & Damages	896,151	750,000	450,000	1,200,000	166,744	750,000
523000	Contracted Services	3,071,329	2,732,510	-	2,732,510	407,265	1,287,352
523001	Contracted Temp Staffing	-	-	-	-	111,618	85,000
523002	Background & Drug Testing	-	-	-	-	-	-
523003	Medical Services	-	944,728	-	944,728	207,269	1,089,455
523012	Pest Control Services	-	-	-	-	2,683	10,668
523013	Security & Alarm Monitoring	-	-	-	-	9,644	4,020
523020	Records Management Servic	-	-	-	-	784	-
523021	Shredding Services	-	-	-	-	323	1,600
523022	Lockbox Services	-	-	-	-	4,746	10,487
523023	Collection Services	-	-	-	-	176	132,650
523030	Demolition & Abatement Srvc	-	-	-	-	335,805	400,000
523031	Disposal Services	-	-	-	-	236	1,960
523032	Linen Services	-	-	-	-	2,867	3,000
523033	Towing Services	-	-	-	-	2,749	8,000
523034	Code Enfcmt Yard Mtce	-	-	-	-	-	40,000
523036	Code Enfcmt Board Up	-	-	-	-	-	40,000
523200	Bank Fees	256	150	-	150	-	-
523400	Regional Jail Fees	154,970	168,000	-	168,000	138,791	300,000
523700	Other Taxes & Fees	15,612	28,000	-	28,000	5,357	25,600
	TOTAL CONTRACTUAL	**12,290,864**	**13,011,328**	**770,859**	**13,782,187**	**6,580,986**	**13,637,107**

City of Charleston
Municipal Budget
FY 2027
General Fund Expenditure Summary

Exp. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Proposed FY 2027
Commodities							
534100	Material & Supplies	3,631,616	3,076,520	10,000	3,086,520	728,267	1,546,875
534101	Office Supplies	-	-	-	-	15,770	70,700
534102	Furniture & Appliances	-	-	-	-	4,134	32,800
534103	Computer Hardware Non-Ca	-	-	-	-	-	5,000
534104	Printed Materials	-	-	-	-	912	300
534105	Cleaning & Paper Supplies	-	-	-	-	47,187	71,750
534107	Building & Construction Spls	-	-	-	-	7,371	21,000
534108	Tools & Equipment Non-Capit	-	-	-	-	44,527	88,500
534109	Books & Educational Material	-	-	-	-	-	15,800
534110	Food & Refreshments	-	-	-	-	2,906	12,500
534111	Safety & First Aid Supplies	-	-	-	-	45,783	77,520
534112	Landscaping & Grounds Supp	-	-	-	-	17,258	40,000
534114	Special Event Supplies	-	36,500	-	36,500	19,975	46,500
534170	Law Enforcement Supplies	-	-	-	-	-	37,875
534171	Animal & Vet Supplies	-	-	-	-	154	7,550
534172	Firearms & Ammunition	-	-	-	-	1,679	43,000
534176	Fire Prevention Supplies	-	9,000	-	9,000	4,866	10,500
534177	Fire Investigation Supplies	-	2,500	-	2,500	-	2,500
534178	Medical Supplies	-	-	-	-	152,099	350,000
534180	Snow Removal Materials	-	400,000	225,000	625,000	-	500,000
534300	Gas, Oil & Tires	1,430,986	1,329,500	-	1,329,500	11,516	9,000
534310	Fuel	-	-	-	-	582,642	1,005,000
534320	Mechanical Oil & Fluids	1,166	-	-	-	37,110	70,000
534330	Tires	670	-	-	-	102,839	152,700
534340	Automobile & Equipment Par	-	-	-	-	576,063	943,000
534500	Uniforms	438,676	562,000	249,295	811,295	390,571	547,350
534600	Resale Food	4,113	10,000	-	10,000	-	10,000
534700	Resale Merchandise	12,796	15,750	-	15,750	3,879	15,250
535100	Athletic Supplies	3,098	12,000	-	12,000	4,351	12,000
535300	Computer Software Non-SAA	-	500	-	500	-	-
535800	Commissions	15,810	18,000	-	18,000	5,228	18,000
	TOTAL COMMODITIES	**5,538,930**	**5,472,270**	**484,295**	**5,956,565**	**2,807,085**	**5,762,970**
Capital Outlay							
645800	C/O - Major Improvements	-	-	27,158	27,158	-	135,000
645900	C/O - Equipment	7,772,840	6,281,959	3,144,425	9,426,384	2,223,553	7,679,475
646100	C/O - Lease Purch. Payments	585,670	293,707	-	293,707	162,114	128,760
	TOTAL CAPITAL OUTLAY	**8,358,509**	**6,575,666**	**3,171,583**	**9,747,249**	**2,385,667**	**7,943,235**
Contributions & Other							
556600	Transfers to Other Funds	25,045,021	4,993,000	-	4,993,000	3,011,845	8,913,000
556700	Contributions to Other Gvmt	1,086,535	1,090,159	-	1,090,159	635,926	1,132,174
556800	Contributions to Others NonG	2,702,504	2,769,000	212,500	2,981,500	1,260,727	2,599,000
559800	Contingency	-	196,566	(120,000)	76,566	-	541,151
567100	Bond Principal	500,000	80,000	-	80,000	91,979	80,000
567200	Bond Interest	12,300	4,800	-	4,800	2,800	1,200
567400	Bond Service Charge	1,750	1,750	-	1,750	1,750	1,750
	TOTAL CONTRIBUTIONS & OTH.	**29,348,110**	**9,135,275**	**92,500**	**9,227,775**	**5,005,027**	**13,268,275**
	TOTAL EXPENDITURES	**133,160,705**	**113,363,100**	**4,519,237**	**117,882,337**	**63,593,274**	**113,629,000**

City of Charleston
Municipal Budget
FY 2027
General Fund Expenditure Summary by Department

Exp. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	Proposed FY 2027
40900	Mayor's Office	746,591	763,155		763,155	755,904
40902	CARE Office	375,407	398,003	60,000	458,003	393,877
41000	City Council	431,842	513,201		513,201	522,509
41200	City Manager	1,768,014	2,225,114	100,000	2,325,114	2,318,666
41300	City Treasurer	199,668	214,718		214,718	221,594
41400	City Collector	1,328,315	1,439,718		1,439,718	1,448,839
41500	City Clerk	208,517	220,579		220,579	223,799
41600	Municipal Court	496,453	557,841		557,841	566,887
41700	Legal	1,565,721	1,559,633	450,000	2,009,633	1,573,065
41800	Accounting	516,819	563,519		563,519	578,807
42000	Engineering	746,376	791,151		791,151	807,479
42001	Engineering - Stormwater	193,897	218,118		218,118	204,667
42100	MOECD	664,386	688,724		688,724	632,911
42200	Human Resources	620,753	712,035		712,035	722,288
42400	Main Street	87,500	75,000	62,500	137,500	75,000
42700	Debt Service	514,050	86,550		86,550	82,950
43000	Development Services	2,790,036	2,368,573		2,368,573	2,351,235
43100	Mailroom	226,804	238,314		238,314	245,293
43200	Capitol Market	30,000	30,000		30,000	30,000
43500	Intergovenmental Council	19,485	20,000		20,000	20,000
43800	Elections	-	80,000		80,000	80,000
43900	Information Systems	2,807,363	2,019,198		2,019,198	2,099,360
44000	General Services	1,361,680	1,433,902		1,433,902	1,448,545
40800	Retiree Health	8,824,107	7,792,000		7,792,000	4,000,000
44201	Constituent Services	347,537	415,095		415,095	482,752
44400	Transfers to Other Funds	19,615,280	4,420,000		4,420,000	4,375,000
50000	Morris Street Building	463,663	449,721		449,721	469,822
50100	Wellness Clinic	984,088	975,428		975,428	1,079,463
56600	Public Works	437,098	466,436		466,436	452,201
56700	Public Grounds	1,633,327	1,777,768		1,777,768	1,897,431
56701	Carriage Trail	177,120	78,165		78,165	80,398
69900	Contingency		196,566	(120,000)	76,566	541,151
70000	Police - Uniform	22,903,430	23,270,504	41,897	23,312,401	24,369,856
70001	Police - Civilian	1,586,795	1,631,485		1,631,485	1,716,743
70600	Fire - Uniform	23,342,892	23,951,683	249,295	24,200,978	23,986,112
70601	Fire- Civilian	135,421	146,825		146,825	206,099
71200	Traffic Engineering	1,631,315	1,680,582		1,680,582	1,845,265
71600	Emergency Management	95,571	156,993		156,993	150,973
75000	Street Department	4,875,350	5,226,886	225,000	5,451,886	5,476,375
75400	Equipment Maintenance	3,918,249	3,984,181	142,962	4,127,143	4,021,188
80000	Refuse & Recycling	3,957,973	4,235,248		4,235,248	4,316,236

City of Charleston
Municipal Budget
FY 2027
General Fund Expenditure Summary by Department

Exp. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	Proposed FY 2027
80300	Health Department	100,000	100,000		100,000	100,000
90000	Parks & Rec	3,148,571	3,315,258	10,000	3,325,258	3,373,469
90100	CVB	1,618,882	1,675,000		1,675,000	1,600,000
90300	Fairs & Festivals	405,000	415,000	90,000	505,000	335,000
90600	Arts Contributions	85,000	85,000		85,000	85,000
90601	Public Art	122,289	212,593		212,593	212,925
91000	CCCC Contributions	4,436,916	555,000		555,000	500,000
91100	Charleston Area Alliance	100,000	100,000		100,000	100,000
91600	Library	986,535	990,159		990,159	1,032,174
91900	Applachian Power Park	191,243	280,000		280,000	274,600
95200	Spring Hill Cemetery	978,865	1,156,812	36,000	1,192,812	1,201,857
97500	Capital - General Governmer	622,365	971,849	543,679	1,515,528	694,575
97600	Capital - Public Safety	5,374,678	2,732,479	1,902,939	4,635,418	4,448,660
97700	Capital - Streets	1,411,354	1,813,045	510,265	2,323,310	1,797,000
97800	Capital - Health & Sanitation	545,419	674,396	42,780	717,176	720,000
97900	Captial - Parks & Rec	304,987	291,000	51,920	342,920	250,500
98000	Capital - Social Services	99,706	92,897	120,000	212,897	32,500
	TOTAL EXPENDITURES	**133,160,703**	**113,533,100**	**4,519,237**	**118,052,337**	**113,629,000**

City of Charleston
Municipal Budget
FY 2027
Coal Severence Fund

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Estimated FY 2027
	Fund Balance	56,155	29,800	(13,389)	16,411	-	30,000
431000	Coal Severence Tax	158,889	130,000	13,389	143,389	68,945	140,000
438000	Interest Earnings	1,296	200		200	966	1,000
	Total Available	**216,340**	**160,000**	**-**	**160,000**	**69,911**	**171,000**
Exp. Code							
556600	Trf. & Cont. to Other Funds	199,928	160,000	-	160,000	-	171,000

City of Charleston
Municipal Budget
FY 2027
Employee Healthcare Reserve Fund

Revenue		Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Jan Actual FY 2026	Projected FY 2027
	Fund Balance	14,755,388	22,510,405		22,510,405	22,510,405	30,307,417
431400	Sales & Use Tax	6,966,733	6,983,952		6,983,952	3,327,419	4,933,801
436900	Transfers from Other Funds	-	-		-	-	4,000,000
438000	Investment Earnings	788,284	813,060		813,060	550,526	909,223
433300	Retiree Premiums	-			-	-	1,260,000
	Total Available	**22,510,405**	**30,307,417**	**-**	**30,307,417**	**26,388,350**	**41,410,441**

Expenses

Unit 40800493 - Civilian Retirees

510550	Retiree - Pre-65 Medical	-	-		-	-	1,810,592
510560	Retiree - Post-65 Medical	-	-		-	-	477,115
511100	Dental & Vision Insurance	-	-		-	-	120,000
	Total 40800493 - Civilian	**-**	**-**	**-**	**-**	**-**	**2,407,707**

Unit 40800494 - Police Retirees

510550	Retiree - Pre-65 Medical	-	-		-	-	2,887,940
510560	Retiree - Post-65 Medical	-	-		-	-	761,011
511100	Dental & Vision Insurance	-	-		-	-	145,000
	Total 40800494 - Police	**-**	**-**	**-**	**-**	**-**	**3,793,951**

Unit 40800495 - Fire Retirees

510550	Retiree - Pre-65 Medical	-	-		-	-	3,441,468
510560	Retiree - Post-65 Medical	-	-		-	-	906,874
511100	Dental & Vision Insurance	-	-		-	-	145,000
	Total 40800495 - Fire	**-**	**-**	**-**	**-**	**-**	**4,493,342**

Total All Retirees

510550	Retiree - Pre-65 Medical	-	-	-	-	-	8,140,000
510560	Retiree - Post-65 Medical	-	-	-	-	-	2,145,000
511100	Dental & Vision Insurance	-	-	-	-	-	410,000
	Total Expenses	**-**	**-**	**-**	**-**	**-**	**10,695,000**
	Ending Balance	**22,510,405**	**30,307,417**	**-**	**30,307,417**	**26,388,350**	**30,715,441**

City of Charleston
Municipal Budget
FY 2027
General Fund
Summary of Transfers, Support, and Contributions

Exp. Code	Receiving Organization/Entity	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	Proposed FY 2027
556600	**Trf. & Cont. to Other Funds**					
	General Maintenance Fund	1,842,000	535,000	-	535,000	500,000
	Facilities Maintenance Fund	11,348,280	610,000	-	610,000	600,000
	City Service Fee Capital Projects Fund	4,000,000	3,000,000	-	3,000,000	3,000,000
	Charleston Land Reuse Agency	600,000	-	-	-	-
	Turf Maintenance Fund	250,000	250,000	-	250,000	250,000
	Stadium Maintenance Fund	25,000	25,000	-	25,000	25,000
	Cemetery Endowment Fund	12,825	18,000	-	18,000	18,000
	IT Infrastructure Fund	980,000	-	-	-	-
	Community Participation Program Fund	250,000	-	-	-	-
	Beautification Commission Fund	100,000	-	-	-	-
	Sidewalk Improvement Program Fund	500,000	-	-	-	-
	Public Safety Center Fund	700,000	-	-	-	-
	Charleston Coliseum (Operation & Debt)	836,916	555,000	-	555,000	500,000
	Charleston Coliseum (Capital)	2,600,000	-	-	-	-
	Municipal Auditorium Project Fund	1,000,000	-	-	-	-
	Live on the Levee	-	-	-	-	20,000
	Total Trf. & Cont. to Other Funds	**25,045,021**	**4,993,000**	**-**	**4,993,000**	**4,913,000**
556700	**Cont. to Other Govt Units**					
	Kanawha-Charleston Health Department	100,000	100,000	-	100,000	100,000
	Library	986,535	990,159	-	990,159	*1,032,174*
	Total Cont. to Other Govt Units	**1,086,535**	**1,090,159**	**-**	**1,090,159**	**1,132,174**
556800	**Other Contributions**					
	Mayors Discretionary Contributions	33,740	35,000		35,000	35,000
	Mayors Economic Incentives	282,382	290,000		290,000	290,000
	Kanawha-Charleston Humane Association	60,000	60,000		60,000	65,000
	Citizens Police Academy Alumni Association	-	4,000		4,000	4,000
	Charleston Urban Works	87,500	75,000	62,500	137,500	75,000
	Convention & Visitors Bureau (Hotel/Motel Tax)	1,618,882	1,675,000		1,675,000	1,600,000
	Fund for the Arts (includes 11 arts organizations)	70,000	70,000		70,000	70,000
	Chas. Area Alliance - Operations	50,000	50,000		50,000	100,000
	Chas. Area Alliance - Recruitment Incentives	50,000	50,000		50,000	-
	WV Symphony	15,000	15,000		15,000	15,000
	Capitol Market	30,000	30,000		30,000	30,000
	Festivals:	405,000	415,000	90,000	505,000	315,000
	Semiquincentennial Celebration	*-*	*100,000*		*100,000*	*-*
	Festivall	*125,000*	*125,000*		*125,000*	*125,000*
	MultiFest	*40,000*	*40,000*		*40,000*	*40,000*
	Charleston Sternwheel Regatta/4th of July	*150,000*	*150,000*		*150,000*	*150,000*
	City Center Live	*90,000*	*-*	*90,000*	*90,000*	*-*
	Total Other Contributions	**2,702,504**	**2,769,000**	**152,500**	**2,921,500**	**2,599,000**
	Total Transfers, Support, and Contributions	**28,834,060**	**8,852,159**	**152,500**	**9,004,659**	**8,644,174**

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 2

Pay Grade Schedules

City of Charleston
Municipal Budget
FY 2027
Table of Civilian Pay Grades

Grade	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
001	Mayor	125,000		
002	City Council	7,000		
003	City Treasurer	18,000		
004	Municipal Judge	40,000		
005	Appointed Part Time Clerks	35,000		
104	31,195	46,169	15.00	22.20
105	32,397	47,948	15.58	23.05
106	33,659	49,816	16.18	23.95
107	34,984	51,777	16.82	24.89
108	36,375	53,835	17.49	25.88
109	37,836	55,998	18.19	26.92
110	38,871	57,529	18.69	27.66
111	39,962	59,144	19.21	28.43
112	41,237	61,031	19.83	29.34
113	43,013	63,659	20.68	30.61
114	44,462	65,804	21.38	31.64
115	46,420	68,702	22.32	33.03
116	47,956	70,975	23.06	34.12
117	49,698	73,553	23.89	35.36
119	54,137	80,123	26.03	38.52
120	55,596	82,282	26.73	39.56
121	58,219	86,164	27.99	41.43
123	63,867	94,523	30.71	45.44
124	66,904	99,018	32.17	47.60
125	70,093	103,738	33.70	49.87
126	73,442	108,694	35.31	52.26
127	76,958	113,898	37.00	54.76
128	80,578	119,256	38.74	57.33
129	84,201	124,617	40.48	59.91
130	88,005	130,247	42.31	62.62
132	96,193	142,366	46.25	68.45
135	110,076	162,912	52.92	78.32
139	132,048	195,431	63.48	93.96

City of Charleston
Municipal Budget
FY 2027
Police Wage Progression Schedule
For employees hired prior to June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	25.012	26.602	28.446	30.615	33.075
5	25.132	26.722	28.566	30.735	33.195
6	25.252	26.842	28.686	30.855	33.315
7	25.372	26.962	28.806	30.975	33.435
8	25.492	27.083	28.927	31.096	33.556
9	25.613	27.203	29.047	31.216	33.676
10	25.733	27.323	29.167	31.336	33.796
11	25.853	27.443	29.287	31.456	33.916
12	25.973	27.563	29.407	31.576	34.036
13	26.093	27.684	29.528	31.697	34.157
14	26.214	27.804	29.648	31.817	34.277
15	26.334	27.924	29.768	31.937	34.397
16	26.454	28.044	29.888	32.057	34.517
17	26.574	28.164	30.008	32.177	34.637
18	**27.194**	**28.784**	**30.628**	**32.797**	**35.257**
19	27.314	28.905	30.749	32.918	35.378
20	27.435	29.025	30.869	33.038	35.498
21	27.555	29.145	30.989	33.158	35.618
22	27.675	29.265	31.109	33.278	35.738
23	27.795	29.385	31.229	33.398	35.858
24	27.915	29.506	31.350	33.519	35.979
25	28.036	29.626	31.470	33.639	36.099
26	28.156	29.746	31.590	33.759	36.219
27	28.276	29.866	31.710	33.879	36.339
28	28.396	29.986	31.830	33.999	36.459
29	28.516	30.107	31.951	34.120	36.580
30	28.637	30.227	32.071	34.240	36.700

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2028
Police Wage Progression Schedule
For employees hired prior to June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	25.012	26.602	28.446	30.615	33.075
5	25.132	26.722	28.566	30.735	33.195
6	25.252	26.842	28.686	30.855	33.315
7	25.372	26.962	28.806	30.975	33.435
8	25.492	27.083	28.927	31.096	33.556
9	25.613	27.203	29.047	31.216	33.676
10	25.733	27.323	29.167	31.336	33.796
11	25.853	27.443	29.287	31.456	33.916
12	25.973	27.563	29.407	31.576	34.036
13	26.093	27.684	29.528	31.697	34.157
14	26.214	27.804	29.648	31.817	34.277
15	26.334	27.924	29.768	31.937	34.397
16	26.454	28.044	29.888	32.057	34.517
17	26.574	28.164	30.008	32.177	34.637
18	**27.194**	**28.784**	**30.628**	**32.797**	**35.257**
19	27.314	28.905	30.749	32.918	35.378
20	27.435	29.025	30.869	33.038	35.498
21	27.555	29.145	30.989	33.158	35.618
22	**28.175**	**29.765**	**31.609**	**33.778**	**36.238**
23	28.295	29.885	31.729	33.898	36.358
24	28.415	30.006	31.850	34.019	36.479
25	28.536	30.126	31.970	34.139	36.599
26	28.656	30.246	32.090	34.259	36.719
27	28.776	30.366	32.210	34.379	36.839
28	28.896	30.486	32.330	34.499	36.959
29	29.016	30.607	32.451	34.620	37.080
30	29.137	30.727	32.571	34.740	37.200

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2029
Police Wage Progression Schedule
For employees hired prior to June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	25.012	26.602	28.446	30.615	33.075
5	25.132	26.722	28.566	30.735	33.195
6	25.252	26.842	28.686	30.855	33.315
7	25.372	26.962	28.806	30.975	33.435
8	25.492	27.083	28.927	31.096	33.556
9	25.613	27.203	29.047	31.216	33.676
10	25.733	27.323	29.167	31.336	33.796
11	25.853	27.443	29.287	31.456	33.916
12	25.973	27.563	29.407	31.576	34.036
13	26.093	27.684	29.528	31.697	34.157
14	26.214	27.804	29.648	31.817	34.277
15	26.334	27.924	29.768	31.937	34.397
16	26.454	28.044	29.888	32.057	34.517
17	26.574	28.164	30.008	32.177	34.637
18	**27.194**	**28.784**	**30.628**	**32.797**	**35.257**
19	27.314	28.905	30.749	32.918	35.378
20	27.435	29.025	30.869	33.038	35.498
21	27.555	29.145	30.989	33.158	35.618
22	**28.175**	**29.765**	**31.609**	**33.778**	**36.238**
23	28.295	29.885	31.729	33.898	36.358
24	28.415	30.006	31.850	34.019	36.479
25	28.536	30.126	31.970	34.139	36.599
26	**29.156**	**30.746**	**32.590**	**34.759**	**37.219**
27	29.276	30.866	32.710	34.879	37.339
28	29.396	30.986	32.830	34.999	37.459
29	29.516	31.107	32.951	35.120	37.580
30	29.637	31.227	33.071	35.240	37.700

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2030
Police Wage Progression Schedule
For employees hired prior to June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	25.012	26.602	28.446	30.615	33.075
5	25.132	26.722	28.566	30.735	33.195
6	25.252	26.842	28.686	30.855	33.315
7	25.372	26.962	28.806	30.975	33.435
8	25.492	27.083	28.927	31.096	33.556
9	25.613	27.203	29.047	31.216	33.676
10	25.733	27.323	29.167	31.336	33.796
11	25.853	27.443	29.287	31.456	33.916
12	25.973	27.563	29.407	31.576	34.036
13	26.093	27.684	29.528	31.697	34.157
14	26.214	27.804	29.648	31.817	34.277
15	26.334	27.924	29.768	31.937	34.397
16	26.454	28.044	29.888	32.057	34.517
17	26.574	28.164	30.008	32.177	34.637
18	**27.194**	**28.784**	**30.628**	**32.797**	**35.257**
19	27.314	28.905	30.749	32.918	35.378
20	27.435	29.025	30.869	33.038	35.498
21	27.555	29.145	30.989	33.158	35.618
22	**28.175**	**29.765**	**31.609**	**33.778**	**36.238**
23	28.295	29.885	31.729	33.898	36.358
24	28.415	30.006	31.850	34.019	36.479
25	28.536	30.126	31.970	34.139	36.599
26	**29.156**	**30.746**	**32.590**	**34.759**	**37.219**
27	29.276	30.866	32.710	34.879	37.339
28	29.396	30.986	32.830	34.999	37.459
29	29.516	31.107	32.951	35.120	37.580
30	**30.137**	**31.727**	**33.571**	**35.740**	**38.200**

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Police Wage Progression Schedule
For employees hired after June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	**25.762**	**27.352**	**29.196**	**31.365**	**33.825**
5	25.882	27.472	29.316	31.485	33.945
6	26.002	27.592	29.436	31.605	34.065
7	26.122	27.712	29.556	31.725	34.185
8	26.242	27.833	29.677	31.846	34.306
9	26.363	27.953	29.797	31.966	34.426
10	26.483	28.073	29.917	32.086	34.546
11	26.603	28.193	30.037	32.206	34.666
12	26.723	28.313	30.157	32.326	34.786
13	26.843	28.434	30.278	32.447	34.907
14	26.964	28.554	30.398	32.567	35.027
15	27.084	28.674	30.518	32.687	35.147
16	27.204	28.794	30.638	32.807	35.267
17	27.324	28.914	30.758	32.927	35.387
18	27.444	29.034	30.878	33.047	35.507
19	27.564	29.155	30.999	33.168	35.628
20	27.685	29.275	31.119	33.288	35.748
21	27.805	29.395	31.239	33.408	35.868
22	27.925	29.515	31.359	33.528	35.988
23	28.045	29.635	31.479	33.648	36.108
24	28.165	29.756	31.600	33.769	36.229
25	28.286	29.876	31.720	33.889	36.349
26	28.406	29.996	31.840	34.009	36.469
27	28.526	30.116	31.960	34.129	36.589
28	28.646	30.236	32.080	34.249	36.709
29	28.766	30.357	32.201	34.370	36.830
30	28.887	30.477	32.321	34.490	36.950

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2028
Police Wage Progression Schedule
For employees hired after June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	**25.762**	**27.352**	**29.196**	**31.365**	**33.825**
5	25.882	27.472	29.316	31.485	33.945
6	26.002	27.592	29.436	31.605	34.065
7	26.122	27.712	29.556	31.725	34.185
8	**26.992**	**28.583**	**30.427**	**32.596**	**35.056**
9	27.113	28.703	30.547	32.716	35.176
10	27.233	28.823	30.667	32.836	35.296
11	27.353	28.943	30.787	32.956	35.416
12	27.473	29.063	30.907	33.076	35.536
13	27.593	29.184	31.028	33.197	35.657
14	27.714	29.304	31.148	33.317	35.777
15	27.834	29.424	31.268	33.437	35.897
16	27.954	29.544	31.388	33.557	36.017
17	28.074	29.664	31.508	33.677	36.137
18	28.194	29.784	31.628	33.797	36.257
19	28.314	29.905	31.749	33.918	36.378
20	28.435	30.025	31.869	34.038	36.498
21	28.555	30.145	31.989	34.158	36.618
22	28.675	30.265	32.109	34.278	36.738
23	28.795	30.385	32.229	34.398	36.858
24	28.915	30.506	32.350	34.519	36.979
25	29.036	30.626	32.470	34.639	37.099
26	29.156	30.746	32.590	34.759	37.219
27	29.276	30.866	32.710	34.879	37.339
28	29.396	30.986	32.830	34.999	37.459
29	29.516	31.107	32.951	35.120	37.580
30	29.637	31.227	33.071	35.240	37.700

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2029
Police Wage Progression Schedule
For employees hired after June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	**25.762**	**27.352**	**29.196**	**31.365**	**33.825**
5	25.882	27.472	29.316	31.485	33.945
6	26.002	27.592	29.436	31.605	34.065
7	26.122	27.712	29.556	31.725	34.185
8	**26.992**	**28.583**	**30.427**	**32.596**	**35.056**
9	27.113	28.703	30.547	32.716	35.176
10	27.233	28.823	30.667	32.836	35.296
11	27.353	28.943	30.787	32.956	35.416
12	**28.223**	**29.813**	**31.657**	**33.826**	**36.286**
13	28.343	29.934	31.778	33.947	36.407
14	28.464	30.054	31.898	34.067	36.527
15	28.584	30.174	32.018	34.187	36.647
16	28.704	30.294	32.138	34.307	36.767
17	28.824	30.414	32.258	34.427	36.887
18	28.944	30.534	32.378	34.547	37.007
19	29.064	30.655	32.499	34.668	37.128
20	29.185	30.775	32.619	34.788	37.248
21	29.305	30.895	32.739	34.908	37.368
22	29.425	31.015	32.859	35.028	37.488
23	29.545	31.135	32.979	35.148	37.608
24	29.665	31.256	33.100	35.269	37.729
25	29.786	31.376	33.220	35.389	37.849
26	29.906	31.496	33.340	35.509	37.969
27	30.026	31.616	33.460	35.629	38.089
28	30.146	31.736	33.580	35.749	38.209
29	30.266	31.857	33.701	35.870	38.330
30	30.387	31.977	33.821	35.990	38.450

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2030
Police Wage Progression Schedule
For employees hired after June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	**25.762**	**27.352**	**29.196**	**31.365**	**33.825**
5	25.882	27.472	29.316	31.485	33.945
6	26.002	27.592	29.436	31.605	34.065
7	26.122	27.712	29.556	31.725	34.185
8	**26.992**	**28.583**	**30.427**	**32.596**	**35.056**
9	27.113	28.703	30.547	32.716	35.176
10	27.233	28.823	30.667	32.836	35.296
11	27.353	28.943	30.787	32.956	35.416
12	**28.223**	**29.813**	**31.657**	**33.826**	**36.286**
13	28.343	29.934	31.778	33.947	36.407
14	28.464	30.054	31.898	34.067	36.527
15	28.584	30.174	32.018	34.187	36.647
16	**29.454**	**31.044**	**32.888**	**35.057**	**37.517**
17	29.574	31.164	33.008	35.177	37.637
18	29.694	31.284	33.128	35.297	37.757
19	29.814	31.405	33.249	35.418	37.878
20	29.935	31.525	33.369	35.538	37.998
21	30.055	31.645	33.489	35.658	38.118
22	30.175	31.765	33.609	35.778	38.238
23	30.295	31.885	33.729	35.898	38.358
24	30.415	32.006	33.850	36.019	38.479
25	30.536	32.126	33.970	36.139	38.599
26	30.656	32.246	34.090	36.259	38.719
27	30.776	32.366	34.210	36.379	38.839
28	30.896	32.486	34.330	36.499	38.959
29	31.016	32.607	34.451	36.620	39.080
30	31.137	32.727	34.571	36.740	39.200

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
Projected FY 2031
Police Wage Progression Schedule
For employees hired after June 1, 2011

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	24.651	26.121	27.965	30.134	32.594
1	24.651	26.241	28.085	30.254	32.714
2	24.771	26.361	28.205	30.374	32.834
3	24.891	26.482	28.326	30.495	32.955
4	**25.762**	**27.352**	**29.196**	**31.365**	**33.825**
5	25.882	27.472	29.316	31.485	33.945
6	26.002	27.592	29.436	31.605	34.065
7	26.122	27.712	29.556	31.725	34.185
8	**26.992**	**28.583**	**30.427**	**32.596**	**35.056**
9	27.113	28.703	30.547	32.716	35.176
10	27.233	28.823	30.667	32.836	35.296
11	27.353	28.943	30.787	32.956	35.416
12	**28.223**	**29.813**	**31.657**	**33.826**	**36.286**
13	28.343	29.934	31.778	33.947	36.407
14	28.464	30.054	31.898	34.067	36.527
15	28.584	30.174	32.018	34.187	36.647
16	**29.454**	**31.044**	**32.888**	**35.057**	**37.517**
17	29.574	31.164	33.008	35.177	37.637
18	29.694	31.284	33.128	35.297	37.757
19	29.814	31.405	33.249	35.418	37.878
20	**30.685**	**32.275**	**34.119**	**36.288**	**38.748**
21	30.805	32.395	34.239	36.408	38.868
22	30.925	32.515	34.359	36.528	38.988
23	31.045	32.635	34.479	36.648	39.108
24	31.165	32.756	34.600	36.769	39.229
25	31.286	32.876	34.720	36.889	39.349
26	31.406	32.996	34.840	37.009	39.469
27	31.526	33.116	34.960	37.129	39.589
28	31.646	33.236	35.080	37.249	39.709
29	31.766	33.357	35.201	37.370	39.830
30	31.887	33.477	35.321	37.490	39.950

Each Patrol Officer receives an additional $1.00 per hour when working night shift.

Each employee qualified and actively assigned by the Police Chief to the SWAT Team, Dive Team, Marine Unit, or as a Polygraph Examiner, Range Officer, or Drug Recognition Expert will receive $500 (pre-tax and required deductions) annually for each special assignment, up to a maximum of $3,000 annually. The maximum number of officers for each assignment will be: SWAT Team (20), Dive Team (5), Marine Unit (12), Polygraph Examiner (2), Range Officer (20), and Drug Recognition Expert (3). This special assignment incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/EMT 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	22.417	25.051	26.895	31.524
1	22.483	25.117	26.961	31.590
2	22.549	25.183	27.027	31.656
3	22.616	25.250	27.094	31.723
4	22.682	25.316	27.160	31.789
5	22.748	25.382	27.226	31.855
6	22.815	25.449	27.293	31.922
7	22.881	25.515	27.359	31.988
8	22.947	25.581	27.425	32.054
9	23.014	25.648	27.492	32.121
10	23.080	25.714	27.558	32.187
11	23.146	25.780	27.624	32.253
12	23.213	25.847	27.691	32.320
13	23.279	25.913	27.757	32.386
14	23.345	25.979	27.823	32.452
15	23.412	26.046	27.890	32.519
16	23.478	26.112	27.956	32.585
17	23.544	26.178	28.022	32.651
18	23.611	26.245	28.089	32.718
19	23.677	26.311	28.155	32.784
20	23.743	26.377	28.221	32.850
21	23.810	26.444	28.288	32.917
22	23.876	26.510	28.354	32.983
23	23.943	26.577	28.421	33.050
24	24.009	26.643	28.487	33.116
25	24.075	26.709	28.553	33.182
26	24.142	26.776	28.620	33.249
27	24.208	26.842	28.686	33.315
28	24.274	26.908	28.752	33.381
29	24.341	26.975	28.819	33.448
30	24.407	27.041	28.885	33.514

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/EMT Advanced 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	22.994	25.628	27.472	32.101
1	23.060	25.694	27.538	32.167
2	23.126	25.760	27.604	32.233
3	23.193	25.827	27.671	32.300
4	23.259	25.893	27.737	32.366
5	23.325	25.959	27.803	32.432
6	23.392	26.026	27.870	32.499
7	23.458	26.092	27.936	32.565
8	23.524	26.158	28.002	32.631
9	23.591	26.225	28.069	32.698
10	23.657	26.291	28.135	32.764
11	23.723	26.357	28.201	32.830
12	23.790	26.424	28.268	32.897
13	23.856	26.490	28.334	32.963
14	23.922	26.556	28.400	33.029
15	23.989	26.623	28.467	33.096
16	24.055	26.689	28.533	33.162
17	24.121	26.755	28.599	33.228
18	24.188	26.822	28.666	33.295
19	24.254	26.888	28.732	33.361
20	24.320	26.954	28.798	33.427
21	24.387	27.021	28.865	33.494
22	24.453	27.087	28.931	33.560
23	24.520	27.154	28.998	33.627
24	24.586	27.220	29.064	33.693
25	24.652	27.286	29.130	33.759
26	24.719	27.353	29.197	33.826
27	24.785	27.419	29.263	33.892
28	24.851	27.485	29.329	33.958
29	24.918	27.552	29.396	34.025
30	24.984	27.618	29.462	34.091

Each certified EMT-Advanced receives $1,200 annually in addition to the rank & service rate. This table reflects that pay.

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/Paramedic 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	23.739	26.373	28.217	32.846
1	23.805	26.439	28.283	32.912
2	23.871	26.505	28.349	32.978
3	23.938	26.572	28.416	33.045
4	24.004	26.638	28.482	33.111
5	24.070	26.704	28.548	33.177
6	24.137	26.771	28.615	33.244
7	24.203	26.837	28.681	33.310
8	24.269	26.903	28.747	33.376
9	24.336	26.970	28.814	33.443
10	24.402	27.036	28.880	33.509
11	24.468	27.102	28.946	33.575
12	24.535	27.169	29.013	33.642
13	24.601	27.235	29.079	33.708
14	24.667	27.301	29.145	33.774
15	24.734	27.368	29.212	33.841
16	24.800	27.434	29.278	33.907
17	24.866	27.500	29.344	33.973
18	24.933	27.567	29.411	34.040
19	24.999	27.633	29.477	34.106
20	25.065	27.699	29.543	34.172
21	25.132	27.766	29.610	34.239
22	25.198	27.832	29.676	34.305
23	25.265	27.899	29.743	34.372
24	25.331	27.965	29.809	34.438
25	25.397	28.031	29.875	34.504
26	25.464	28.098	29.942	34.571
27	25.530	28.164	30.008	34.637
28	25.596	28.230	30.074	34.703
29	25.663	28.297	30.141	34.770
30	25.729	28.363	30.207	34.836

Each certified Paramedic receives $2,750 annually in addition to the rank & service rate. This table reflects that pay.

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/EMT 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	18.299	20.449	21.954	25.733
1	18.354	20.504	22.009	25.788
2	18.408	20.558	22.063	25.842
3	18.462	20.612	22.117	25.896
4	18.516	20.666	22.171	25.950
5	18.570	20.720	22.225	26.004
6	18.624	20.774	22.279	26.058
7	18.679	20.829	22.334	26.113
8	18.733	20.883	22.388	26.167
9	18.787	20.937	22.442	26.221
10	18.841	20.991	22.496	26.275
11	18.895	21.045	22.550	26.329
12	18.949	21.099	22.604	26.383
13	19.004	21.154	22.659	26.438
14	19.058	21.208	22.713	26.492
15	19.112	21.262	22.767	26.546
16	19.166	21.316	22.821	26.600
17	19.220	21.370	22.875	26.654
18	19.274	21.424	22.929	26.708
19	19.328	21.478	22.983	26.762
20	19.383	21.533	23.038	26.817
21	19.437	21.587	23.092	26.871
22	19.491	21.641	23.146	26.925
23	19.545	21.695	23.200	26.979
24	19.599	21.749	23.254	27.033
25	19.653	21.803	23.308	27.087
26	19.708	21.858	23.363	27.142
27	19.762	21.912	23.417	27.196
28	19.816	21.966	23.471	27.250
29	19.870	22.020	23.525	27.304
30	19.924	22.074	23.579	27.358

EMT receives an additional $1.00 per hour when riding ambulance.

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/EMT Advanced 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	18.770	20.920	22.425	26.204
1	18.825	20.975	22.480	26.259
2	18.879	21.029	22.534	26.313
3	18.933	21.083	22.588	26.367
4	18.987	21.137	22.642	26.421
5	19.041	21.191	22.696	26.475
6	19.095	21.245	22.750	26.529
7	19.150	21.300	22.805	26.584
8	19.204	21.354	22.859	26.638
9	19.258	21.408	22.913	26.692
10	19.312	21.462	22.967	26.746
11	19.366	21.516	23.021	26.800
12	19.420	21.570	23.075	26.854
13	19.475	21.625	23.130	26.909
14	19.529	21.679	23.184	26.963
15	19.583	21.733	23.238	27.017
16	19.637	21.787	23.292	27.071
17	19.691	21.841	23.346	27.125
18	19.745	21.895	23.400	27.179
19	19.799	21.949	23.454	27.233
20	19.854	22.004	23.509	27.288
21	19.908	22.058	23.563	27.342
22	19.962	22.112	23.617	27.396
23	20.016	22.166	23.671	27.450
24	20.070	22.220	23.725	27.504
25	20.124	22.274	23.779	27.558
26	20.179	22.329	23.834	27.613
27	20.233	22.383	23.888	27.667
28	20.287	22.437	23.942	27.721
29	20.341	22.491	23.996	27.775
30	20.395	22.545	24.050	27.829

Each certified EMT-Advanced receives $1,200 annually in addition to the rank & service rate. This table reflects that pay. EMT Advanced receives an additional $2.00 per hour when riding ambulance.

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
Municipal Budget
FY 2027
Fire/Paramedic 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	19.378	21.528	23.033	26.812
1	19.433	21.583	23.088	26.867
2	19.487	21.637	23.142	26.921
3	19.541	21.691	23.196	26.975
4	19.595	21.745	23.250	27.029
5	19.649	21.799	23.304	27.083
6	19.703	21.853	23.358	27.137
7	19.758	21.908	23.413	27.192
8	19.812	21.962	23.467	27.246
9	19.866	22.016	23.521	27.300
10	19.920	22.070	23.575	27.354
11	19.974	22.124	23.629	27.408
12	20.028	22.178	23.683	27.462
13	20.083	22.233	23.738	27.517
14	20.137	22.287	23.792	27.571
15	20.191	22.341	23.846	27.625
16	20.245	22.395	23.900	27.679
17	20.299	22.449	23.954	27.733
18	20.353	22.503	24.008	27.787
19	20.407	22.557	24.062	27.841
20	20.462	22.612	24.117	27.896
21	20.516	22.666	24.171	27.950
22	20.570	22.720	24.225	28.004
23	20.624	22.774	24.279	28.058
24	20.678	22.828	24.333	28.112
25	20.732	22.882	24.387	28.166
26	20.787	22.937	24.442	28.221
27	20.841	22.991	24.496	28.275
28	20.895	23.045	24.550	28.329
29	20.949	23.099	24.604	28.383
30	21.003	23.153	24.658	28.437

Each certified Paramedic receives $2,750 annually in addition to the rank & service rate. This table reflects that pay. Paramedic receives an additional $3.50 per hour when riding ambulance.

Each employee qualified and actively assigned by the Fire Chief to the Hazardous Materials Team, Urban Search & Rescue Team, Dive Team, or Swift Water Team will receive $500 (pre-tax and required deductions) annually for each special team assignment, up to a maximum of $2,000 annually. At no point may there be more than 50 active members on any individual team. This special team incentive will be prorated and paid equally per pay period and is in addition to the hourly rates listed above.

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 3

Department Staffing

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

40900 Mayor's Office	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
	Total	**3**

40900 Mayor's Office	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
	Total	**3**

40902 CARE Office	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
CARE Coordinator	E/115	1
Outreach Coordinator	E/114	1
	Total	**2**

40902 CARE Office	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
CARE Coordinator	E/115	1
Outreach Coordinator	E/114	1
	Total	**2**

41000 City Council	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Council Member	E/002	26
	Total	**26**

41000 City Council	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Council Member	E/002	26
	Total	**26**

41200 City Manager	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**8**

41200 City Manager	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**8**

41300 City Treasurer	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
City Treasurer	E/003	1
Assistant Treasurer	E/119	1
Treasury Technician	N-COMP/113	1
	Total	**3**

41300 City Treasurer	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
City Treasurer	E/003	1
Assistant Treasurer	E/119	1
Treasury Technician	N-COMP/113	1
	Total	**3**

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

41400 City Collector		FY 2026 Current Approved
Title	**FLSA/Paygrade**	**FTE**
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Small Business Liaison	E/119	1
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	4
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	1
	Total	**16**

41400 City Collector		FY 2027 Proposed
Title	**FLSA/Paygrade**	**FTE**
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Small Business Liaison	E/119	1
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	4
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	1
	Total	**16**

41500 City Clerk		FY 2026 Current Approved
Title	**FLSA/Paygrade**	**FTE**
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
	Total	**3**

41500 City Clerk		FY 2027 Proposed
Title	**FLSA/Paygrade**	**FTE**
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
	Total	**3**

41600 Municipal Court		FY 2026 Current Approved
Title	**FLSA/Paygrade**	**FTE**
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
	Total	**8**

41600 Municipal Court		FY 2027 Proposed
Title	**FLSA/Paygrade**	**FTE**
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
	Total	**8**

41700 Legal		FY 2026 Current Approved
Title	**FLSA/Paygrade**	**FTE**
City Attorney	E/135	1
Assistant. City Attorney	E/125	3
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
	Total	**6**

41700 Legal		FY 2027 Proposed
Title	**FLSA/Paygrade**	**FTE**
City Attorney	E/135	1
Assistant. City Attorney	E/125	3
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
	Total	**6**

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

41800 Accounting	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
	Total	**5**

41800 Accounting	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
	Total	**5**

42000 Engineering	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Field Engineer	E/123	1
Field Engineering Techician	N-COMP/116	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Engineering Inspection Tech.	N-COMP/114	1
	Total	**7**

42000 Engineering	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Field Engineer	E/123	1
Field Engineering Techician	N-COMP/116	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Engineering Inspection Tech.	N-COMP/114	1
	Total	**7**

42001 Engineering - Stormwater	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
	Total	**2**

42001 Engineering - Stormwater	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
	Total	**2**

42100 MOECD	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**7**

42100 MOECD	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**7**

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

42200 Human Resources	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/116	1
HR Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
	Total	**7**

42200 Human Resources	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/116	1
HR Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
	Total	**7**

43000 Development Services	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director of Development	E/129	1
Building Commissioner	E/126	1
Code Enforcement Supervisor	N-COMP/119	1
Planner	N-COMP/119	2
Planner-LRA	N-COMP/119	1
Plans Reviewer II	N-COMP/119	1
Building Inspector	N-COMP/117	2
Code Enforcement Official	N-COMP/116	8
Administrative Assistant II	N-COMP/114	1
Permit Coordinator	N-COMP/114	1
Administrative Assistant I	N-COMP/109	2
	Total	**21**

43000 Development Services	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director of Development	E/129	1
Building Commissioner	E/126	1
Code Enforcement Supervisor	N-COMP/119	1
Planner	N-COMP/119	2
Planner-LRA	N-COMP/119	1
Plans Reviewer II	N-COMP/119	1
Building Inspector	N-COMP/117	2
Code Enforcement Official	N-COMP/116	8
Administrative Assistant II	N-COMP/114	1
Permit Coordinator	N-COMP/114	1
Administrative Assistant I	N-COMP/109	2
	Total	**21**

43100 Mail Room	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Office Support Specialist	N-OT/107	1
	Total	**1**

43100 Mail Room	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Office Support Specialist	N-OT/107	1
	Total	**1**

43900 Information Systems	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
IT Operations/Projects Mngr.	E/124	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	5
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
	Total	**9**

43900 Information Systems	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
IT Operations/Projects Mngr.	E/124	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	5
Info. Services Coordinator	E/113	1
IT Technician	E/113	1
	Total	**9**

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

44000 General Services	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Electrician	N-COMP/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
	Total	**11**

44000 General Services	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Maintenance Foreman	E/119	1
Electrician	N-OT/112	2
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	3
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
	Total	**11**

44201 Constituent Services	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Communications Specialist	E/119	1
Sr. Constituent Services Asst.	E/119	1
Sr. Special Events Coordinator	N-COMP/114	1
Constituent Services Assistant	N-COMP/109	1
	Total	**4**

44201 Constituent Services	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Communications Specialist	E/124	1
Sr. Constituent Services Asst.	E/119	1
Sr. Special Events Coordinator	N-COMP/114	1
Communications Assistant	N-COMP/114	1
Constituent Services Assistant	N-COMP/109	1
	Total	**5**

50000 Morris Square	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Custodian	N-OT/104	2
	Total	**2**

50000 Morris Square	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Custodian	N-OT/104	2
	Total	**2**

56600 Public Works	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director of Public Works	E/132	1
Administrative Assistant I	N-OT/109	3
	Total	**4**

56600 Public Works	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director of Public Works	E/132	1
Administrative Assistant I	N-OT/109	3
	Total	**4**

56700 Public Grounds	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Deputy Director Public Grounds	E/121	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	18
	Total	**27**

56700 Public Grounds	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Deputy Director Public Grounds	E/121	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	18
	Total	**27**

City of Charleston
Municipal Budget
FY 2027
General Fund

Authorized Full Time Positions

56701 Public Grounds - Carriage Trail	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Trail Specialist	N-OT/106	1
	Total	**1**

56701 Public Grounds - Carriage Trail	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Trail Specialist	N-OT/106	1
	Total	**1**

70000 Police - Uniformed	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Police Chief	E/132	1
Uniformed Members	var	172
	Total	**173**

70000 Police - Uniformed	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Police Chief	E/132	1
Uniformed Members	var	172
	Total	**173**

70001 Police - Civilian	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-OT/110	2
Administrative Assistant I	N-COMP/109	2
Evidence Technician	N-OT/110	1
Police Supply Technician	N-OT/107	1
Office Support Specialist	N-OT/107	15
	Total	**23**

70001 Police - Civilian	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-OT/110	3
Administrative Assistant I	N-COMP/109	2
Evidence Technician	N-OT/110	1
Police Supply Technician	N-OT/107	1
Office Support Specialist	N-OT/107	15
	Total	**24**

70600 Fire - Uniformed	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Fire Chief	E/132	1
Uniformed Members	var	168
	Total	**169**

70600 Fire - Uniformed	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Fire Chief	E/132	1
Uniformed Members	var	168
	Total	**169**

70600 Fire - Civilian	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Logistics Specilaist	N-OT/110	1
	Total	**2**

70600 Fire - Civilian	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Logistics Specilaist	N-OT/110	1
Office Support Specialist	N-OT/107	1
	Total	**3**

71200 Traffic Engineering	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director - Traffic Operations	E/119	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
	Total	**10**

71200 Traffic Engineering	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director - Traffic Operations	E/119	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
	Total	**10**

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Authorized Full Time Positions

71600 Homeland Security	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Emergency Mgmt	E/129	1
	Total	**1**

71600 Homeland Security	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Emergency Mgmt.	E/129	1
	Total	**1**

75000 Streets	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director of Street	E/121	1
Operations Manager	E/116	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/107	18
Street Maintenance Worker	N-OT/104	21
	Total	**72**

75000 Streets	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director of Street	E/121	1
Operations Manager	E/116	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/107	18
Street Maintenance Worker	N-OT/104	21
	Total	**72**

75400 Equipment Maintenance	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Dep. Dir. of Fleet Services	E/121	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Parts Room Assistant	N-OT/104	1
	Total	**19**

75400 Equipment Maintenance	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Dep. Dir. of Fleet Services	E/121	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Parts Room Assistant	N-OT/104	1
	Total	**19**

80000 Refuse & Recycling	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Sanitation Crew Leader	N-OT/113	3
Heavy Equipment Operator	N-OT/108	1
Sanitation Driver	N-OT/107	24
Sanitation Worker	N-OT/105	36
	Total	**66**

80000 Refuse & Recycling	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Sanitation Crew Leader	N-OT/113	3
Heavy Equipment Operator	N-OT/108	1
Sanitation Driver	N-OT/107	24
Sanitation Worker	N-OT/105	36
	Total	**66**

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Authorized Full Time Positions

90000 Parks & Recreation	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Parks and Recreation	E/129	1
Recreation Program Manager	E/119	1
Maintenance Manager	E/119	1
Recreation Facilities Manager	E/119	1
Program Coordinator	N-COMP/113	6
Neighborhood Center Mngr.	N-COMP/112	1
Assistant Program Coordinator	N-OT/107	3
Office Support Specialist	N-OT/107	1
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	4
Custodian	N-OT/104	5
	Total	**32**

90000 Parks & Recreation	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Dir. of Parks and Recreation	E/129	1
Recreation Program Manager	E/119	0
Maintenance Manager	E/119	1
Recreation Facilities Manager	E/119	1
Program Coordinator	N-COMP/113	6
Neighborhood Center Mngr.	N-COMP/112	1
Assistant Program Coordinator	N-OT/107	3
Office Support Specialist	N-OT/107	1
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	4
Custodian	N-OT/104	5
	Total	**31**

90601 Office of Public Art	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Director of Public Art	E/119	1
	Total	**1**

90601 Office of Public Art	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Director of Public Art	E/119	1
	Total	**1**

95200 Spring Hill Cemetery	FY 2026 Current Approved	
Title	**FLSA/Paygrade**	**FTE**
Superintendent	E/119	1
Business Manager	E/114	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	4
Office Support Specialist	N-OT/107	1
Arborist	N-OT/113	1
	Total	**9**

95200 Spring Hill Cemetery	FY 2027 Proposed	
Title	**FLSA/Paygrade**	**FTE**
Superintendent	E/119	1
Business Manager	E/114	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	4
Office Support Specialist	N-OT/107	1
Arborist	N-OT/113	1
	Total	**9**

TOTAL POSITIONS	**760**

TOTAL POSITIONS	**762**

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Salaries & Wages

40900 Mayor's Office	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	125,000
Regular Wages & Salaries	181,682
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**306,682**

40900 Mayor's Office	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	125,000
Regular Wages & Salaries	182,753
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**307,753**

40902 CARE Office	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	128,889
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**128,889**

40902 CARE Office	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	131,011
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**131,011**

41000 City Council	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	169,000
Regular Wages & Salaries	-
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**169,000**

41000 City Council	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	169,000
Regular Wages & Salaries	-
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**169,000**

41200 City Manager	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	628,819
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**628,819**

41200 City Manager	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	636,769
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**636,769**

41300 City Treasurer	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	18,000
Regular Wages & Salaries	119,246
Irregular Part Time (IPT)	13,200
Overtime	-
Tool Allowance	-
Total	**150,446**

41300 City Treasurer	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	18,000
Regular Wages & Salaries	123,638
Irregular Part Time (IPT)	13,200
Overtime	-
Tool Allowance	-
Total	**154,838**

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Salaries & Wages

41400 City Collector	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	872,504
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**872,504**

41400 City Collector	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	879,593
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**879,593**

41500 City Clerk	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	153,012
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**153,012**

41500 City Clerk	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	156,194
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**156,194**

41600 Municipal Court	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	40,000
Regular Wages & Salaries	299,410
Irregular Part Time (IPT)	10,000
Overtime	26,711
Tool Allowance	-
Total	**376,121**

41600 Municipal Court	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	40,000
Regular Wages & Salaries	305,776
Irregular Part Time (IPT)	10,000
Overtime	27,376
Tool Allowance	-
Total	**383,152**

41700 Legal	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	504,982
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**504,982**

41700 Legal	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	516,017
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**516,017**

41800 Accounting	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	309,056
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**309,056**

41800 Accounting	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	316,375
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**316,375**

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Salaries & Wages

42000 Engineering	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	535,055
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**535,055**

42000 Engineering	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	550,322
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**550,322**

42001 Engineering Stormwater	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	149,459
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**149,459**

42001 Engineering Stormwater	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	138,043
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**138,043**

42100 MOECD	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	423,699
Irregular Part Time (IPT)	80,000
Overtime	-
Tool Allowance	-
Total	**503,699**

42100 MOECD	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	434,285
Irregular Part Time (IPT)	20,000
Overtime	-
Tool Allowance	-
Total	**454,285**

42200 Human Resources	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	429,255
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**429,255**

42200 Human Resources	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	441,122
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**441,122**

43000 Development Services	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,239,388
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**1,239,388**

43000 Development Services	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,241,294
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**1,241,294**

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43100 Mail Room	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	37,272
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**37,272**

43100 Mail Room	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	38,333
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**38,333**

43900 Information Systems	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	581,582
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**581,582**

43900 Information Systems	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	602,866
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**602,866**

44000 General Services	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	490,239
Irregular Part Time (IPT)	-
Overtime	80,910
Tool Allowance	-
Total	**571,149**

44000 General Services	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	502,495
Irregular Part Time (IPT)	-
Overtime	82,620
Tool Allowance	-
Total	**585,115**

44201 Constituent Services	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	267,524
Irregular Part Time (IPT)	28,314
Overtime	-
Tool Allowance	-
Total	**295,838**

44201 Constituent Services	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	314,204
Irregular Part Time (IPT)	30,000
Overtime	-
Tool Allowance	-
Total	**344,204**

50000 Morris Square	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	72,622
Irregular Part Time (IPT)	-
Overtime	2,000
Tool Allowance	-
Total	**74,622**

50000 Morris Square	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	74,744
Irregular Part Time (IPT)	-
Overtime	2,058
Tool Allowance	-
Total	**76,802**

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56600 Public Works	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	232,967
Irregular Part Time (IPT)	-
Overtime	5,000
Tool Allowance	-
Total	**237,967**

56600 Public Works	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	237,210
Irregular Part Time (IPT)	-
Overtime	5,091
Tool Allowance	-
Total	**242,301**

56700 Public Grounds	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	991,696
Irregular Part Time (IPT)	-
Overtime	29,795
Tool Allowance	-
Total	**1,021,491**

56700 Public Grounds	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,023,557
Irregular Part Time (IPT)	-
Overtime	101,572
Tool Allowance	-
Total	**1,125,129**

56701 Public Grounds Carriage Trail	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	40,872
Irregular Part Time (IPT)	-
Overtime	2,444
Tool Allowance	-
Total	**43,316**

56701 Public Grounds Carriage Trail	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	42,750
Irregular Part Time (IPT)	-
Overtime	2,506
Tool Allowance	-
Total	**45,256**

70000 Police Uniformed	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	9,989,932
Irregular Part Time (IPT)	
Overtime	2,686,414
Uniform Allowance	173,150
Total	**12,849,496**

70000 Police Uniformed	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	10,336,887
Irregular Part Time (IPT)	-
Overtime	3,343,858
Uniform Allowance	173,150
Total	**13,853,895**

70001 Police Civilian	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	952,411
Irregular Part Time (IPT)	55,000
Overtime	104,191
Uniform Allowance	-
Total	**1,111,602**

70001 Police Civilian	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,027,365
Irregular Part Time (IPT)	35,000
Overtime	106,795
Uniform Allowance	900
Total	**1,170,060**

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Salaries & Wages

70600 Fire Uniformed	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	10,319,009
Irregular Part Time (IPT)	
Overtime	1,935,678
Uniform Allowance	169,150
Total	**12,423,837**

70600 Fire Uniformed	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	10,575,089
Irregular Part Time (IPT)	-
Overtime	2,011,672
Uniform Allowance	169,150
Total	**12,755,911**

70600 Fire Civilian	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	102,059
Irregular Part Time (IPT)	-
Overtime	3,000
Tool Allowance	-
Total	**105,059**

70600 Fire Civilian	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	142,565
Irregular Part Time (IPT)	-
Overtime	3,063
Tool Allowance	-
Total	**145,628**

71200 Traffic Engineering	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	496,944
Irregular Part Time (IPT)	5,500
Overtime	14,013
Tool Allowance	-
Total	**516,457**

71200 Traffic Engineering	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	503,543
Irregular Part Time (IPT)	-
Overtime	35,000
Tool Allowance	-
Total	**538,543**

71600 Homeland Security	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	84,823
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**84,823**

71600 Homeland Security	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	85,884
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	**85,884**

75000 Streets	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	2,706,284
Irregular Part Time (IPT)	-
Overtime	299,050
Tool Allowance	-
Total	**3,005,334**

75000 Streets	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	2,821,254
Irregular Part Time (IPT)	-
Overtime	305,124
Tool Allowance	-
Total	**3,126,378**

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75400 Equipment Maintenance	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	808,300
Irregular Part Time (IPT)	-
Overtime	65,112
Tool Allowance	8,400
Total	**881,812**

75400 Equipment Maintenance	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	831,498
Irregular Part Time (IPT)	-
Overtime	66,697
Tool Allowance	16,800
Total	**914,995**

80000 Refuse & Recycling	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	2,436,500
Irregular Part Time (IPT)	-
Overtime	292,352
Tool Allowance	-
Total	**2,728,852**

80000 Refuse & Recycling	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	2,518,664
Irregular Part Time (IPT)	-
Overtime	299,906
Tool Allowance	-
Total	**2,818,570**

90000 Parks & Recreation	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,343,703
Irregular Part Time (IPT)	354,200
Overtime	63,042
Tool Allowance	-
Total	**1,760,945**

90000 Parks & Recreation	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	1,306,738
Irregular Part Time (IPT)	354,200
Overtime	64,566
Tool Allowance	-
Total	**1,725,504**

90601 Office of Public Art	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	67,361
Irregular Part Time (IPT)	20,000
Overtime	-
Tool Allowance	-
Total	**87,361**

90601 Office of Public Art	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	68,422
Irregular Part Time (IPT)	10,000
Overtime	-
Tool Allowance	-
Total	**78,422**

95200 Spring Hill Cemetery	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	403,145
Irregular Part Time (IPT)	-
Overtime	12,225
Tool Allowance	-
Total	**415,370**

95200 Spring Hill Cemetery	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	414,601
Irregular Part Time (IPT)	-
Overtime	12,513
Tool Allowance	-
Total	**427,114**

City of Charleston
Municipal Budget
FY 2027
General Fund

Salaries & Wages

Total General Fund	FY 2026 Current Approved
Pay Type	**Amount**
Elected Wages & Salaries	352,000
Regular Wages & Salaries	38,399,701
Irregular Part Time (IPT)	566,214
Overtime	5,621,937
Tool Allowance	350,700
Total	**45,290,552**

Total General Fund	FY 2027 Proposed
Pay Type	**Amount**
Elected Wages & Salaries	352,000
Regular Wages & Salaries	39,521,861
Irregular Part Time (IPT)	472,400
Overtime	6,470,417
Tool Allowance	360,000
Total	**47,176,678**

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 4

Capital Expenditure Schedules

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

General Government

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
General Services					
	Pickup, Dump Bed	561	60,000	-	-
	Pickup, Ext Cab	560	-	45,000	-
	Pickup, Ext Cab	558	-	48,000	
	Pickup, Ext Cab	564	-	50,000	-
	Total General Services		**60,000**	**143,000**	**-**
Engineering					
	Camera Van	509	300,000	-	-
	Utility Vehicle	510	-	45,000	-
	Utility Vehicle	505	-	45,000	-
	Total Engineering		**300,000**	**90,000**	**-**
Development Services					
	Admin. Vehicle	544	37,500	-	-
	Admin. Vehicle	500	-	39,000	-
	Admin. Vehicle	547	-	39,000	-
	Admin. Vehicle	548	-	39,000	-
	Total Development Services		**37,500**	**117,000**	**-**
Information Services					
	PCs, Servers, Misc. Equip		167,075	572,500	154,800
	City Website		-	325,000	-
	Total Information Services		**167,075**	**897,500**	**154,800**
Public Grounds					
	Pickup, Reg. Cab	8	45,000	-	-
	Pickup, Dump Bed	368	85,000	-	-
	Backhoe	NEW	-	-	-
	Backhoe	380	-	50,000	-
	Remote Mowers (3)		-	150,000	-
	Bucket Truck	371	-	-	275,000
	Pickup	362	-	-	50,000
	Pickup	320	-	-	55,000
	Pickup	319	-	-	50,000
	Pickup	372	-	-	55,000
	Total Public Grounds		**130,000**	**200,000**	**485,000**
Total General Government			**694,575**	**1,447,500**	**639,800**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Public Safety

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Police Department					
	Interceptor SUV - line (12)		630,000	661,500	694,575
	Interceptor SUV - Supv. (3)		157,500	163,375	-
	Lighting Package		148,500	155,925	130,977
	Other Vehicle Equipment		123,000	129,150	108,486
	Administrative Vehicle (2)		80,000	210,000	-
	Admin Vehicle Equipment		17,200	45,525	-
	Transport Van		80,000	-	-
	Handheld IRP Radios		32,400	34,020	35,721
	Bicycles		4,000	4,400	4,840
	Mobile Data Terminals		60,000	63,000	52,800
	Total Police Department		**1,332,600**	**1,466,895**	**1,027,399**
Fire Department					
	Ambulance		285,000	313,500	344,850
	Ambulance Equipment		2,750	3,000	3,500
	Administrative SUV		-	60,000	63,000
	Admin Vehicle Equipment		-	8,500	9,000
	Fire Hose & Nozzles		34,000	36,000	38,000
	Mobile Data Terminals		30,000	32,000	34,000
	Thermal Image Camera		15,000	16,000	18,000
	Radios		40,000	42,500	44,000
	Air Packs (5)		47,500	50,000	52,500
	Spare Air Cylinders (10)		58,000	15,000	16,000
	Heart Monitor		104,000	112,000	120,000
	Power Cot (2)		35,000	37,000	39,000
	Stair Chair (5)		-	6,000	-
	Lucas Device		20,000	22,000	24,000
	Laryngoscopes		27,000	-	-
	EMS Training Manikin		15,000	-	-
	Quint Ladder	456	1,700,000	-	-
	Pumper Truck	452	-	1,200,000	-
	Interceptor SUV (2)		-	135,000	-
	Interceptor Equipment		-	35,000	-
	Dive Helmets		9,750	-	-
	Swift Water Boat Trailer		7,300	-	-
	System Alert System		184,000	-	-
	Bunker Gear Washer (2)		9,000	-	-
	Total Fire Department		**2,623,300**	**2,123,500**	**805,850**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Public Safety

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Traffic Engineering					
	Traffic Signal Equipment		13,000	14,000	15,000
	Pickup, Reg Cab	73	67,000	-	-
	Bucket Truck	299	205,000	-	-
	Paint Machine & Driver		-	19,000	-
	Pickup, Reg Cab	293	-	-	55,000
	Paint Truck		-	-	245,000
	Bucket Truck	295	-	-	250,000
	Sign Printer & Laminator		-	-	48,000
	Total Traffic Engineering		**285,000**	**33,000**	**613,000**
Homeland Security					
	Cargo Trailer		9,000	-	-
	Cameras for MLK & Danner Park		30,000	-	-
	Card Access - Phase 2		40,000	-	-
	Total Homeland Security		**79,000**	**-**	**-**
Total Public Safety			**4,319,900**	**3,623,395**	**2,446,249**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Streets & Transportation

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Street Department					
	Pumper Truck	14	577,500	-	-
	Sweeper	79	330,000	-	-
	Dump Truck	42	196,000	-	-
	Dump Truck	46	196,000	-	-
	Dump Truck, Small	19	140,000	-	-
	Truck, Pickup	71	62,500	-	-
	Leaf Machine	58	75,000	-	-
	Trailer	T-80	15,000	-	-
	Dump Truck	63	-	196,000	-
	Water Truck	25	-	170,000	-
	Dump Truck	61	-	204,000	-
	Pickup	4	-	47,500	-
	Pickup	9	-	60,000	-
	Chipper	CH1	-	60,000	-
	Chipper	CH3	-	60,000	-
	Trailer	T-70	-	15,000	-
	Dump Truck	48	-	-	215,000
	Blacktop Roller	87	-	-	90,000
	Leaf Machines (3)		-	-	240,000
	Pickup	28	-	-	80,000
	Pickup	2	-	-	50,000
	Total Streets		**1,592,000**	**812,500**	**675,000**
Equipment Maintenance					
	Truck, Pickup	97	45,000	-	-
	Forklift	91	70,000	-	-
	Garage Doors (6)		90,000	-	-
	Pickup	442	-	75,000	
	SUV	93	-	-	45,000
	Pickup	92	-	-	70,000
	Pickup	96	-	-	85,000
	Total Equipment Maintenance		**205,000**	**75,000**	**200,000**
Streets & Transportation			**1,797,000**	**887,500**	**875,000**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Health & Sanitation

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Refuse Department					
	Truck, Packer	103	240,000	-	-
	Truck, Packer	104	240,000	-	-
	Truck, Stake Body	121	120,000	-	-
	Truck, Stake Body	123	120,000	-	-
	Truck, Packer	102	-	240,000	-
	Truck, Stake Body	146	-	120,000	-
	Truck, Stake Body	147	-	120,000	-
	Total Refuse Department		**720,000**	**480,000**	**-**
Total Health & Sanitation			**720,000**	**480,000**	**-**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Culture & Recreation

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Parks & Recreation Department					
	Pickup	306	45,000	-	-
	PIckup	308	90,000	-	-
	Facility Improvements		115,500		
	Utility Vehicle	300	-	45,000	-
	Truck, flatbed	317	-	70,000	-
	Dump Truck	312	-	-	220,000
	Truck, flatbed	562	-	-	80,000
	Pickup	341	-	-	55,000
	Total Parks & Recrereation		**250,500**	**115,000**	**355,000**
Total Culture & Recreation			**250,500**	**115,000**	**355,000**

City of Charleston
Municipal Budget
FY 2027
Capital Outlay - Equipment Schedule

Social Services

Dept.	Equipment	Unit #	FY 2027 Proposed	FY 2028 Estimated	FY 2029 Estimated
Spring Hill Cemetery					
	RTV	208	25,000		
	Trailer	NEW	7,500		
	Tractor	209			75,000
	Total Spring Hill Cemetery		**32,500**	**-**	**75,000**
Total Social Services			**32,500**	**-**	**75,000**
Total Capital Outlay			**7,814,475**	**6,553,395**	**4,391,049**

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 5

General Fund Department Budgets

City of Charleston
Municipal Budget
FY 2027
Section 5 Index

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OTHER BUDGET ENTITIES

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City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 40900 Mayor's Office
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510100	Salaries - Elected	125,493	125,000	-	125,000	(5,288)	125,000
510300	Wages - Full Time Regular	196,481	181,682	-	181,682	181,608	182,753
510301	Wages - FT Overtime	-	-	-	-	361	-
510400	FICA	23,873	23,461	-	23,461	-	-
510401	FICA - Medicare	-	-	-	-	2,454	4,462
510402	FICA - Social Security	-	-	-	-	10,494	19,081
5105**	Medical & Life Insurance	30,697	36,936	-	36,936	18,776	38,355
510600	Retirement	28,978	27,601	-	27,601	-	-
510601	Public Employees Retirement	-	-	-	-	15,901	24,620
5111**	Dental & Vision Insurance	1,701	1,800	-	1,800	810	1,878
5112**	Insurance - Employee Cont	(6,898)	(5,508)	-	(5,508)	(2,805)	(5,637)
	Total Personal Services	**400,325**	**390,972**	**-**	**390,972**	**222,310**	**390,512**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
	Total	**3**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
	Total	**3**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	3,608	4,000	-	4,000	-	-
521110	Land Line Phone Service	-	-	-	-	1,873	2,040
5214**	Travel	6,111	5,000	-	5,000	1,506	5,000
521900	Building and Equipment Rental	1,867	1,500	-	1,500	96	168
521936	Copier Rental	-	-	-	-	885	1,600
5221**	Training	4,165	3,000	-	3,000	1,600	3,000
522200	Dues & Subscriptions	4,485	5,000	-	5,000	4,348	-
522210	Association Dues	-	-	-	-	-	4,500
522230	Publication Subscriptions	-	-	-	-	300	500
522600	Insurance - WC & UE	2,380	3,183	-	3,183	2,010	3,084
523000	Contracted Services	-	5,000	-	5,000	-	-
	Total Contractual Services	**22,616**	**26,683**	**-**	**26,683**	**12,618**	**19,892**
Commodities							
534100	Material & Supplies	7,528	20,000	-	20,000	6,650	20,000
534101	Office Supplies	-	-	-	-	973	-
534114	Special Event Supplies	-	-	-	-	1,026	-
534500	Uniforms	-	500	-	500	-	500
	Total Commodities	**7,528**	**20,500**	**-**	**20,500**	**8,649**	**20,500**
Contributions & Other							
556800	Contributions to Others NonGov	316,122	325,000	-	325,000	16,430	325,000
	Total Contributions & Other	**316,122**	**325,000**	**-**	**325,000**	**16,430**	**325,000**
	Total 40900	**746,591**	**763,155**	**-**	**763,155**	**260,007**	**755,904**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 40902 CARE Office
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	124,760	128,889	-	128,889	74,130	131,011
510400	FICA	9,440	9,860	-	9,860	-	-
510401	FICA - Medicare	-	-	-	-	1,067	1,900
510402	FICA - Social Security	-	-	-	-	4,562	8,123
5105**	Medical & Life Insurance	20,464	24,624	-	24,624	12,517	25,570
510600	Retirement	11,228	11,600	-	11,600	-	-
510601	Public Employees Retirement	-	-	-	-	6,672	10,481
5111**	Dental & Vision Insurance	1,134	1,200	-	1,200	540	1,252
5112**	Insurance - Employee Cont	(2,590)	(3,672)	-	(3,672)	(1,870)	(3,758)
	Total Personal Services	**164,438**	**172,501**	**-**	**172,501**	**97,618**	**174,579**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
CARE Coordinator	E/115	1
Outreach Coordinator	E/114	1
	Total	**2**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
CARE Coordinator	E/115	1
Outreach Coordinator	E/114	1
	Total	**2**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,914	880	-	880	855	-
521110	Land Line Phone Service	-	-	-	-	-	720
521120	Cellular Phone Service	-	-	-	-	1,148	4,500
521300	Utilities	9,770	-	-	-	-	-
521310	Electric Service	-	-	-	-	1,422	2,500
521320	Natural Gas Service	-	-	-	-	596	1,500
521330	Water Service	-	-	-	-	518	1,300
521340	Sewer Service	-	-	-	-	159	400
5214**	Travel	285	10,000	-	10,000	-	10,000
5215**	Mnt & Repair - Bldg & Grounds	95	-	-	-	-	-
5216**	Mnt & Repair - Equipment	-	-	-	-	4,293	-
5217**	Mnt & Repair - Automotive	104	-	-	-	248	-
521900	Building and Equipment Rental	34,416	50,000	-	50,000	-	-
521910	Building Rent/Lease	-	-	-	-	16,236	32,472
521936	Copier Rental	-	-	-	-	775	1,350
5221**	Training	-	3,000	-	3,000	-	3,000
522600	Insurance - WC & UE	1,587	2,122	-	2,122	1,340	2,056
523000	Contracted Services	154,102	150,000	-	150,000	22,528	150,000
	Total Contractual Services	**203,273**	**216,002**	**-**	**216,002**	**50,117**	**209,798**
Commodities							
534100	Material & Supplies	4,462	5,000	-	5,000	530	5,000
534500	Uniforms	3,234	4,500	-	4,500	3,244	4,500
	Total Commodities	**7,697**	**9,500**	**-**	**9,500**	**3,774**	**9,500**
Contributions & Other							
556800	Contributions to Others NonGov	-	-	60,000	60,000	60,000	-
	Total Contributions & Other	**-**	**-**	**60,000**	**60,000**	**60,000**	**-**
	Total 40902	**375,407**	**398,003**	**60,000**	**458,003**	**211,509**	**393,877**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41000 City Council
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510100	Salaries - Elected	145,500	169,000	-	169,000	83,000	169,000
510400	FICA	11,111	12,929	-	12,929	-	-
510401	FICA - Medicare	-	-	-	-	1,203	2,451
510402	FICA - Social Security	-	-	-	-	5,149	10,478
5105**	Medical & Life Insurance	266,037	320,112	-	320,112	162,721	332,410
510600	Retirement	11,183	15,210	-	15,210	-	-
510601	Public Employees Retirement	-	-	-	-	6,480	13,520
5111**	Dental & Vision Insurance	14,743	15,600	-	15,600	7,023	16,276
5112**	Insurance - Employee Cont	(44,980)	(47,736)	-	(47,736)	(24,312)	(48,854)
	Total Personal Services	**403,593**	**485,115**	**-**	**485,115**	**241,265**	**495,281**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Council Member	E/002	26
	Total	**26**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Council Member	E/002	26
	Total	**26**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
522600	Insurance - WC & UE	20,626	27,586	-	27,586	17,420	26,728
	Total Contractual Services	**20,626**	**27,586**	**-**	**27,586**	**17,420**	**26,728**
Commodities							
534100	Material & Supplies	7,623	500	-	500	100	500
	Total Commodities	**7,623**	**500**	**-**	**500**	**100**	**500**
	Total 41000	**431,842**	**513,201**	**-**	**513,201**	**258,785**	**522,509**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41200 City Manager
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	548,296	628,819	-	628,819	303,008	636,769
510400	FICA	40,869	48,105	-	48,105	-	-
510401	FICA - Medicare	-	-	-	-	4,269	9,233
510402	FICA - Social Security	-	-	-	-	18,254	39,480
5105**	Medical & Life Insurance	81,858	98,496	-	98,496	50,068	102,280
510600	Retirement	48,465	56,594	-	56,594	-	-
510601	Public Employees Retirement	-	-	-	-	27,176	50,942
5111**	Dental & Vision Insurance	4,537	4,800	-	4,800	2,161	5,008
5112**	Insurance - Employee Cont	(11,306)	(14,688)	-	(14,688)	(7,481)	(15,032)
	Total Personal Services	**712,719**	**822,126**	**-**	**822,126**	**397,457**	**828,680**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**8**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**8**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	5,486	6,500	-	6,500	-	-
521110	Land Line Phone Service	-	-	-	-	1,965	2,400
521130	Internet Service	-	-	-	-	1,399	2,400
5214**	Travel	1,263	6,000	-	6,000	6,887	8,000
5218**	Postage	4	-	-	-	-	-
521900	Building and Equipment Rental	91,367	100,000	-	100,000	155	312
521910	Building Rent/Lease	-	-	-	-	1,048	-
521920	Parking Space Rental	-	-	-	-	45,103	78,000
521936	Copier Rental	-	-	-	-	998	2,000
522000	Advertising/Legal Publication	3,212	7,000	-	7,000	553	7,000
5221**	Training	2,221	6,000	-	6,000	990	4,000
522200	Dues & Subscriptions	24,043	25,000	-	25,000	17,866	-
522210	Association Dues	-	-	-	-	5,297	24,650
5223**	Professional Services	166,143	290,000	100,000	390,000	114,677	329,000
522600	Insurance - WC & UE	6,347	8,488	-	8,488	5,360	8,224
522700	Insurance	707,903	730,000	-	730,000	543,922	800,000
523000	Contracted Services	30,171	200,000	-	200,000	(167)	200,000
523012	Pest Control Services	-	-	-	-	195	-
523700	Other Taxes & Fees	-	4,000	-	4,000	5,213	4,000
	Total Contractual Services	**1,038,160**	**1,382,988**	**100,000**	**1,482,988**	**751,462**	**1,469,986**
Commodities							
534100	Material & Supplies	16,986	20,000	-	20,000	1,517	20,000
534101	Office Supplies	-	-	-	-	736	-
534102	Furniture & Appliances	-	-	-	-	160	-
534500	Uniforms	150	-	-	-	-	-
	Total Commodities	**17,136**	**20,000**	**-**	**20,000**	**2,413**	**20,000**
	Total 41200	**1,768,014**	**2,225,114**	**100,000**	**2,325,114**	**1,151,332**	**2,318,666**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41300 City Treasurer
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510100	Salaries - Elected	18,069	18,000	-	18,000	(762)	18,000
510300	Wages - Full Time Regular	115,356	119,246	-	119,246	85,603	123,638
510301	Wages - FT Overtime	-	-	-	-	689	-
510310	Wages - Part Time	12,774	13,200	-	13,200	-	13,200
510400	FICA	10,386	11,509	-	11,509	-	-
510401	FICA - Medicare	-	-	-	-	1,152	2,245
510402	FICA - Social Security	-	-	-	-	4,927	9,600
5105**	Medical & Life Insurance	30,697	36,936	-	36,936	18,776	38,355
510600	Retirement	12,001	12,352	-	12,352	-	-
510601	Public Employees Retirement	-	-	-	-	7,073	11,331
5111**	Dental & Vision Insurance	1,701	1,800	-	1,800	810	1,878
5112**	Insurance - Employee Cont	(7,169)	(5,508)	-	(5,508)	(2,805)	(5,637)
	Total Personal Services	**193,815**	**207,535**	**-**	**207,535**	**115,463**	**212,610**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Treasurer	E/003	1
Assistant Treasurer	E/119	1
Treasury Technician	N-COMP/113	1
	Total	**3**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Treasurer	E/003	1
Assistant Treasurer	E/119	1
Treasury Technician	N-COMP/113	1
	Total	**3**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	644	800	-	800	-	-
521110	Land Line Phone Service	-	-	-	-	410	1,800
5214**	Travel	-	-	-	-	-	800
5216**	Mnt & Repair - Equipment	-	400	-	400	-	-
521900	Building and Equipment Rental	1,333	1,200	-	1,200	-	-
521936	Copier Rental	-	-	-	-	799	1,400
5221**	Training	-	-	-	-	-	200
522600	Insurance - WC & UE	2,380	3,183	-	3,183	2,010	3,084
523000	Contracted Services	238	-	-	-	-	-
	Total Contractual Services	**4,595**	**5,583**	**-**	**5,583**	**3,219**	**7,284**
Commodities							
534100	Material & Supplies	1,258	1,600	-	1,600	524	1,400
534102	Furniture & Appliances	-	-	-	-	-	300
	Total Commodities	**1,258**	**1,600**	**-**	**1,600**	**524**	**1,700**
	Total 41300	**199,668**	**214,718**	**-**	**214,718**	**119,206**	**221,594**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	41400 City Collector
Unit	***

	Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	799,409	872,504	-	872,504	480,597	879,593
510400	FICA	59,712	66,747	-	66,747	-	-
510401	FICA - Medicare	-	-	-	-	6,796	12,754
510402	FICA - Social Security	-	-	-	-	29,058	54,535
5105**	Medical & Life Insurance	163,715	196,992	-	196,992	100,136	204,560
510600	Retirement	71,947	78,525	-	78,525	-	-
510601	Public Employees Retirement	-	-	-	-	43,241	70,367
5111**	Dental & Vision Insurance	9,073	9,600	-	9,600	4,322	10,016
5112**	Insurance - Employee Cont	(18,124)	(29,376)	-	(29,376)	(14,962)	(30,064)
	Total Personal Services	**1,085,732**	**1,194,992**	**-**	**1,194,992**	**649,188**	**1,201,761**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Small Business Liaison	E/119	1
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	4
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	1
	Total	**16**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Small Business Liaison	E/119	1
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	4
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	1
	Total	**16**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41400 City Collector
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,287	3,000	-	3,000	-	-
521110	Land Line Phone Service	-	-	-	-	1,334	5,880
5214**	Travel	-	1,000	-	1,000	-	750
5216**	Mnt & Repair - Equipment	-	500	-	500	-	500
521900	Building and Equipment Rental	36,941	45,000	-	45,000	-	-
521910	Building Rent/Lease	-	-	-	-	10,869	18,633
521920	Parking Space Rental	-	-	-	-	5,355	9,180
521936	Copier Rental	-	-	-	-	3,460	7,400
5221**	Training	-	1,100	-	1,100	100	1,100
522200	Dues & Subscriptions	526	1,000	-	1,000	250	-
522220	Employee Dues & Licensure	-	-	-	-	-	250
522230	Publication Subscriptions	-	-	-	-	-	500
522600	Insurance - WC & UE	12,694	16,976	-	16,976	10,720	16,448
523000	Contracted Services	166,360	140,000	-	140,000	44,320	140,000
523022	Lockbox Services	-	-	-	-	4,746	10,487
523200	Bank Fees	256	150	-	150	-	-
523700	Other Taxes & Fees	15,612	24,000	-	24,000	144	21,600
	Total Contractual Services	**234,676**	**232,726**	**-**	**232,726**	**81,298**	**232,728**
Commodities							
534100	Material & Supplies	7,907	12,000	-	12,000	2,435	5,500
534101	Office Supplies	-	-	-	-	326	5,000
534102	Furniture & Appliances	-	-	-	-	-	2,000
534105	Cleaning & Paper Supplies	-	-	-	-	-	750
534110	Food & Refreshments	-	-	-	-	-	1,000
534111	Safety & First Aid Supplies	-	-	-	-	-	100
	Total Commodities	**7,907**	**12,000**	**-**	**12,000**	**2,761**	**14,350**
Contributions & Other							
	Total Contributions & Other	**-**	**-**	**-**	**-**	**-**	**-**
	Total 41400	**1,328,315**	**1,439,718**	**-**	**1,439,718**	**733,247**	**1,448,839**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41500 City Clerk
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	148,500	153,012	-	153,012	85,968	156,194
510400	FICA	11,145	11,705	-	11,705	-	-
510401	FICA - Medicare	-	-	-	-	1,214	2,265
510402	FICA - Social Security	-	-	-	-	5,191	9,684
5105**	Medical & Life Insurance	30,697	36,936	-	36,936	18,776	38,355
510600	Retirement	13,365	13,771	-	13,771	-	-
510601	Public Employees Retirement	-	-	-	-	7,737	12,496
5111**	Dental & Vision Insurance	1,701	1,800	-	1,800	810	1,878
5112**	Insurance - Employee Cont	(3,267)	(5,508)	-	(5,508)	(2,805)	(5,637)
	Total Personal Services	**202,141**	**211,716**	**-**	**211,716**	**116,891**	**215,235**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
	Total	**3**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
	Total	**3**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	1,690	1,600	-	1,600	-	-
521110	Land Line Phone Service	-	-	-	-	986	1,800
521900	Building and Equipment Rental	1,833	2,000	-	2,000	-	-
521936	Copier Rental	-	-	-	-	859	1,600
522200	Dues & Subscriptions	-	380	-	380	-	380
522600	Insurance - WC & UE	2,380	3,183	-	3,183	2,010	3,084
	Total Contractual Services	**5,902**	**7,163**	**-**	**7,163**	**3,854**	**6,864**
Commodities							
534100	Material & Supplies	474	1,700	-	1,700	411	1,700
534101	Office Supplies	-	-	-	-	159	-
	Total Commodities	**474**	**1,700**	**-**	**1,700**	**570**	**1,700**
	Total 41500	**208,517**	**220,579**	**-**	**220,579**	**121,315**	**223,799**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41600 Municipal Court
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510100	Salaries - Elected	40,157	40,000	-	40,000	22,923	40,000
510300	Wages - Full Time Regular	292,671	299,410	-	299,410	170,763	305,776
510301	Wages - FT Overtime	12,615	26,711	-	26,711	8,795	27,376
510310	Wages - Part Time	3,176	10,000	-	10,000	7,217	10,000
510400	FICA	25,176	28,773	-	28,773	-	-
510401	FICA - Medicare	-	-	-	-	2,878	5,556
510402	FICA - Social Security	-	-	-	-	12,306	23,755
5105**	Medical & Life Insurance	81,858	98,496	-	98,496	50,068	102,280
510600	Retirement	31,069	32,951	-	32,951	-	-
510601	Public Employees Retirement	-	-	-	-	18,214	29,852
5111**	Dental & Vision Insurance	4,537	4,800	-	4,800	2,161	5,008
5112**	Insurance - Employee Cont	(18,796)	(14,688)	-	(14,688)	(7,481)	(15,032)
	Total Personal Services	**472,462**	**526,453**	**-**	**526,453**	**287,845**	**534,571**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
	Total	**8**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
	Total	**8**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,627	3,100	-	3,100	105	-
521110	Land Line Phone Service	-	-	-	-	1,532	3,480
521120	Cellular Phone Service	-	-	-	-	-	500
5214**	Travel	-	300	-	300	-	300
5216**	Mnt & Repair - Equipment	-	1,700	-	1,700	-	1,700
521900	Building and Equipment Rental	4,499	3,000	-	3,000	155	312
521936	Copier Rental	-	-	-	-	2,531	4,500
5221**	Training	1,080	2,000	-	2,000	1,080	2,000
522200	Dues & Subscriptions	35	300	-	300	35	300
522600	Insurance - WC & UE	6,347	8,488	-	8,488	5,360	8,224
523000	Contracted Services	708	4,000	-	4,000	1,124	2,500
	Total Contractual Services	**15,296**	**22,888**	**-**	**22,888**	**11,923**	**23,816**
Commodities							
534100	Material & Supplies	8,694	8,500	-	8,500	2,412	8,500
534101	Office Supplies	-	-	-	-	99	-
	Total Commodities	**8,694**	**8,500**	**-**	**8,500**	**2,511**	**8,500**
	Total 41600	**496,453**	**557,841**	**-**	**557,841**	**302,279**	**566,887**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41700 City Attorney
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	490,719	504,982	-	504,982	274,839	516,017
510400	FICA	35,385	38,631	-	38,631	-	-
510401	FICA - Medicare	-	-	-	-	3,785	7,482
510402	FICA - Social Security	-	-	-	-	16,186	31,993
5105**	Medical & Life Insurance	61,393	73,872	-	73,872	37,551	76,710
510600	Retirement	44,165	45,448	-	45,448	-	-
510601	Public Employees Retirement	-	-	-	-	24,297	41,281
5111**	Dental & Vision Insurance	3,403	3,600	-	3,600	1,621	3,756
5112**	Insurance - Employee Cont	(12,971)	(11,016)	-	(11,016)	(5,611)	(11,274)
	Total Personal Services	**622,094**	**655,517**	**-**	**655,517**	**352,668**	**665,965**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Attorney	E/135	1
Assistant. City Attorney	E/125	3
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
	Total	**6**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Attorney	E/135	1
Assistant. City Attorney	E/125	3
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
	Total	**6**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	1,744	1,750	-	1,750	-	-
521110	Land Line Phone Service	-	-	-	-	1,017	1,920
5214**	Travel	-	500	-	500	366	1,000
521900	Building and Equipment Rental	2,366	1,500	-	1,500	53	132
521920	Parking Space Rental	-	-	-	-	455	780
521936	Copier Rental	-	-	-	-	812	1,400
522000	Advertising/Legal Publication	452	500	-	500	206	500
5221**	Training	50	1,000	-	1,000	300	3,000
522200	Dues & Subscriptions	27,900	30,000	-	30,000	15,950	28,500
522210	Association Dues	-	-	-	-	1,200	-
522220	Employee Dues & Licensure	-	-	-	-	-	1,200
522230	Publication Subscriptions	-	-	-	-	2,536	-
5223**	Professional Services	8,258	100,000	-	100,000	27,225	100,000
522600	Insurance - WC & UE	4,760	6,366	-	6,366	4,020	6,168
522900	Courts Cost & Damages	896,151	750,000	450,000	1,200,000	166,744	750,000
523000	Contracted Services	-	10,000	-	10,000	-	10,000
	Total Contractual Services	**941,680**	**901,616**	**450,000**	**1,351,616**	**220,884**	**904,600**
Commodities							
534100	Material & Supplies	1,947	2,500	-	2,500	-	2,500
534101	Office Supplies	-	-	-	-	608	-
	Total Commodities	**1,947**	**2,500**	**-**	**2,500**	**608**	**2,500**
	Total 41700	**1,565,721**	**1,559,633**	**450,000**	**2,009,633**	**574,160**	**1,573,065**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 41800 Accounting
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	298,941	309,056	-	309,056	174,772	316,375
510400	FICA	21,939	23,643	-	23,643	-	-
510401	FICA - Medicare	-	-	-	-	2,415	4,587
510402	FICA - Social Security	-	-	-	-	10,328	19,615
5105**	Medical & Life Insurance	51,161	61,560	-	61,560	31,293	63,925
510600	Retirement	26,905	27,815	-	27,815	-	-
510601	Public Employees Retirement	-	-	-	-	15,730	25,310
5111**	Dental & Vision Insurance	2,835	3,000	-	3,000	1,351	3,130
5112**	Insurance - Employee Cont	(6,916)	(9,180)	-	(9,180)	(4,676)	(9,395)
	Total Personal Services	**394,865**	**415,894**	**-**	**415,894**	**231,213**	**423,547**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
	Total	**5**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
	Total	**5**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	1,510	2,000	-	2,000	-	-
521110	Land Line Phone Service	-	-	-	-	881	1,920
5214**	Travel	-	6,000	-	6,000	47	6,000
521900	Building and Equipment Rental	1,968	4,000	-	4,000	-	-
521936	Copier Rental	-	-	-	-	1,038	2,100
522000	Advertising/Legal Publication	-	-	-	-	3,188	3,300
5221**	Training	719	8,000	-	8,000	100	8,000
522200	Dues & Subscriptions	999	1,500	-	1,500	-	1,500
522225	Employee Certifications	-	-	-	-	579	-
5223**	Professional Services	2,750	3,500	-	3,500	3,000	3,500
52240*	Audit Costs	105,840	112,320	-	112,320	92,000	118,800
522600	Insurance - WC & UE	3,967	5,305	-	5,305	3,350	5,140
	Total Contractual Services	**117,753**	**142,625**	**-**	**142,625**	**104,183**	**150,260**
Commodities							
534100	Material & Supplies	4,202	5,000	-	5,000	1,155	4,500
534110	Food & Refreshments	-	-	-	-	-	500
	Total Commodities	**4,202**	**5,000**	**-**	**5,000**	**1,155**	**5,000**
	Total 41800	**516,819**	**563,519**	**-**	**563,519**	**336,551**	**578,807**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 42000 Engineering
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	517,457	535,055	-	535,055	302,951	550,322
510301	Wages - FT Overtime	-	-	-	-	686	-
510400	FICA	38,194	40,932	-	40,932	-	-
510401	FICA - Medicare	-	-	-	-	4,253	7,980
510402	FICA - Social Security	-	-	-	-	18,186	34,120
5105**	Medical & Life Insurance	71,626	86,184	-	86,184	43,810	89,495
510600	Retirement	46,543	48,155	-	48,155	-	-
510601	Public Employees Retirement	-	-	-	-	26,210	44,026
5111**	Dental & Vision Insurance	3,970	4,200	-	4,200	1,891	4,382
5112**	Insurance - Employee Cont	(15,857)	(12,852)	-	(12,852)	(6,546)	(13,153)
	Total Personal Services	**661,932**	**701,674**	**-**	**701,674**	**391,440**	**717,172**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Field Engineer	E/123	1
Field Engineering Techician	N-COMP/116	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Engineering Inspection Tech.	N-COMP/114	1
	Total	**7**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Field Engineer	E/123	1
Field Engineering Techician	N-COMP/116	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Engineering Inspection Tech.	N-COMP/114	1
	Total	**7**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 42000 Engineering
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	7,069	6,800	-	6,800	1,199	-
521110	Land Line Phone Service	-	-	-	-	914	1,680
521120	Cellular Phone Service	-	-	-	-	1,676	4,800
5214**	Travel	-	1,500	-	1,500	-	1,000
5216**	Mnt & Repair - Equipment	2,388	3,000	-	3,000	597	3,000
5217**	Mnt & Repair - Automotive	-	-	-	-	27	-
521900	Building and Equipment Rental	47,580	43,000	-	43,000	-	-
521910	Building Rent/Lease	-	-	-	-	16,182	27,741
521920	Parking Space Rental	-	-	-	-	7,490	12,840
521936	Copier Rental	-	-	-	-	2,089	2,650
5221**	Training	228	3,000	-	3,000	-	1,500
522200	Dues & Subscriptions	1,178	2,000	-	2,000	562	2,000
522230	Publication Subscriptions	-	-	-	-	264	-
5223**	Professional Services	4,355	15,000	-	15,000	-	15,000
522600	Insurance - WC & UE	5,553	7,427	-	7,427	4,690	7,196
523000	Contracted Services	3,850	-	-	-	406	4,000
	Total Contractual Services	**72,201**	**81,727**	**-**	**81,727**	**36,097**	**83,407**
Commodities							
534100	Material & Supplies	11,059	6,000	-	6,000	624	5,000
534101	Office Supplies	-	-	-	-	58	-
534500	Uniforms	1,184	1,750	-	1,750	897	1,900
	Total Commodities	**12,242**	**7,750**	**-**	**7,750**	**1,579**	**6,900**
	Total 42000	**746,376**	**791,151**	**-**	**791,151**	**429,116**	**807,479**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
506	Camera Van	300,000	300,000	-	-
510	Utility Vehicle	45,000		45,000	-
505	Utility Vehicle			45,000	
	Total	**345,000**	**300,000**	**90,000**	**-**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 42001 Stormwater Engineering
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	145,003	149,459	-	149,459	78,083	138,043
510400	FICA	10,762	11,434	-	11,434	-	-
510401	FICA - Medicare	-	-	-	-	1,083	2,002
510402	FICA - Social Security	-	-	-	-	4,632	8,559
5105**	Medical & Life Insurance	20,464	24,624	-	24,624	12,517	25,570
510600	Retirement	13,050	13,451	-	13,451	-	-
510601	Public Employees Retirement	-	-	-	-	6,658	11,043
5111**	Dental & Vision Insurance	1,134	1,200	-	1,200	540	1,252
5112**	Insurance - Employee Cont	(5,948)	(3,672)	-	(3,672)	(1,870)	(3,758)
	Total Personal Services	**184,465**	**196,496**	**-**	**196,496**	**101,642**	**182,711**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
	Total	**2**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
	Total	**2**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
5214**	Travel	17	500	-	500	-	1,000
5216**	Mnt & Repair - Equipment	2,134	1,000	-	1,000	75	1,000
5221**	Training	365	2,000	-	2,000	365	2,000
522200	Dues & Subscriptions	-	500	-	500	-	500
5223**	Professional Services	781	4,000	-	4,000	362	2,000
522600	Insurance - WC & UE	1,587	2,122	-	2,122	1,340	2,056
523000	Contracted Services	-	1,000	-	1,000	-	3,000
	Total Contractual Services	**4,884**	**11,122**	**-**	**11,122**	**2,142**	**11,556**
Commodities							
534100	Material & Supplies	4,398	10,000	-	10,000	487	10,000
534500	Uniforms	150	500	-	500	-	400
	Total Commodities	**4,548**	**10,500**	**-**	**10,500**	**487**	**10,400**
	Total 42001	**193,897**	**218,118**	**-**	**218,118**	**104,271**	**204,667**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 42100 Mayor's Office of Economic and Community Development
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	391,019	423,699	-	423,699	240,388	434,285
510301	Wages - FT Overtime	-	-	-	-	2,508	-
510310	Wages - Part Time	107,172	80,000	-	80,000	59,840	20,000
510400	FICA	37,586	38,533	-	38,533	-	-
510401	FICA - Medicare	-	-	-	-	4,320	6,587
510402	FICA - Social Security	-	-	-	-	18,470	28,166
5105**	Medical & Life Insurance	71,626	86,184	-	86,184	43,810	89,495
510600	Retirement	34,749	38,133	-	38,133	-	-
510601	Public Employees Retirement	-	-	-	-	21,312	34,743
5111**	Dental & Vision Insurance	3,970	4,200	-	4,200	1,891	4,382
5112**	Insurance - Employee Cont	(6,984)	(12,852)	-	(12,852)	(6,546)	(13,153)
	Total Personal Services	**639,138**	**657,897**	**-**	**657,897**	**385,992**	**604,505**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**7**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
	Total	**7**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	1,331	1,400	-	1,400	-	-
521110	Land Line Phone Service	-	-	-	-	529	1,560
521120	Cellular Phone Service	-	-	-	-	287	500
5214**	Travel	4,208	5,000	-	5,000	4,118	5,000
5216**	Mnt & Repair - Equipment	89	-	-	-	-	-
521900	Building and Equipment Rental	8,101	8,600	-	8,600	-	-
521920	Parking Space Rental	-	-	-	-	3,465	5,100
521936	Copier Rental	-	-	-	-	1,159	2,300
5221**	Training	2,155	3,000	-	3,000	945	3,000
522200	Dues & Subscriptions	1,348	2,000	-	2,000	-	2,000
522225	Employee Certifications	-	-	-	-	100	-
522600	Insurance - WC & UE	5,553	7,427	-	7,427	4,690	7,196
	Total Contractual Services	**22,786**	**27,427**	**-**	**27,427**	**15,294**	**26,656**
Commodities							
534100	Material & Supplies	2,262	1,500	-	1,500	708	1,500
534500	Uniforms	200	1,900	-	1,900	150	250
	Total Commodities	**2,462**	**3,400**	**-**	**3,400**	**858**	**1,750**
	Total 42100	**664,386**	**688,724**	**-**	**688,724**	**402,144**	**632,911**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 42200 Human Resources
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	415,410	429,255	-	429,255	240,444	441,122
510301	Wages - FT Overtime	-	-	-	-	381	-
510400	FICA	30,437	32,838	-	32,838	-	-
510401	FICA - Medicare	-	-	-	-	3,336	6,396
510402	FICA - Social Security	-	-	-	-	14,262	27,350
5105**	Medical & Life Insurance	71,626	86,184	-	86,184	43,810	89,495
510600	Retirement	36,857	38,633	-	38,633	-	-
510601	Public Employees Retirement	-	-	-	-	21,674	35,290
5111**	Dental & Vision Insurance	3,970	4,200	-	4,200	1,891	4,382
5112**	Insurance - Employee Cont	(10,847)	(12,852)	-	(12,852)	(6,546)	(13,153)
	Total Personal Services	**547,452**	**578,258**	**-**	**578,258**	**319,252**	**590,882**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/116	1
HR Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
	Total	**7**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/116	1
HR Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
	Total	**7**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,071	2,300	-	2,300	-	-
521110	Land Line Phone Service	-	-	-	-	1,318	2,160
521200	Printing	-	-	-	-	250	-
521300	Utilities	188	-	-	-	-	-
5214**	Travel	-	6,250	-	6,250	-	250
5216**	Mnt & Repair - Equipment	-	2,000	-	2,000	6,588	8,500
521900	Building and Equipment Rental	1,886	4,500	-	4,500	-	-
521936	Copier Rental	-	-	-	-	982	2,000
522000	Advertising/Legal Publication	-	1,000	-	1,000	-	1,000
5221**	Training	150	15,300	-	15,300	100	15,300
522200	Dues & Subscriptions	765	6,300	-	6,300	4,643	6,300
5223**	Professional Services	27,906	-	-	-	29,414	30,000
522600	Insurance - WC & UE	5,553	7,427	-	7,427	4,690	7,196
523000	Contracted Services	32,154	81,000	-	81,000	300	51,000
523021	Shredding Services	-	-	-	-	198	-
	Total Contractual Services	**70,674**	**126,077**	**-**	**126,077**	**48,483**	**123,706**
Commodities							
534100	Material & Supplies	2,628	7,700	-	7,700	549	7,700
534101	Office Supplies	-	-	-	-	473	-
	Total Commodities	**2,628**	**7,700**	**-**	**7,700**	**1,022**	**7,700**
	Total 42200	**620,753**	**712,035**	**-**	**712,035**	**368,757**	**722,288**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	42400 Main Street Program
Unit	***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556800	Contributions to Others NonGov	87,500	75,000	62,500	137,500	68,750	75,000
	Total Contributions & Other	**87,500**	**75,000**	**62,500**	**137,500**	**68,750**	**75,000**
	Total 42400	**87,500**	**75,000**	**62,500**	**137,500**	**68,750**	**75,000**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	42700 Debt Service
Unit	***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
567100	Bond Principal	500,000	80,000	-	80,000	91,979	80,000
567200	Bond Interest	12,300	4,800	-	4,800	2,800	1,200
567400	Bond Service Charge	1,750	1,750	-	1,750	1,750	1,750
	Total Contributions & Other	**514,050**	**86,550**	**-**	**86,550**	**96,529**	**82,950**
	Total 42700	**514,050**	**86,550**	**-**	**86,550**	**96,529**	**82,950**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43000 Development Services
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	1,166,934	1,239,388	-	1,239,388	691,333	1,241,294
510301	Wages - FT Overtime	-	-	-	-	492	-
510400	FICA	85,943	94,813	-	94,813	-	-
510401	FICA - Medicare	-	-	-	-	9,683	17,999
510402	FICA - Social Security	-	-	-	-	41,401	76,960
5105**	Medical & Life Insurance	214,876	258,552	-	258,552	131,429	268,485
510600	Retirement	105,024	111,545	-	111,545	-	-
510601	Public Employees Retirement	-	-	-	-	62,264	99,304
5111**	Dental & Vision Insurance	11,909	12,600	-	12,600	5,673	13,146
5112**	Insurance - Employee Cont	(39,291)	(38,556)	-	(38,556)	(19,637)	(39,459)
	Total Personal Services	**1,545,396**	**1,678,342**	**-**	**1,678,342**	**922,638**	**1,677,729**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director of Development	E/129	1
Building Commissioner	E/126	1
Code Enforcement Supervisor	N-COMP/119	1
Planner	N-COMP/119	2
Planner-LRA	N-COMP/119	1
Plans Reviewer II	N-COMP/119	1
Building Inspector	N-COMP/117	2
Code Enforcement Official	N-COMP/116	8
Administrative Assistant II	N-COMP/114	1
Permit Coordinator	N-COMP/114	1
Administrative Assistant I	N-COMP/109	2
	Total	**21**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director of Development	E/129	1
Building Commissioner	E/126	1
Code Enforcement Supervisor	N-COMP/119	1
Planner	N-COMP/119	2
Planner-LRA	N-COMP/119	1
Plans Reviewer II	N-COMP/119	1
Building Inspector	N-COMP/117	2
Code Enforcement Official	N-COMP/116	8
Administrative Assistant II	N-COMP/114	1
Permit Coordinator	N-COMP/114	1
Administrative Assistant I	N-COMP/109	2
	Total	**21**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43000 Development Services
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	9,533	12,500	-	12,500	1,746	-
521110	Land Line Phone Service	-	-	-	-	-	4,440
521120	Cellular Phone Service	-	-	-	-	2,238	6,000
521300	Utilities	29	-	-	-	-	-
5214**	Travel	9,183	8,500	-	8,500	5,238	10,000
5215**	Mnt & Repair - Bldg & Grounds	27,215	-	-	-	33,465	-
5216**	Mnt & Repair - Equipment	1,166	250	-	250	261	250
5217**	Mnt & Repair - Automotive	-	300	-	300	66	300
521900	Building and Equipment Rental	73,145	77,000	-	77,000	78	-
521910	Building Rent/Lease	-	-	-	-	22,462	38,508
521920	Parking Space Rental	-	-	-	-	12,845	22,020
521930	Equipment Rental Short Term	-	-	-	-	117	-
521935	Equipment Rental Long Term	-	-	-	-	39	-
521936	Copier Rental	-	-	-	-	3,804	6,600
522000	Advertising/Legal Publication	1,056	5,000	-	5,000	495	3,000
5221**	Training	4,164	6,000	-	6,000	2,068	6,000
522200	Dues & Subscriptions	6,727	6,500	-	6,500	276	5,500
522210	Association Dues	-	-	-	-	2,600	2,500
522220	Employee Dues & Licensure	-	-	-	-	175	250
522225	Employee Certifications	-	-	-	-	-	500
522230	Publication Subscriptions	-	-	-	-	276	500
5223**	Professional Services	28,012	26,000	-	26,000	4,790	26,000
522600	Insurance - WC & UE	16,660	22,281	-	22,281	14,070	21,588
523000	Contracted Services	1,049,413	500,750	-	500,750	1,113	20,000
523020	Records Management Services	-	-	-	-	784	-
523030	Demolition & Abatement Srvc	-	-	-	-	335,805	400,000
523034	Code Enfcmt Yard Mtce	-	-	-	-	-	40,000
523036	Code Enfcmt Board Up	-	-	-	-	-	40,000
	Total Contractual Services	**1,226,302**	**665,081**	**-**	**665,081**	**444,812**	**653,956**
Commodities							
534100	Material & Supplies	13,535	19,600	-	19,600	1,799	5,000
534101	Office Supplies	-	-	-	-	4,758	9,000
534109	Books & Educational Material	-	-	-	-	-	500
534500	Uniforms	4,782	4,800	-	4,800	4,650	4,800
534700	Resale Merchandise	21	750	-	750	367	250
	Total Commodities	**18,338**	**25,150**	**-**	**25,150**	**11,573**	**19,550**
Contributions & Other							
	Total 43000	**2,790,036**	**2,368,573**	**-**	**2,368,573**	**1,379,023**	**2,351,235**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
544	Administrative Vehicle	37,500	37,500	-	-
500	Administrative Vehicle	-	-	39,000	-
547	Administrative Vehicle	-	-	39,000	-
548	Administrative Vehicle	-	-	39,000	-
	Total	**37,500**	**37,500**	**117,000**	**-**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43100 Mail Room
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	36,325	37,272	-	37,272	20,941	38,333
510400	FICA	2,596	2,851	-	2,851	-	-
510401	FICA - Medicare	-	-	-	-	282	556
510402	FICA - Social Security	-	-	-	-	1,205	2,377
5105**	Medical & Life Insurance	10,232	12,312	-	12,312	6,259	12,785
510600	Retirement	3,269	3,354	-	3,354	-	-
510601	Public Employees Retirement	-	-	-	-	1,885	3,067
5111**	Dental & Vision Insurance	567	600	-	600	270	626
5112**	Insurance - Employee Cont	(3,452)	(1,836)	-	(1,836)	(935)	(1,879)
	Total Personal Services	**49,538**	**54,553**	**-**	**54,553**	**29,907**	**55,865**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Office Support Specialist	N-OT/107	1
	Total	**1**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Office Support Specialist	N-OT/107	1
	Total	**1**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	469	500	-	500	-	-
521110	Land Line Phone Service	-	-	-	-	240	-
5216**	Mnt & Repair - Equipment	344	-	-	-	-	-
5218**	Postage	100,000	100,000	-	100,000	43,469	105,000
521900	Building and Equipment Rental	33,921	37,200	-	37,200	9,510	30,000
521936	Copier Rental	-	-	-	-	5,058	8,400
522600	Insurance - WC & UE	793	1,061	-	1,061	670	1,028
	Total Contractual Services	**135,528**	**138,761**	**-**	**138,761**	**58,948**	**144,428**
Commodities							
534100	Material & Supplies	41,738	45,000	-	45,000	8,658	45,000
534101	Office Supplies	-	-	-	-	107	-
	Total Commodities	**41,738**	**45,000**	**-**	**45,000**	**8,766**	**45,000**
	Total 43100	**226,804**	**238,314**	**-**	**238,314**	**97,620**	**245,293**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	43200 Capitol Market
Unit	***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556800	Contributions to Others NonGov	30,000	30,000	-	30,000	17,500	30,000
	Total Contributions & Other	**30,000**	**30,000**	**-**	**30,000**	**17,500**	**30,000**
	Total 43200	**30,000**	**30,000**	**-**	**30,000**	**17,500**	**30,000**

City of Charleston
Municipal Budget
FY 2027

Fund		1001 General Fund					
Department		43500 Regional Intergovernmental Council					
Unit		***					
Contractual Services							
522200	Dues & Subscriptions	19,485	20,000	-	20,000	19,060	20,000
	Total Contractual Services	**19,485**	**20,000**	**-**	**20,000**	**19,060**	**20,000**
	Total 43500	**19,485**	**20,000**	**-**	**20,000**	**19,060**	**20,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43800 Election
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services						
523000 Contracted Services	-	80,000	-	80,000	-	80,000
Total Contractual Services	**-**	**80,000**	**-**	**80,000**	**-**	**80,000**
Total 43800	**-**	**80,000**	**-**	**80,000**	**-**	**80,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43900 Information Systems
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	532,661	581,582	-	581,582	295,996	602,866
510400	FICA	39,192	44,491	-	44,491	-	-
510401	FICA - Medicare	-	-	-	-	4,073	8,742
510402	FICA - Social Security	-	-	-	-	17,417	37,378
5105**	Medical & Life Insurance	92,090	110,808	-	110,808	56,327	115,065
510600	Retirement	47,938	52,342	-	52,342	-	-
510601	Public Employees Retirement	-	-	-	-	26,640	48,229
5111**	Dental & Vision Insurance	5,104	5,400	-	5,400	2,431	5,634
5112**	Insurance - Employee Cont	(16,669)	(16,524)	-	(16,524)	(8,416)	(16,911)
	Total Personal Services	**700,316**	**778,099**	**-**	**778,099**	**394,469**	**801,003**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
IT Operations/Projects Mngr.	E/124	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	5
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
	Total	**9**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
IT Operations/Projects Mngr.	E/124	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	5
Info. Services Coordinator	E/113	1
IT Technician	E/113	1
	Total	**9**

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 43900 Information Systems
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	245,523	-	-	-	3,554	-
521110	Land Line Phone Service	-	84,000	-	84,000	2,211	3,840
521120	Cellular Phone Service	-	-	-	-	1,859	5,600
521130	Internet Service	-	132,000	-	132,000	66,125	100,000
5214**	Travel	-	2,000	-	2,000	-	-
5216**	Mnt & Repair - Equipment	797,774	846,000	-	846,000	804,505	991,415
521900	Building and Equipment Rental	1,545	750	-	750	-	-
521936	Copier Rental	-	-	-	-	726	1,250
5221**	Training	-	9,200	-	9,200	1,485	9,200
522200	Dues & Subscriptions	-	300	-	300	-	300
522225	Employee Certifications	362	-	-	-	-	-
5223**	Professional Services	1,375	10,000	-	10,000	2,509	10,000
522600	Insurance - WC & UE	7,140	9,549	-	9,549	6,030	9,252
523000	Contracted Services	57,540	130,000	-	130,000	4,440	150,000
	Total Contractual Services	**1,111,259**	**1,223,799**	**-**	**1,223,799**	**893,443**	**1,280,857**
Commodities							
534100	Material & Supplies	15,788	16,800	-	16,800	2,282	17,500
534101	Office Supplies	-	-	-	-	26	-
535300	Computer Software Non-SAAS	-	500	-	500	-	-
	Total Commodities	**15,788**	**17,300**	**-**	**17,300**	**2,308**	**17,500**
Contributions & Other							
556600	Transfers to Other Funds	980,000	-	-	-	-	-
	Total Contributions & Other	**980,000**	**-**	**-**	**-**	**-**	**-**
	Total 43900	**2,807,363**	**2,019,198**	**-**	**2,019,198**	**1,290,220**	**2,099,360**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
	PCs, Servers, Misc Equipment	115,875	115,875	572,500	154,800
	City Website Refresh	-	-	325,000	-
	Total	**115,875**	**115,875**	**897,500**	**154,800**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	44000 General Services
Unit	***

	Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	478,556	490,239	-	490,239	260,862	502,495
510301	Wages - FT Overtime	88,049	80,910	-	80,910	27,753	82,620
510400	FICA	41,490	43,693	-	43,693	-	-
510401	FICA - Medicare	-	-	-	-	4,020	8,484
510402	FICA - Social Security	-	-	-	-	17,189	36,277
5105**	Medical & Life Insurance	114,312	135,432	-	135,432	52,165	140,635
510600	Retirement	51,044	51,403	-	51,403	-	-
510601	Public Employees Retirement	-	-	-	-	25,750	46,809
5111**	Dental & Vision Insurance	6,238	6,600	-	6,600	2,972	6,886
5112**	Insurance - Employee Cont	(29,160)	(20,196)	-	(20,196)	(10,286)	(20,669)
	Total Personal Services	**750,528**	**788,081**	**-**	**788,081**	**380,424**	**803,537**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current

Title	FLSA/Paygrade	FTE
Electrician	N-OT/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
	Total	**11**

FY 2027 Proposed

Title	FLSA/Paygrade	FTE
Maintenance Foreman	E/119	1
Electrician	N-OT/112	2
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	3
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
	Total	**11**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 44000 General Services
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	28,052	20,000	-	20,000	3,029	-
521110	Land Line Phone Service	-	-	-	-	11,453	600
521120	Cellular Phone Service	-	-	-	-	1,752	4,900
521300	Utilities	301,466	280,000	-	280,000	-	-
521310	Electric Service	-	-	-	-	55,266	140,400
521320	Natural Gas Service	-	-	-	-	8,452	31,600
521330	Water Service	-	-	-	-	46,047	77,700
521340	Sewer Service	-	-	-	-	21,541	39,300
5215**	Mnt & Repair - Bldg & Grounds	42,219	50,000	-	50,000	22,728	50,000
5216**	Mnt & Repair - Equipment	13,835	60,000	-	60,000	9,402	60,000
5217**	Mnt & Repair - Automotive	-	-	-	-	315	-
521900	Building and Equipment Rental	22,438	20,000	-	20,000	78	-
521910	Building Rent/Lease	-	-	-	-	9,000	18,000
521930	Equipment Rental Short Term	-	-	-	-	-	5,000
521936	Copier Rental	-	-	-	-	701	1,250
5221**	Training	-	3,000	-	3,000	-	3,000
522200	Dues & Subscriptions	450	450	-	450	-	-
522220	Employee Dues & Licensure	-	-	-	-	75	450
5223**	Professional Services	2,684	200	-	200	8,107	1,000
522600	Insurance - WC & UE	8,727	11,671	-	11,671	7,370	11,308
523000	Contracted Services	35,357	50,000	-	50,000	12,607	50,000
523012	Pest Control Services	-	-	-	-	498	-
	Total Contractual Services	**455,227**	**495,321**	**-**	**495,321**	**218,422**	**494,508**
Commodities							
534100	Material & Supplies	149,498	145,000	-	145,000	53,088	145,000
534102	Furniture & Appliances	-	-	-	-	333	-
534500	Uniforms	6,426	5,500	-	5,500	1,620	5,500
	Total Commodities	**155,925**	**150,500**	**-**	**150,500**	**55,041**	**150,500**
Contributions & Other							
	Total 44000	**1,361,680**	**1,433,902**	**-**	**1,433,902**	**653,887**	**1,448,545**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
561	Pickup, Dump Bed	60,000	60,000	-	-
560	Pickup, Ext Cab	45,000	-	45,000	-
558	Pickup, Ext Cab	-	-	48,000	-
564	Pickup, Ext Cab	-	-	50,000	-
	Total	**105,000**	**60,000**	**143,000**	**-**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 40800 Retiree Insurance Benefits
Unit 4**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
5105**	Medical & Life Insurance	9,503,120	8,525,000	-	8,525,000	5,167,476	
5111**	Dental & Vision Insurance	377,277	382,000	-	382,000	216,312	
5112**	Insurance - Employee Cont	(1,056,290)	(1,115,000)	-	(1,115,000)	(267,937)	
	Total Personal Services	**8,824,107**	**7,792,000**	**-**	**7,792,000**	**5,115,851**	**-**
Contributions & Other							
556600	Transfers to Other Funds	-	-	-	-	-	4,000,000
	Total Contributions & Other	**-**	**-**	**-**	**-**	**-**	**4,000,000**
	Total 40800	**8,824,107**	**7,792,000**	**-**	**7,792,000**	**5,115,851**	**4,000,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 44201 Constituent Services
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	227,900	267,524	-	267,524	145,236	314,204
510310	Wages - Part Time	20,205	28,314	-	28,314	5,232	30,000
510400	FICA	18,637	22,632	-	22,632	-	-
510401	FICA - Medicare	-	-	-	-	2,140	4,991
510402	FICA - Social Security	-	-	-	-	9,150	21,341
5105**	Medical & Life Insurance	40,929	49,248	-	49,248	25,034	63,925
510600	Retirement	20,473	24,077	-	24,077	-	-
510601	Public Employees Retirement	-	-	-	-	12,271	25,136
5111**	Dental & Vision Insurance	2,268	2,400	-	2,400	1,081	3,130
5112**	Insurance - Employee Cont	(4,529)	(7,344)	-	(7,344)	(3,740)	(9,395)
	Total Personal Services	**325,883**	**386,851**	**-**	**386,851**	**196,403**	**453,332**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Communications Specialist	E/119	1
Sr. Constituent Services Asst.	E/119	1
Sr. Special Events Coordinator	N-COMP/114	1
Constituent Services Assistant	N-COMP/109	1
	Total	**4**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Communications Specialist	E/124	1
Sr. Constituent Services Asst.	E/119	1
Sr. Special Events Coordinator	N-COMP/114	1
Communications Assistant	N-COMP/114	1
Constituent Services Assistant	N-COMP/109	1
	Total	**5**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,650	1,500	-	1,500	623	-
521110	Land Line Phone Service	-	-	-	-	-	1,080
521120	Cellular Phone Service	-	-	-	-	705	2,500
5214**	Travel	-	500	-	500	777	-
5216**	Mnt & Repair - Equipment	120	-	-	-	108	-
521900	Building and Equipment Rental	1,816	3,000	-	3,000	-	-
521936	Copier Rental	-	-	-	-	929	1,700
522000	Advertising/Legal Publication	-	-	-	-	2,000	-
5221**	Training	-	2,000	-	2,000	750	2,000
522200	Dues & Subscriptions	3,620	5,000	-	5,000	-	5,000
522230	Publication Subscriptions	-	-	-	-	1,178	-
522600	Insurance - WC & UE	3,173	4,244	-	4,244	2,680	5,140
	Total Contractual Services	**11,379**	**16,244**	**-**	**16,244**	**9,750**	**17,420**
Commodities							
534100	Material & Supplies	10,274	1,000	-	1,000	63	1,000
534101	Office Supplies	-	-	-	-	990	-
534114	Special Event Supplies	-	10,000	-	10,000	2,747	10,000
534500	Uniforms	-	1,000	-	1,000	-	1,000
	Total Commodities	**10,274**	**12,000**	**-**	**12,000**	**3,799**	**12,000**
	Total 44201	**347,537**	**415,095**	**-**	**415,095**	**209,952**	**482,752**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 44400 Transfers to Other Funds
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556600	Transfers to Other Funds	19,615,280	4,420,000	-	4,420,000	3,000,000	4,375,000
	Total Contributions & Other	**19,615,280**	**4,420,000**	**-**	**4,420,000**	**3,000,000**	**4,375,000**
	Total 44400	**19,615,280**	**4,420,000**	**-**	**4,420,000**	**3,000,000**	**4,375,000**

For more details on the transfers included in this account - see page 12

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 50000 Morris Street Building
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	69,803	72,622	-	72,622	40,793	74,744
510301	Wages - FT Overtime	2,517	2,000	-	2,000	1,366	2,058
510400	FICA	5,313	5,709	-	5,709	-	-
510401	FICA - Medicare	-	-	-	-	602	1,114
510402	FICA - Social Security	-	-	-	-	2,575	4,762
5105**	Medical & Life Insurance	20,464	24,624	-	24,624	12,517	25,570
510600	Retirement	6,509	6,716	-	6,716	-	-
510601	Public Employees Retirement	-	-	-	-	3,794	6,144
5111**	Dental & Vision Insurance	1,134	1,200	-	1,200	540	1,252
5112**	Insurance - Employee Cont	(3,668)	(3,672)	-	(3,672)	(1,870)	(3,758)
	Total Personal Services	**102,072**	**109,199**	**-**	**109,199**	**60,317**	**111,886**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Custodian	N-OT/104	2
	Total	**2**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Custodian	N-OT/104	2
	Total	**2**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	614	1,000	-	1,000	-	-
521110	Land Line Phone Service	-	-	-	-	358	-
521300	Utilities	323,076	240,200	-	240,200	-	-
521310	Electric Service	-	-	-	-	111,223	180,000
521320	Natural Gas Service	-	-	-	-	1,727	2,900
521330	Water Service	-	-	-	-	19,685	43,000
521340	Sewer Service	-	-	-	-	12,305	32,700
5215**	Mnt & Repair - Bldg & Grounds	23,795	30,000	-	30,000	8,673	30,000
5216**	Mnt & Repair - Equipment	3,161	-	-	-	461	-
521900	Building and Equipment Rental	1,673	1,200	-	1,200	1,407	800
521920	Parking Space Rental	-	-	-	-	280	480
522600	Insurance - WC & UE	1,587	2,122	-	2,122	1,340	2,056
523000	Contracted Services	1,140	25,000	-	25,000	1,140	25,000
	Total Contractual Services	**355,046**	**299,522**	**-**	**299,522**	**158,601**	**316,936**
Commodities							
534100	Material & Supplies	6,546	40,000	-	40,000	2,371	40,000
534500	Uniforms	-	1,000	-	1,000	-	1,000
	Total Commodities	**6,546**	**41,000**	**-**	**41,000**	**2,371**	**41,000**
	Total 50000	**463,663**	**449,721**	**-**	**449,721**	**221,289**	**469,822**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 50100 Employee Wellness Center
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	2,562	4,200	-	4,200	-	-
521110	Land Line Phone Service	-	-	-	-	1,109	2,200
521130	Internet Service	-	-	-	-	1,093	2,100
521330	Water Service	-	-	-	-	33	-
521900	Building and Equipment Rental	24,571	21,500	-	21,500	-	-
521910	Building Rent/Lease	-	-	-	-	11,365	19,488
521920	Parking Space Rental	-	-	-	-	1,120	1,920
521936	Copier Rental	-	-	-	-	765	1,700
5223**	Professional Services	415,356	-	-	-	309,427	-
523000	Contracted Services	541,122	-	-	-	-	-
523003	Medical Services	-	944,728	-	944,728	188,069	1,051,055
523021	Shredding Services	-	-	-	-	40	-
	Total Contractual Services	**983,611**	**970,428**	**-**	**970,428**	**513,020**	**1,078,463**
Commodities							
534100	Material & Supplies	477	5,000	-	5,000	201	1,000
	Total Commodities	**477**	**5,000**	**-**	**5,000**	**201**	**1,000**
	Total 50100	**984,088**	**975,428**	**-**	**975,428**	**513,221**	**1,079,463**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 56600 Public Works
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	226,788	232,967	-	232,967	131,374	237,210
510301	Wages - FT Overtime	1,948	5,000	-	5,000	354	5,091
510400	FICA	17,199	18,204	-	18,204	-	-
510401	FICA - Medicare	-	-	-	-	1,875	3,513
510402	FICA - Social Security	-	-	-	-	8,015	15,023
5105**	Medical & Life Insurance	40,929	49,248	-	49,248	25,034	51,140
510600	Retirement	20,586	21,417	-	21,417	-	-
510601	Public Employees Retirement	-	-	-	-	11,855	19,384
5111**	Dental & Vision Insurance	2,268	2,400	-	2,400	1,081	2,504
5112**	Insurance - Employee Cont	(4,436)	(7,344)	-	(7,344)	(3,740)	(7,516)
	Total Personal Services	**305,282**	**321,892**	**-**	**321,892**	**175,847**	**326,349**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director of Public Works	E/132	1
Administrative Assistant I	N-OT/109	3
	Total	**4**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director of Public Works	E/132	1
Administrative Assistant I	N-OT/109	3
	Total	**4**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	36,029	30,000	-	30,000	4,075	-
521110	Land Line Phone Service	-	-	-	-	9,102	6,840
521120	Cellular Phone Service	-	-	-	-	5,331	15,400
521130	Internet Service	-	-	-	-	800	2,000
521300	Utilities	92,567	108,800	-	108,800	-	-
521310	Electric Service	-	-	-	-	15,700	39,600
521320	Natural Gas Service	-	-	-	-	6,984	20,100
521330	Water Service	-	-	-	-	13,770	32,100
521340	Sewer Service	-	-	-	-	2,145	4,200
5214**	Travel	-	500	-	500	-	500
5221**	Training	-	500	-	500	-	500
522600	Insurance - WC & UE	3,173	4,244	-	4,244	2,680	4,112
	Total Contractual Services	**131,769**	**144,044**	**-**	**144,044**	**60,587**	**125,352**
Commodities							
534100	Material & Supplies	47	500	-	500	936	500
	Total Commodities	**47**	**500**	**-**	**500**	**936**	**500**
	Total 56600	**437,098**	**466,436**	**-**	**466,436**	**237,371**	**452,201**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	56700 Public Grounds
Unit	***

	Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	846,871	991,696	-	991,696	511,718	1,023,557
510301	Wages - FT Overtime	109,662	29,795	-	29,795	67,346	101,572
510400	FICA	71,504	78,144	-	78,144	-	-
510401	FICA - Medicare	-	-	-	-	8,197	16,314
510402	FICA - Social Security	-	-	-	-	35,048	69,758
5105**	Medical & Life Insurance	266,038	332,424	-	332,424	168,980	345,195
510600	Retirement	85,077	91,934	-	91,934	-	-
510601	Public Employees Retirement	-	-	-	-	52,105	90,010
5111**	Dental & Vision Insurance	14,744	16,200	-	16,200	7,294	16,902
5112**	Insurance - Employee Cont	(26,968)	(49,572)	-	(49,572)	(25,248)	(50,733)
	Total Personal Services	**1,366,928**	**1,490,621**	**-**	**1,490,621**	**825,440**	**1,612,575**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Deputy Director Public Grounds	E/121	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	18
	Total	**27**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Deputy Director Public Grounds	E/121	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	18
	Total	**27**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 56700 Public Grounds
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521300	Utilities	1,510	3,000	-	3,000	-	-
521310	Electric Service	-	-	-	-	1,090	2,000
5214**	Travel	-	1,000	-	1,000	-	1,000
5215**	Mnt & Repair - Bldg & Grounds	521	2,500	-	2,500	-	3,500
5216**	Mnt & Repair - Equipment	-	2,500	-	2,500	-	20,000
521900	Building and Equipment Rental	1,342	1,500	-	1,500	79	1,500
521936	Copier Rental	-	-	-	-	737	1,300
5221**	Training	-	300	-	300	-	300
522200	Dues & Subscriptions	108	200	-	200	-	100
522220	Employee Dues & Licensure	-	-	-	-	44	100
5223**	Professional Services	-	-	-	-	-	30,000
522600	Insurance - WC & UE	20,627	28,647	-	28,647	18,090	27,756
523000	Contracted Services	46,680	84,000	-	84,000	27,660	54,000
	Total Contractual Services	**70,788**	**123,647**	**-**	**123,647**	**47,700**	**141,556**
Commodities							
534100	Material & Supplies	185,206	150,000	-	150,000	58,837	60,000
534101	Office Supplies	-	-	-	-	-	500
534105	Cleaning & Paper Supplies	-	-	-	-	-	15,000
534111	Safety & First Aid Supplies	-	-	-	-	-	4,000
534112	Landscaping & Grounds Supplie	-	-	-	-	-	40,000
534114	Special Event Supplies	-	-	-	-	-	10,000
534171	Animal & Vet Supplies	-	-	-	-	-	300
534500	Uniforms	10,406	13,500	-	13,500	5,486	13,500
	Total Commodities	**195,612**	**163,500**	**-**	**163,500**	**64,323**	**143,300**
	Total 56700	**1,633,327**	**1,777,768**	**-**	**1,777,768**	**937,464**	**1,897,431**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
8	Pickup, Reg. Cab	45,000	45,000	-	-
368	Pickup, Dump Bed	85,000	85,000	-	
NEW	Backhoe	120,000	-	-	
380	Backhoe	-	-	50,000	
	Remote Mowers (3)	-	-	150,000	
371	Bucket Truck	-	-	-	275,000
362	Pickup	-	-	-	50,000
320	Pickup	-	-	-	55,000
319	Pickup	-	-	-	50,000
372	Pickup	-	-	-	55,000
	Total	**250,000**	**130,000**	**200,000**	**485,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 56701 Carriage Trail
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	94,086	40,872	-	40,872	45,207	42,750
510301	Wages - FT Overtime	18,599	2,444	-	2,444	6,103	2,506
510400	FICA	8,412	3,314	-	3,314	-	-
510401	FICA - Medicare	-	-	-	-	723	656
510402	FICA - Social Security	-	-	-	-	3,092	2,806
5105**	Medical & Life Insurance	20,464	12,312	-	12,312	6,259	12,785
510600	Retirement	10,147	3,898	-	3,898	-	-
510601	Public Employees Retirement	-	-	-	-	4,618	3,620
5111**	Dental & Vision Insurance	1,134	600	-	600	270	626
5112**	Insurance - Employee Cont	(2,222)	(1,836)	-	(1,836)	(935)	(1,879)
	Total Personal Services	**150,620**	**61,604**	**-**	**61,604**	**65,337**	**63,870**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Trail Specialist	N-OT/106	1
	Total	**1**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Trail Specialist	N-OT/106	1
	Total	**1**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
5223**	Professional Services	2,600	-	-	-	-	-
522600	Insurance - WC & UE	1,587	1,061	-	1,061	670	1,028
	Total Contractual Services	**4,187**	**1,061**	**-**	**1,061**	**670**	**1,028**
Commodities							
534100	Material & Supplies	21,319	15,000	-	15,000	324	15,000
534112	Landscaping & Grounds Supplie	-	-	-	-	3,601	-
534500	Uniforms	995	500	-	500	150	500
	Total Commodities	**22,313**	**15,500**	**-**	**15,500**	**4,075**	**15,500**
	Total 56701	**177,120**	**78,165**	**-**	**78,165**	**70,081**	**80,398**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	69900 Contingency
Unit	***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other						
559800 Contingency	-	196,566	(120,000)	76,566	-	541,151
Total Contributions & Other	**-**	**196,566**	**(120,000)**	**76,566**	**-**	**541,151**
Total 69900	**-**	**196,566**	**(120,000)**	**76,566**	**-**	**541,151**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	70000 Police-Uniform
Unit	***

	Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	9,517,319	9,989,932	-	9,989,932	5,126,915	10,336,887
510301	Wages - FT Overtime	3,156,002	2,686,414	-	2,686,414	1,938,606	3,343,858
510302	Wages - FT Non-Scheduled Hour	-	-	-	-	267,486	-
510303	Wages - FT Stipends	-	173,150	-	173,150	161,534	173,150
510400	FICA	179,499	183,807	-	183,807	-	
510401	FICA - Medicare	-	-	-	-	106,058	200,881
5105**	Medical & Life Insurance	1,770,173	2,129,976	-	2,129,976	1,043,301	2,211,805
510602	Municipal Police & Fire Retire	594,734	-	-	-	360,625	808,000
510700	Uniform Pension Contribution	6,574,000	6,745,000	-	6,745,000	4,060,000	5,725,000
5111**	Dental & Vision Insurance	98,104	103,800	-	103,800	46,734	108,298
5112**	Insurance - Employee Cont	(277,134)	(317,628)	-	(317,628)	(320,464)	(325,067)
	Total Personal Services	**21,612,697**	**21,694,451**	**-**	**21,694,451**	**12,790,795**	**22,582,812**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current

Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
	Total	**173**

FY 2027 Proposed

Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
	Total	**173**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70000 Police-Uniform
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	102,120	114,000	-	114,000	16,038	-
521110	Land Line Phone Service	-	-	-	-	18,680	37,680
521120	Cellular Phone Service	-	-	-	-	22,904	40,440
521130	Internet Service	-	-	-	-	86	23,880
521300	Utilities	167,222	133,000	-	133,000	601	-
521310	Electric Service	-	-	-	-	29,038	61,000
521320	Natural Gas Service	-	-	-	-	10,097	73,000
521330	Water Service	-	-	-	-	17,433	50,000
521340	Sewer Service	-	-	-	-	2,201	7,500
5214**	Travel	25,172	40,000	-	40,000	26,073	70,000
5215**	Mnt & Repair - Bldg & Grounds	-	-	-	-	-	5,000
5216**	Mnt & Repair - Equipment	178,006	205,000	-	205,000	139,293	220,000
5217**	Mnt & Repair - Automotive	13,046	15,000	-	15,000	3,753	16,000
5218**	Postage	-	-	-	-	549	1,000
521900	Building and Equipment Rental	100,061	105,000	-	105,000	4,596	8,493
521910	Building Rent/Lease	-	-	-	-	39,762	68,164
521920	Parking Space Rental	-	-	-	-	1,902	3,240
521936	Copier Rental	-	-	-	-	11,848	21,003
522000	Advertising/Legal Publication	7,623	30,000	-	30,000	3,988	22,800
522012	Advertising - Radio	-	-	-	-	-	3,700
522013	Advertising - Internet	-	-	-	-	450	-
5221**	Training	61,682	88,000	41,897	129,897	34,148	90,000
522200	Dues & Subscriptions	4,105	6,500	-	6,500	3,627	6,680
522230	Publication Subscriptions	-	-	-	-	60	120
5223**	Professional Services	83,843	148,000	-	148,000	33,444	86,000
522600	Insurance - WC & UE	137,249	183,553	-	183,553	115,913	177,844
523000	Contracted Services	7,698	14,000	-	14,000	4,491	112
523012	Pest Control Services	-	-	-	-	-	2,268
523013	Security & Alarm Monitoring	-	-	-	-	-	4,020
523021	Shredding Services	-	-	-	-	-	1,600
523031	Disposal Services	-	-	-	-	-	1,000
523033	Towing Services	-	-	-	-	-	4,000
523400	Regional Jail Fees	154,970	168,000	-	168,000	138,791	300,000
	Total Contractual Services	**1,042,797**	**1,250,053**	**41,897**	**1,291,950**	**679,764**	**1,406,544**
Commodities							
534100	Material & Supplies	116,923	115,000	-	115,000	63,273	37,875
534101	Office Supplies	-	-	-	-	-	11,000
534102	Furniture & Appliances	-	-	-	-	-	10,500
534103	Computer Hardware Non-Capit	-	-	-	-	-	5,000
534105	Cleaning & Paper Supplies	-	-	-	-	-	6,000
534108	Tools & Equipment Non-Capital	-	-	-	-	-	500
534170	Law Enforcement Supplies	-	-	-	-	-	37,875
534171	Animal & Vet Supplies	-	-	-	-	-	5,750
534172	Firearms & Ammunition	-	-	-	-	-	37,000
534300	Gas, Oil & Tires	3,323	25,000	-	25,000	11,525	9,000
534340	Automobile & Equipment Parts	-	-	-	-	-	23,000
534500	Uniforms	127,690	182,000	-	182,000	53,499	195,000
	Total Commodities	**247,937**	**322,000**	**-**	**322,000**	**128,297**	**378,500**
Contributions & Other							
556800	Contributions to Others NonGov	-	4,000	-	4,000	-	2,000
	Total Contributions & Other	**-**	**4,000**	**-**	**4,000**	**-**	**2,000**
	Total 70000	**22,903,430**	**23,270,504**	**41,897**	**23,312,401**	**13,598,856**	**24,369,856**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70000 Police-Uniform
Unit ***

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
	Interceptor SUV - line (12)	630,000	630,000	661,500	694,575
	Interceptor SUV - Supv. (3)	157,500	157,500	163,375	-
	Lighting Package	148,500	148,500	155,925	130,977
	Other Vehicle Equipment	123,000	123,000	129,150	108,486
	Administrative Vehicle (5)	200,000	80,000	210,000	-
	Admin Vehicle Equipment	43,000	17,200	45,525	-
	Transport Van	80,000	80,000	-	-
	Truck & Equipment for Hybrid	66,100	-	-	-
	Truck for SRU	45,000	-	-	-
	Handheld IRP Radios	32,400	32,400	34,020	35,721
	Bicycles	4,000	4,000	4,000	4,840
	Mobile Data Terminals	60,000	60,000	63,000	52,800
	Total	**1,589,500**	**1,332,600**	**1,466,495**	**1,027,399**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70001 Police-Civilian
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	961,631	952,411	-	952,411	560,601	1,027,365
510301	Wages - FT Overtime	113,686	104,191	-	104,191	68,765	106,795
510303	Wages - FT Stipends	-	600	-	600	892	900
510310	Wages - Part Time	34,283	55,000	-	55,000	2,080	35,000
510400	FICA	81,627	85,038	-	85,038	-	-
510401	FICA - Medicare	-	-	-	-	8,809	16,966
510402	FICA - Social Security	-	-	-	-	37,680	72,544
5105**	Medical & Life Insurance	235,341	283,176	-	283,176	143,946	306,840
510600	Retirement	96,487	95,094	-	95,094	-	-
510601	Public Employees Retirement	-	-	-	-	56,057	90,733
5111**	Dental & Vision Insurance	13,043	13,800	-	13,800	6,213	15,024
5112**	Insurance - Employee Cont	(31,675)	(42,228)	-	(42,228)	(21,507)	(45,096)
	Total Personal Services	**1,504,424**	**1,547,082**	**-**	**1,547,082**	**863,535**	**1,627,071**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-OT/110	2
Administrative Assistant I	N-COMP/109	2
Evidence Technician	N-OT/110	1
Police Supply Technician	N-OT/107	1
Office Support Specialist	N-OT/107	15
	Total	**23**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-OT/110	3
Administrative Assistant I	N-COMP/109	2
Evidence Technician	N-OT/110	1
Police Supply Technician	N-OT/107	1
Office Support Specialist	N-OT/107	15
	Total	**24**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
5223**	Professional Services	-	-	-	-	200	-
522600	Insurance - WC & UE	18,247	24,403	-	24,403	15,410	24,672
	Total Contractual Services	**18,247**	**24,403**	**-**	**24,403**	**15,610**	**24,672**
Commodities							
534100	Material & Supplies	4,124	-	-	-	-	-
534500	Uniforms	-	-	-	-	1,101	-
	Total Commodities	**4,124**	**-**	**-**	**-**	**1,101**	**-**
Contributions & Other							
556800	Contributions to Others NonGov	60,000	60,000	-	60,000	35,000	65,000
	Total Contributions & Other	**60,000**	**60,000**	**-**	**60,000**	**35,000**	**65,000**
	Total 70001	**1,586,795**	**1,631,485**	**-**	**1,631,485**	**915,246**	**1,716,743**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70600 Fire - Uniform
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	10,941,883	10,319,009	-	10,319,009	6,400,057	10,575,089
510301	Wages - FT Overtime	1,242,687	1,935,678	-	1,935,678	908,906	2,011,672
510303	Wages - FT Stipends	-	169,150	-	169,150	172,933	169,150
510400	FICA	172,087	177,693	-	177,693	-	-
510401	FICA - Medicare	-	-	-	-	105,565	184,961
510402	FICA - Social Security	-	-	-	-	353	-
5105**	Medical & Life Insurance	1,729,244	2,080,728	-	2,080,728	1,019,295	2,160,665
510601	Public Employees Retirement	-	-	-	-	512	-
510602	Municipal Police & Fire Retire	641,202	-	-	-	393,259	765,000
510700	Uniform Pension Contribution	7,155,000	7,450,000	-	7,450,000	4,486,670	6,190,000
5111**	Dental & Vision Insurance	95,835	101,400	-	101,400	45,654	105,794
5112**	Insurance - Employee Cont	(323,317)	(310,284)	-	(310,284)	(334,144)	(317,551)
	Total Personal Services	**21,654,622**	**21,923,374**	**-**	**21,923,374**	**13,199,060**	**21,844,780**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Fire Chief	E/132	1
Uniformed Members	var	168
	Total	**169**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Fire Chief	E/132	1
Uniformed Members	var	168
	Total	**169**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	47,959	51,500	-	51,500	13,675	-
521110	Land Line Phone Service	-	-	-	-	13,213	18,900
521120	Cellular Phone Service	-	-	-	-	3,062	12,900
521130	Internet Service	-	-	-	-	509	31,800
521200	Printing	1,058	1,000	-	1,000	674	1,000
521300	Utilities	224,680	220,000	-	220,000	3,035	-
521310	Electric Service	-	-	-	-	64,134	147,000
521320	Natural Gas Service	-	-	-	-	9,059	25,000
521330	Water Service	-	-	-	-	16,703	35,000
521340	Sewer Service	-	-	-	-	13,131	25,000
5214**	Travel	7,931	21,000	-	21,000	10,077	21,000
5215**	Mnt & Repair - Bldg & Grounds	25,909	30,000	-	30,000	15,423	30,000
5216**	Mnt & Repair - Equipment	83,072	158,000	-	158,000	53,101	178,250
5217**	Mnt & Repair - Automotive	4,478	13,500	-	13,500	2,543	13,500
5218**	Postage	39	500	-	500	774	1,000
521900	Building and Equipment Rental	4,282	11,000	-	11,000	733	6,100
521936	Copier Rental	-	-	-	-	1,661	3,100
521940	Fire Hydrant Rental	150,677	168,000	-	168,000	66,052	160,800
522000	Advertising/Legal Publication	126	2,500	-	2,500	-	2,500
5221**	Training	116,579	131,500	-	131,500	10,757	82,000
522200	Dues & Subscriptions	15,927	25,000	-	25,000	5,016	7,000
522220	Employee Dues & Licensure	-	-	-	-	200	-
522225	Employee Certifications	-	-	-	-	435	52,000
5223**	Professional Services	155,839	177,000	-	177,000	16,734	44,000
522600	Insurance - WC & UE	134,076	179,309	-	179,309	113,232	173,732
523000	Contracted Services	42,393	46,000	-	46,000	2,339	540
523003	Medical Services	-	-	-	-	19,200	38,400
523012	Pest Control Services	-	-	-	-	595	8,400
523021	Shredding Services	-	-	-	-	85	-
523023	Collection Services	-	-	-	-	176	132,650
523031	Disposal Services	-	-	-	-	236	960
	Total Contractual Services	**1,015,025**	**1,235,809**	**-**	**1,235,809**	**456,562**	**1,252,532**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70600 Fire - Uniform
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Commodities							
534100	Material & Supplies	475,659	530,500	-	530,500	39,800	57,000
534101	Office Supplies	-	-	-	-	1,541	40,000
534102	Furniture & Appliances	-	-	-	-	3,401	20,000
534104	Printed Materials	-	-	-	-	528	-
534105	Cleaning & Paper Supplies	-	-	-	-	20,873	30,000
534107	Building & Construction Sppls	-	-	-	-	4,931	21,000
534108	Tools & Equipment Non-Capital	-	-	-	-	32,307	76,000
534109	Books & Educational Material	-	-	-	-	-	15,300
534110	Food & Refreshments	-	-	-	-	182	10,000
534171	Animal & Vet Supplies	-	-	-	-	154	1,500
534172	Firearms & Ammunition	-	-	-	-	1,679	6,000
534176	Fire Prevention Supplies	-	9,000	-	9,000	4,866	10,500
534177	Fire Investigation Supplies	-	2,500	-	2,500	-	2,500
534178	Medical Supplies	-	-	-	-	152,099	350,000
534300	Gas, Oil & Tires	836	4,500	-	4,500	-	-
534310	Fuel	-	-	-	-	-	5,000
534340	Automobile & Equipment Parts	-	-	-	-	1,195	20,000
534500	Uniforms	196,749	246,000	249,295	495,295	255,925	222,000
	Total Commodities	**673,244**	**792,500**	**249,295**	**1,041,795**	**519,480**	**886,800**
Contributions & Other							
556800	Contributions to Others NonGov	-	-	-	-	-	2,000
	Total Contributions & Other	**-**	**-**	**-**	**-**	**-**	**2,000**
	Total 70600	**23,342,892**	**23,951,683**	**249,295**	**24,200,978**	**14,175,101**	**23,986,112**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70600 Fire - Uniform
Unit ***

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
	Ambulance	285,000	285,000	313,500	344,850
	Ambulance Equipment	2,750	2,750	3,000	3,500
	Administrative SUV	-	-	60,000	63,000
	Admin Vehicle Equipment	-	-	8,500	9,000
	Fire Hose & Nozzles	34,000	34,000	36,000	38,000
	Mobile Data Terminals	30,000	30,000	32,000	34,000
	Thermal Image Camera	15,000	15,000	16,000	18,000
	Radios	40,000	40,000	42,500	44,000
	Air Packs (5)	47,500	47,500	50,000	52,500
	Spare Air Cylinders (40)	58,000	58,000	15,000	16,000
	Heart Monitor	104,000	104,000	112,000	120,000
	Power Cot	35,000	35,000	37,000	39,000
	Stair Chair	-	-	6,000	-
	Lucas Device	20,000	20,000	22,000	24,000
	Laryngoscopes	27,000	27,000	-	-
	EMS Training Manikin	15,000	15,000	-	-
456	Quint Ladder	1,700,000	1,700,000	-	-
452	Pumper Truck	-	-	1,200,000	-
	Interceptor SUV (2)	-	-	135,000	-
	Interceptor Equipment	-	-	35,000	-
	Side by Side	50,000	-	-	-
	Dive Helmets	9,750	9,750	-	-
	Swift Water Boat Trailer	7,300	7,300	-	-
	System Alert System	225,000	184,000	-	-
	Bunker Gear Washer (2)	9,000	9,000	-	-
	Total	**2,714,300**	**2,623,300**	**2,123,500**	**805,850**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 70601 Fire - Civilian
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	98,355	102,059	-	102,059	54,302	142,565
510301	Wages - FT Overtime	-	3,000	-	3,000	-	3,063
510400	FICA	7,324	8,037	-	8,037	-	-
510401	FICA - Medicare	-	-	-	-	765	2,112
510402	FICA - Social Security	-	-	-	-	3,269	9,029
5105**	Medical & Life Insurance	20,464	24,624	-	24,624	12,517	38,355
510600	Retirement	8,852	9,455	-	9,455	-	-
510601	Public Employees Retirement	-	-	-	-	4,737	11,650
5111**	Dental & Vision Insurance	1,134	1,200	-	1,200	540	1,878
5112**	Insurance - Employee Cont	(2,295)	(3,672)	-	(3,672)	(1,870)	(5,637)
	Total Personal Services	**133,835**	**144,703**	**-**	**144,703**	**74,260**	**203,015**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Logistics Specilaist	N-OT/110	1
	Total	**2**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Assistant to the Chief	E/119	1
Logistics Specilaist	N-OT/110	1
Office Support Specialist	N-OT/107	1
	Total	**3**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
522600	Insurance - WC & UE	1,587	2,122	-	2,122	1,340	3,084
	Total Contractual Services	**1,587**	**2,122**	**-**	**2,122**	**1,340**	**3,084**
	Total 70601	**135,421**	**146,825**	**-**	**146,825**	**75,600**	**206,099**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	71200 Traffic Engineering
Unit	***

	Expense Object	**FY 2025 Actual**	**FY 2026 Original**	**FY 2026 YTD Amend.**	**FY 2026 Current**	**FY 2026 YTD Jan. Actual**	**FY 2027 Proposed**
Personal Services							
510300	Wages - Full Time Regular	447,181	496,944	-	496,944	276,669	503,543
510301	Wages - FT Overtime	36,309	14,013	-	14,013	25,872	35,000
510310	Wages - Part Time	-	5,500	-	5,500	-	-
510400	FICA	35,531	39,509	-	39,509	-	-
510401	FICA - Medicare	-	-	-	-	4,229	7,809
510402	FICA - Social Security	-	-	-	-	18,085	33,390
5105**	Medical & Life Insurance	102,322	123,120	-	123,120	62,585	127,850
510600	Retirement	43,121	45,986	-	45,986	-	-
510601	Public Employees Retirement	-	-	-	-	27,182	43,083
5111**	Dental & Vision Insurance	5,671	6,000	-	6,000	2,701	6,260
5112**	Insurance - Employee Cont	(16,430)	(18,360)	-	(18,360)	(9,351)	(18,790)
	Total Personal Services	**653,705**	**712,712**	**-**	**712,712**	**407,973**	**738,145**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director - Traffic Operations	E/119	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
	Total	**10**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director - Traffic Operations	E/119	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
	Total	**10**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 71200 Traffic Engineering
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	555	-	-	-	50	-
521110	Land Line Phone Service	-	-	-	-	1,295	2,760
521120	Cellular Phone Service	-	-	-	-	-	2,900
521300	Utilities	321,734	205,000	-	205,000	-	-
521310	Electric Service	-	-	-	-	104,598	266,200
521311	Streetlight Service	-	-	-	-	-	552,000
5214**	Travel	-	2,000	-	2,000	-	2,000
5215**	Mnt & Repair - Bldg & Grounds	-	1,000	-	1,000	-	1,000
5216**	Mnt & Repair - Equipment	18,388	15,000	-	15,000	2,237	15,000
5217**	Mnt & Repair - Automotive	-	500	-	500	-	500
5218**	Postage	276	300	-	300	128	300
521900	Building and Equipment Rental	2,864	3,000	-	3,000	929	3,000
521930	Equipment Rental Short Term	-	-	-	-	953	-
521936	Copier Rental	-	-	-	-	916	1,700
5221**	Training	-	1,000	-	1,000	-	1,000
522200	Dues & Subscriptions	144	260	-	260	-	260
5223**	Professional Services	-	200	-	200	-	200
522600	Insurance - WC & UE	7,933	10,610	-	10,610	6,700	10,280
523000	Contracted Services	426,276	500,000	-	500,000	276,888	2,000
523012	Pest Control Services	-	-	-	-	105	-
	Total Contractual Services	**778,170**	**738,870**	**-**	**738,870**	**394,799**	**861,100**
Commodities							
534100	Material & Supplies	195,697	224,000	-	224,000	100,021	235,200
534101	Office Supplies	-	-	-	-	-	2,000
534111	Safety & First Aid Supplies	-	-	-	-	719	3,820
534500	Uniforms	3,742	5,000	-	5,000	3,484	5,000
	Total Commodities	**199,439**	**229,000**	**-**	**229,000**	**104,223**	**246,020**
	Total 71200	**1,631,315**	**1,680,582**	**-**	**1,680,582**	**906,996**	**1,845,265**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
	Traffic Signal Equipment	13,000	13,000	14,000	15,000
73	Pickup, Reg Cab	67,000	67,000	-	
299	Bucket Truck	205,000	205,000	-	
	Paint Machine & Driver	-	-	19,000	
293	Pickup, Reg Cab	-	-	-	55,000
	Paint Truck	-	-	-	245,000
295	Bucket Truck	-	-	-	250,000
	Sign Printer & Laminator	-	-	-	48,000
	Total	**285,000**	**285,000**	**33,000**	**613,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 71600 Homeland Security/Emergency Management
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	61,591	84,823	-	84,823	47,657	85,884
510400	FICA	4,593	6,489	-	6,489	-	-
510401	FICA - Medicare	-	-	-	-	674	1,245
510402	FICA - Social Security	-	-	-	-	2,884	5,325
5105**	Medical & Life Insurance	10,232	12,312	-	12,312	6,259	12,785
510600	Retirement	5,543	7,634	-	7,634	-	-
510601	Public Employees Retirement	-	-	-	-	4,289	6,871
5111**	Dental & Vision Insurance	567	600	-	600	270	626
5112**	Insurance - Employee Cont	(2,361)	(1,836)	-	(1,836)	(935)	(1,879)
	Total Personal Services	**80,166**	**110,022**	**-**	**110,022**	**61,098**	**110,857**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Emergency Mgmt.	E/129	1
	Total	**1**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Emergency Mgmt.	E/129	1
	Total	**1**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	1,360	2,240	-	2,240	-	-
521120	Cellular Phone Service	-	-	-	-	63	900
521130	Internet Service	-	-	-	-	-	1,188
521140	Television Service	-	-	-	-	680	-
5214**	Travel	2,236	3,000	-	3,000	2,480	4,000
5216**	Mnt & Repair - Equipment	870	2,000	-	2,000	-	2,000
5217**	Mnt & Repair - Automotive	-	250	-	250	-	250
521900	Building and Equipment Rental	3,432	4,000	-	4,000	-	-
521910	Building Rent/Lease	-	-	-	-	3,432	4,000
5221**	Training	400	4,550	-	4,550	1,434	4,550
522200	Dues & Subscriptions	1,400	1,700	-	1,700	1,400	1,700
522600	Insurance - WC & UE	793	1,061	-	1,061	670	1,028
523000	Contracted Services	-	4,250	-	4,250	-	-
	Total Contractual Services	**10,492**	**23,051**	**-**	**23,051**	**10,159**	**19,616**
Commodities							
534100	Material & Supplies	4,913	23,620	-	23,620	42	20,000
534500	Uniforms	-	300	-	300	-	500
	Total Commodities	**4,913**	**23,920**	**-**	**23,920**	**42**	**20,500**
	Total 71600	**95,571**	**156,993**	**-**	**156,993**	**71,300**	**150,973**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
	Cargo Trailer	9,000	9,000	-	-
	Mobile Camera Trailer	103,000	-	-	-
	Mobile Vehicle Barrier	200,000	-	-	-
	Parks Cameras (MLK & Danner)	30,000	30,000	-	-
	Card Access Phase 2	40,000	40,000	-	-
	Total	**382,000**	**79,000**	**-**	**-**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 75000 Streets
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	2,207,486	2,706,284	-	2,706,284	1,251,902	2,821,254
510301	Wages - FT Overtime	408,543	299,050	-	299,050	192,502	305,124
510400	FICA	194,526	229,908	-	229,908	-	-
510401	FICA - Medicare	-	-	-	-	20,338	45,332
510402	FICA - Social Security	-	-	-	-	86,964	193,835
5105**	Medical & Life Insurance	736,719	886,464	-	886,464	450,614	920,520
510600	Retirement	235,248	270,480	-	270,480	-	-
510601	Public Employees Retirement	-	-	-	-	125,456	250,110
5111**	Dental & Vision Insurance	40,829	43,200	-	43,200	19,450	45,072
5112**	Insurance - Employee Cont	(84,239)	(132,192)	-	(132,192)	(67,327)	(135,288)
	Total Personal Services	**3,739,112**	**4,303,194**	**-**	**4,303,194**	**2,079,899**	**4,445,959**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director of Street	E/121	1
Operations Manager	E/116	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/107	18
Street Maintenance Worker	N-OT/104	21
	Total	**72**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director of Street	E/121	1
Operations Manager	E/116	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/107	18
Street Maintenance Worker	N-OT/104	21
	Total	**72**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 75000 Streets
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	271	600	-	600	-	-
521300	Utilities	12,641	-	-	-	-	-
521310	Electric Service	-	-	-	-	1,184	2,100
521320	Natural Gas Service	-	-	-	-	2,342	7,600
5218**	Postage	2,071	-	-	-	179	-
521900	Building and Equipment Rental	44,113	38,800	-	38,800	6,202	10,000
521910	Building Rent/Lease	-	-	-	-	19,200	28,800
521936	Copier Rental	-	-	-	-	832	1,600
5221**	Training	-	500	-	500	-	500
522200	Dues & Subscriptions	171	400	-	400	-	400
522600	Insurance - WC & UE	57,121	76,392	-	76,392	48,241	74,016
523000	Contracted Services	1,288	1,000	-	1,000	-	1,200
523012	Pest Control Services	-	-	-	-	475	-
523032	Linen Services	-	-	-	-	433	-
	Total Contractual Services	**117,675**	**117,692**	**-**	**117,692**	**79,088**	**126,216**
Commodities							
534100	Material & Supplies	985,576	370,000	-	370,000	121,365	350,000
534101	Office Supplies	-	-	-	-	210	1,200
534102	Furniture & Appliances	-	-	-	-	240	-
534105	Cleaning & Paper Supplies	-	-	-	-	1,565	15,000
534111	Safety & First Aid Supplies	-	-	-	-	374	2,000
534180	Snow Removal Materials	-	400,000	225,000	625,000	-	500,000
534340	Automobile & Equipment Parts	-	-	-	-	158	-
534500	Uniforms	32,987	36,000	-	36,000	21,294	36,000
	Total Commodities	**1,018,563**	**806,000**	**225,000**	**1,031,000**	**145,206**	**904,200**
	Total 75000	**4,875,350**	**5,226,886**	**225,000**	**5,451,886**	**2,304,192**	**5,476,375**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 75000 Streets
Unit ***

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
14	Pumper Truck	577,500	577,500	-	-
79	Sweeper	330,000	330,000	-	-
42	Dump Truck	196,000	196,000	-	-
46	Dump Truck	196,000	196,000	-	-
19	Dump Truck, Small	140,000	140,000	-	-
71	Truck, Pickup	62,500	62,500	-	-
58	Leaf Machine	75,000	75,000	-	-
T-80	Trailer	15,000	15,000	-	-
63	Dump Truck	196,000	-	196,000	-
25	Water Truck	-	-	170,000	-
61	Dump Truck	-	-	204,000	-
4	Pickup	-	-	47,500	-
9	Pickup	-	-	60,000	-
CH1	Chipper	-	-	60,000	-
CH3	Chipper	-	-	60,000	-
T-70	Trailer	-	-	15,000	-
48	Dump Truck	-	-	-	215,000
87	Blacktop Roller	-	-	-	90,000
	Leaf Machines (3)	-	-	-	240,000
28	Pickup	-	-	-	80,000
2	Pickup	-	-	-	50,000
	Total	**1,788,000**	**1,592,000**	**812,500**	**675,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 75400 Equipment Maintenance
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	795,879	808,300	-	808,300	478,784	831,498
510301	Wages - FT Overtime	78,674	65,112	-	65,112	36,833	66,697
510303	Wages - FT Stipends	-	8,400	-	8,400	7,840	16,800
510400	FICA	64,800	67,459	-	67,459	-	-
510401	FICA - Medicare	-	-	-	-	7,392	13,267
510402	FICA - Social Security	-	-	-	-	31,606	56,730
5105**	Medical & Life Insurance	194,412	233,928	-	233,928	118,912	242,915
510600	Retirement	77,818	78,607	-	78,607	-	-
510601	Public Employees Retirement	-	-	-	-	46,578	71,856
5111**	Dental & Vision Insurance	10,774	11,400	-	11,400	5,133	11,894
5112**	Insurance - Employee Cont	(30,631)	(34,884)	-	(34,884)	(17,767)	(35,701)
	Total Personal Services	**1,191,726**	**1,238,322**	**-**	**1,238,322**	**715,311**	**1,275,956**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current

Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Parts Room Assistant	N-OT/104	1
	Total	**19**

FY 2027 Proposed

Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Parts Room Assistant	N-OT/104	1
	Total	**19**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 75400 Equipment Maintenance
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
5214**	Travel	-	1,000	-	1,000	-	1,000
5215**	Mnt & Repair - Bldg & Grounds	4,837	3,000	-	3,000	690	3,000
5216**	Mnt & Repair - Equipment	350,860	400,000	142,962	542,962	154,765	408,000
5218**	Postage	6,825	-	-	-	12,744	20,000
521900	Building and Equipment Rental	5,216	4,200	-	4,200	2,336	4,200
521936	Copier Rental	-	-	-	-	797	1,400
5221**	Training	-	2,000	-	2,000	-	2,000
522200	Dues & Subscriptions	17,081	8,000	-	8,000	2,550	5,000
522220	Employee Dues & Licensure	-	-	-	-	148	400
5223**	Professional Services	10,046	10,000	-	10,000	-	10,000
522600	Insurance - WC & UE	15,074	20,159	-	20,159	12,730	19,532
523000	Contracted Services	9,028	13,000	-	13,000	-	13,000
523012	Pest Control Services	-	-	-	-	315	-
523032	Linen Services	-	-	-	-	2,075	3,000
523033	Towing Services	-	-	-	-	2,749	4,000
	Total Contractual Services	**418,965**	**461,359**	**142,962**	**604,321**	**191,898**	**494,532**
Commodities							
534100	Material & Supplies	874,234	975,000	-	975,000	164,446	100,000
534101	Office Supplies	-	-	-	-	885	1,500
534105	Cleaning & Paper Supplies	-	-	-	-	1,435	3,000
534108	Tools & Equipment Non-Capital	-	-	-	-	11,671	12,000
534111	Safety & First Aid Supplies	-	-	-	-	3,514	2,000
534300	Gas, Oil & Tires	1,423,737	1,300,000	-	1,300,000	(216)	-
534310	Fuel	-	-	-	-	582,642	1,000,000
534320	Mechanical Oil & Fluids	-	-	-	-	37,110	70,000
534330	Tires	-	-	-	-	102,839	152,700
534340	Automobile & Equipment Parts	-	-	-	-	571,709	900,000
534500	Uniforms	9,587	9,500	-	9,500	8,728	9,500
	Total Commodities	**2,307,558**	**2,284,500**	**-**	**2,284,500**	**1,484,762**	**2,250,700**
	Total 75400	**3,918,249**	**3,984,181**	**142,962**	**4,127,143**	**2,391,971**	**4,021,188**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
97	Truck, Pickup	45,000	45,000	-	-
91	Forklift	70,000	70,000	-	-
	Garage Doors (6)	90,000	90,000	-	-
442	Pickup	-	-	75,000	-
93	SUV	-	-	-	45,000
92	Pickup	-	-	-	70,000
96	Pickup	-	-	-	85,000
	Total	**205,000**	**205,000**	**75,000**	**200,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 80000 Refuse & Recycling
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	2,412,244	2,436,500	-	2,436,500	1,431,687	2,518,664
510301	Wages - FT Overtime	148,565	292,352	-	292,352	87,826	299,906
510400	FICA	189,461	208,757	-	208,757	-	-
510401	FICA - Medicare	-	-	-	-	21,359	40,869
510402	FICA - Social Security	-	-	-	-	91,329	174,751
5105**	Medical & Life Insurance	675,326	812,592	-	812,592	413,063	843,810
510600	Retirement	230,259	245,597	-	245,597	-	-
510601	Public Employees Retirement	-	-	-	-	135,947	225,486
5111**	Dental & Vision Insurance	37,427	39,600	-	39,600	17,829	41,316
5112**	Insurance - Employee Cont	(97,282)	(121,176)	-	(121,176)	(61,717)	(124,014)
	Total Personal Services	**3,596,000**	**3,914,222**	**-**	**3,914,222**	**2,137,324**	**4,020,788**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current

Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Sanitation Crew Leader	N-OT/113	3
Heavy Equipment Operator	N-OT/108	1
Sanitation Driver	N-OT/107	24
Sanitation Worker	N-OT/105	36
	Total	**66**

FY 2027 Proposed

Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Sanitation Crew Leader	N-OT/113	3
Heavy Equipment Operator	N-OT/108	1
Sanitation Driver	N-OT/107	24
Sanitation Worker	N-OT/105	36
	Total	**66**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 80000 Refuse & Recycling
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521300	Utilities	441	-	-	-	-	-
521310	Electric Service	-	-	-	-	147	-
5214**	Travel	3,900	400	-	400	(368)	1,000
5216**	Mnt & Repair - Equipment	-	2,000	-	2,000	-	1,000
5218**	Postage	74	-	-	-	253	500
521900	Building and Equipment Rental	3,756	1,500	-	1,500	809	1,500
521936	Copier Rental	-	-	-	-	792	1,400
522200	Dues & Subscriptions	-	100	-	100	54	100
522220	Employee Dues & Licensure	54	-	-	-	-	-
522600	Insurance - WC & UE	52,361	70,026	-	70,026	44,221	67,848
523000	Contracted Services	137,057	139,000	-	139,000	-	-
523001	Contracted Temp Staffing	-	-	-	-	46,954	85,000
523032	Linen Services	-	-	-	-	360	-
	Total Contractual Services	**197,642**	**213,026**	**-**	**213,026**	**93,222**	**158,348**
Commodities							
534100	Material & Supplies	136,711	75,000	-	75,000	15,781	40,000
534101	Office Supplies	-	-	-	-	286	100
534105	Cleaning & Paper Supplies	-	-	-	-	1,223	2,000
534111	Safety & First Aid Supplies	-	-	-	-	39,692	65,000
534330	Tires	670	-	-	-	-	-
534500	Uniforms	26,949	33,000	-	33,000	21,983	30,000
	Total Commodities	**164,331**	**108,000**	**-**	**108,000**	**78,965**	**137,100**
	Total 80000	**3,957,973**	**4,235,248**	**-**	**4,235,248**	**2,309,511**	**4,316,236**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
103	Truck, Packer	240,000	240,000	-	-
104	Truck, Packer	240,000	240,000	-	-
121	Truck, Stake Body	120,000	120,000	-	-
123	Truck, Stake Body	120,000	120,000	-	-
102	Truck, Packer	240,000	-	240,000	-
146	Truck, Stake Body	120,000	-	120,000	-
147	Truck, Stake Body	120,000	-	120,000	-
	Total	**1,200,000**	**720,000**	**480,000**	**-**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 80300 Kanawha - Charleston Health Department
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other						
556700 Contributions to Other Gvmt	100,000	100,000	-	100,000	58,333	100,000
Total Contributions & Other	**100,000**	**100,000**	**-**	**100,000**	**58,333**	**100,000**
Total 80300	**100,000**	**100,000**	**-**	**100,000**	**58,333**	**100,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 90000 Parks & Recreation
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	1,226,545	1,343,703	-	1,343,703	714,102	1,306,738
510301	Wages - FT Overtime	242,529	63,042	-	63,042	41,755	64,566
51031*	Wages - Part Time	54,451	354,200	-	354,200	128,031	354,200
510400	FICA	113,507	134,712	-	134,712	-	-
510401	FICA - Medicare	-	-	-	-	12,503	25,020
510402	FICA - Social Security	-	-	-	-	53,460	106,981
5105**	Medical & Life Insurance	327,431	393,984	-	393,984	200,273	396,335
510600	Retirement	114,380	126,607	-	126,607	-	-
510601	Public Employees Retirement	-	-	-	-	65,742	109,704
5111**	Dental & Vision Insurance	18,146	19,200	-	19,200	8,645	19,406
5112**	Insurance - Employee Cont	(40,557)	(58,752)	-	(58,752)	(30,730)	(58,249)
	Total Personal Services	**2,056,432**	**2,376,696**	**-**	**2,376,696**	**1,193,780**	**2,324,701**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Parks and Recreation	E/129	1
Recreation Program Manager	E/119	1
Maintenance Manager	E/119	1
Recreation Facilities Manager	E/119	1
Program Coordinator	N-COMP/113	6
Neighborhood Center Mngr.	N-COMP/112	1
Assistant Program Coordinator	N-OT/107	3
Office Support Specialist	N-OT/107	1
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	4
Custodian	N-OT/104	5
	Total	**32**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Dir. of Parks and Recreation	E/129	1
Maintenance Manager	E/119	1
Recreation Facilities Manager	E/119	1
Program Coordinator	N-COMP/113	6
Neighborhood Center Mngr.	N-COMP/112	1
Assistant Program Coordinator	N-OT/107	3
Office Support Specialist	N-OT/107	1
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	4
Custodian	N-OT/104	5
	Total	**31**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 90000 Parks & Recreation
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	41,897	34,000	-	34,000	728	-
521110	Land Line Phone Service	-	-	-	-	19,173	3,000
521120	Cellular Phone Service	-	-	-	-	1,180	6,100
521130	Internet Service	-	-	-	-	5,720	10,000
521140	Television Service	-	-	-	-	855	1,800
521300	Utilities	567,889	413,600	-	413,600	300	-
521310	Electric Service	-	-	-	-	132,680	266,300
521320	Natural Gas Service	-	-	-	-	21,517	58,600
521330	Water Service	-	-	-	-	75,577	151,000
521340	Sewer Service	-	-	-	-	53,477	85,400
5214**	Travel	800	1,000	-	1,000	-	1,000
5215**	Mnt & Repair - Bldg & Grounds	37,999	99,000	-	99,000	6,173	45,000
5216**	Mnt & Repair - Equipment	43,146	23,000	-	23,000	5,007	23,000
5217**	Mnt & Repair - Automotive	-	-	-	-	334	-
5218**	Postage	428	-	-	-	-	-
521900	Building and Equipment Rental	27,393	16,000	-	16,000	-	7,000
521910	Building Rent/Lease	-	-	-	-	834	-
521930	Equipment Rental Short Term	-	-	-	-	1,288	-
521935	Equipment Rental Long Term	-	-	-	-	3,013	-
521936	Copier Rental	-	-	-	-	4,896	8,700
522000	Advertising/Legal Publication	-	1,000	-	1,000	-	1,000
5221**	Training	-	5,000	-	5,000	1,800	5,000
522200	Dues & Subscriptions	11,773	3,000	-	3,000	4,489	-
522230	Publication Subscriptions	-	-	-	-	-	7,000
5223**	Professional Services	2,470	-	-	-	426	-
522600	Insurance - WC & UE	25,387	33,952	-	33,952	21,440	31,868
523000	Contracted Services	56,386	96,510	-	96,510	7,577	60,000
523012	Pest Control Services	-	-	-	-	500	-
523013	Security & Alarm Monitoring	-	-	-	-	8,969	-
	Total Contractual Services	**815,569**	**726,062**	**-**	**726,062**	**377,953**	**771,768**
Commodities							
534100	Material & Supplies	255,265	151,500	10,000	161,500	62,812	216,000
534101	Office Supplies	-	-	-	-	3,122	-
534104	Printed Materials	-	-	-	-	100	-
534105	Cleaning & Paper Supplies	-	-	-	-	22,091	-
534107	Building & Construction Sppls	-	-	-	-	2,440	-
534108	Tools & Equipment Non-Capital	-	-	-	-	550	-
534110	Food & Refreshments	-	-	-	-	2,021	-
534111	Safety & First Aid Supplies	-	-	-	-	969	-
534112	Landscaping & Grounds Supplie	-	-	-	-	13,657	-
534114	Special Event Supplies	-	26,500	-	26,500	16,203	26,500
534300	Gas, Oil & Tires	3,090	-	-	-	207	-
534340	Automobile & Equipment Parts	-	-	-	-	3,001	-
534500	Uniforms	11,004	12,500	-	12,500	6,037	12,500
534600	Resale Food	4,113	10,000	-	10,000	-	10,000
535100	Athletic Supplies	3,098	12,000	-	12,000	4,351	12,000
	Total Commodities	**276,570**	**212,500**	**10,000**	**222,500**	**137,560**	**277,000**
	Total 90000	**3,148,571**	**3,315,258**	**10,000**	**3,325,258**	**1,709,293**	**3,373,469**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 90000 Parks & Recreation
Unit ***

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
306	Pickup	45,000	45,000	-	-
308	PIckup	90,000	90,000	-	-
	Facility Improvements	450,000	115,500	-	-
300	Utility Vehicle	45,000	-	45,000	-
317	Truck, flatbed	70,000	-	70,000	-
312	Dump Truck	-	-	-	220,000
562	Truck, flatbed	-	-	-	80,000
341	Pickup	-	-	-	55,000
	Total	**700,000**	**250,500**	**115,000**	**355,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 90100 Convention & Visitors Bureau
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556800	Contributions to Others NonGov	1,618,882	1,675,000	-	1,675,000	803,047	1,600,000
	Total Contributions & Other	**1,618,882**	**1,675,000**	**-**	**1,675,000**	**803,047**	**1,600,000**
	Total 90100	**1,618,882**	**1,675,000**	**-**	**1,675,000**	**803,047**	**1,600,000**

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	90300 Fairs & Festivals
Unit	***

Expense Object		**FY 2025 Actual**	**FY 2026 Original**	**FY 2026 YTD Amend.**	**FY 2026 Current**	**FY 2026 YTD Jan. Actual**	**FY 2027 Proposed**
Contributions & Other							
556600	Transfers to Other Funds	-	-	-	-	-	20,000
556800	Contributions to Others NonGov	405,000	415,000	90,000	505,000	190,000	315,000
	Total Contributions & Other	**405,000**	**415,000**	**90,000**	**505,000**	**190,000**	**335,000**
	Total 90300	**405,000**	**415,000**	**90,000**	**505,000**	**190,000**	**335,000**

For more details on Contributions included in this account - see page 12

City of Charleston
Municipal Budget
FY 2027

Fund	1001 General Fund
Department	90600 Arts Contributions
Unit	***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556800	Contributions to Others NonGov	85,000	85,000	-	85,000	40,833	85,000
	Total Contributions & Other	**85,000**	**85,000**	**-**	**85,000**	**40,833**	**85,000**
	Total 90600	**85,000**	**85,000**	**-**	**85,000**	**40,833**	**85,000**

For more details on Contributions included in this account - see page 12

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 90601 Public Art
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	65,458	67,361	-	67,361	37,846	68,422
510310	Wages - Part Time	1,365	20,000	-	20,000	540	10,000
510400	FICA	4,971	6,683	-	6,683	-	-
510401	FICA - Medicare	-	-	-	-	539	1,137
510402	FICA - Social Security	-	-	-	-	2,305	4,862
5105**	Medical & Life Insurance	10,232	12,312	-	12,312	6,259	12,785
510600	Retirement	5,873	6,062	-	6,062	-	-
510601	Public Employees Retirement	-	-	-	-	3,406	5,474
5111**	Dental & Vision Insurance	567	600	-	600	270	626
5112**	Insurance - Employee Cont	(1,821)	(1,836)	-	(1,836)	(935)	(1,879)
	Total Personal Services	**86,646**	**111,182**	**-**	**111,182**	**50,229**	**101,427**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	**FLSA/Paygrade**	**FTE**
Director of Public Art	E/119	1
	Total	**1**

FY 2027 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director of Public Art	E/119	1
	Total	**1**

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	-	600	-	600	-	-
521110	Land Line Phone Service	-	-	-	-	-	240
5214**	Travel	-	2,000	-	2,000	-	2,000
5216**	Mnt & Repair - Equipment	128	-	-	-	-	-
521900	Building and Equipment Rental	20,762	25,000	-	25,000	48	5,000
521910	Building Rent/Lease	-	-	-	-	10,500	18,000
521920	Parking Space Rental	-	-	-	-	500	780
521930	Equipment Rental Short Term	-	-	-	-	1,538	-
521936	Copier Rental	-	-	-	-	685	1,700
5221**	Training	-	250	-	250	-	250
522200	Dues & Subscriptions	-	500	-	500	-	500
5223**	Professional Services	5,184	60,000	-	60,000	10,143	70,000
522600	Insurance - WC & UE	793	1,061	-	1,061	670	1,028
523000	Contracted Services	-	-	-	-	500	-
	Total Contractual Services	**26,868**	**89,411**	**-**	**89,411**	**24,583**	**99,498**
Commodities							
534100	Material & Supplies	8,776	12,000	-	12,000	3,985	12,000
534101	Office Supplies	-	-	-	-	233	-
	Total Commodities	**8,776**	**12,000**	**-**	**12,000**	**4,218**	**12,000**
	Total 90601	**122,289**	**212,593**	**-**	**212,593**	**79,030**	**212,925**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 91000 Coliseum & Convention Center
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other							
556600	Transfers to Other Funds	4,436,916	555,000	-	555,000	-	500,000
	Total Contributions & Other	**4,436,916**	**555,000**	**-**	**555,000**	**-**	**500,000**
	Total 91000	**4,436,916**	**555,000**	**-**	**555,000**	**-**	**500,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 91100 Charleston Area Alliance
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other						
556800 Contributions to Others NonGov	100,000	100,000	-	100,000	29,167	100,000
Total Contributions & Other	**100,000**	**100,000**	**-**	**100,000**	**29,167**	**100,000**
Total 91100	**100,000**	**100,000**	**-**	**100,000**	**29,167**	**100,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 91600 Library
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contributions & Other						
556700 Contributions to Other Gvmt	986,535	990,159	-	990,159	577,593	1,032,174
Total Contributions & Other	**986,535**	**990,159**	**-**	**990,159**	**577,593**	**1,032,174**
Total 91600	**986,535**	**990,159**	**-**	**990,159**	**577,593**	**1,032,174**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 91900 Stadium
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521300	Utilities	157,627	200,000	-	200,000	347	-
521310	Electric Service	-	-	-	-	110,064	189,700
521320	Natural Gas Service	-	-	-	-	-	4,300
521330	Water Service	-	-	-	-	2,144	600
521340	Sewer Service	-	-	-	-	156	-
5215**	Mnt & Repair - Bldg & Grounds	23,306	40,000	-	40,000	14,261	40,000
523000	Contracted Services	2,750	25,000	-	25,000	-	25,000
	Total Contractual Services	**183,683**	**265,000**	**-**	**265,000**	**126,973**	**259,600**
Commodities							
534100	Material & Supplies	7,560	15,000	-	15,000	1,525	15,000
	Total Commodities	**7,560**	**15,000**	**-**	**15,000**	**1,525**	**15,000**
	Total 91900	**191,243**	**280,000**	**-**	**280,000**	**128,498**	**274,600**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 95200 Spring Hill Cemetery
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Personal Services							
510300	Wages - Full Time Regular	362,655	403,145	-	403,145	211,362	414,601
510301	Wages - FT Overtime	3,584	12,225	-	12,225	1,486	12,513
510400	FICA	26,879	31,776	-	31,776	-	-
510401	FICA - Medicare	-	-	-	-	2,969	6,193
510402	FICA - Social Security	-	-	-	-	12,697	26,481
5105**	Medical & Life Insurance	92,090	110,808	-	110,808	56,327	115,065
510600	Retirement	32,962	37,383	-	37,383	-	-
510601	Public Employees Retirement	-	-	-	-	19,157	34,169
5111**	Dental & Vision Insurance	5,104	5,400	-	5,400	2,431	5,634
5112**	Insurance - Employee Cont	(14,188)	(16,524)	-	(16,524)	(8,416)	(16,911)
	Total Personal Services	**509,084**	**584,213**	**-**	**584,213**	**298,014**	**597,745**

Authorized Full Time Positions & Salary Schedule

FY 2026 Current

Title	FLSA/Paygrade	FTE
Superintendent	E/119	1
Business Manager	E/114	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	4
Office Support Specialist	N-OT/107	1
Arborist	N-OT/113	1
	Total	**9**

FY 2027 Proposed

Title	FLSA/Paygrade	FTE
Superintendent	E/119	1
Business Manager	E/114	1
Arborist	N-OT/113	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	4
Office Support Specialist	N-OT/107	1
	Total	**9**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 95200 Spring Hill Cemetery
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Contractual Services							
521100	Telecommunications	5,756	6,000	-	6,000	839	-
521110	Land Line Phone Service	-	-	-	-	7,007	1,560
521120	Cellular Phone Service	-	-	-	-	415	1,300
521300	Utilities	31,354	13,000	-	13,000	729	-
521310	Electric Service	-	-	-	-	7,605	25,900
521320	Natural Gas Service	-	-	-	-	999	2,600
521330	Water Service	-	-	-	-	1,993	4,300
521340	Sewer Service	-	-	-	-	836	1,900
5214**	Travel	-	1,000	-	1,000	-	-
5215**	Mnt & Repair - Bldg & Grounds	66,065	1,500	36,000	37,500	212,283	199,000
5216**	Mnt & Repair - Equipment	2,588	4,000	-	4,000	2,996	8,000
5218**	Postage	4	-	-	-	-	-
521900	Building and Equipment Rental	1,659	3,000	-	3,000	2,018	3,000
521930	Equipment Rental Short Term	-	-	-	-	83	-
521936	Copier Rental	-	-	-	-	880	1,700
5221**	Training	-	600	-	600	-	600
522200	Dues & Subscriptions	260	700	-	700	362	700
5223**	Professional Services	-	2,000	-	2,000	-	2,000
522600	Insurance - WC & UE	7,140	9,549	-	9,549	6,030	9,252
523000	Contracted Services	269,618	433,000	-	433,000	-	246,000
523001	Contracted Temp Staffing	-	-	-	-	64,663	-
523013	Security & Alarm Monitoring	-	-	-	-	675	-
	Total Contractual Services	**384,443**	**474,349**	**36,000**	**510,349**	**310,414**	**507,812**
Commodities							
534100	Material & Supplies	40,322	45,000	-	45,000	8,556	40,000
534101	Office Supplies	-	-	-	-	180	400
534104	Printed Materials	-	-	-	-	284	300
534110	Food & Refreshments	-	-	-	-	703	1,000
534111	Safety & First Aid Supplies	-	-	-	-	515	600
534320	Mechanical Oil & Fluids	1,166	-	-	-	-	-
534500	Uniforms	2,440	2,250	-	2,250	2,323	3,000
534700	Resale Merchandise	12,775	15,000	-	15,000	3,834	15,000
535800	Commissions	15,810	18,000	-	18,000	5,228	18,000
	Total Commodities	**72,512**	**80,250**	**-**	**80,250**	**21,624**	**78,300**
Contributions & Other							
556600	Transfers to Other Funds	12,825	18,000	-	18,000	11,845	18,000
	Total Contributions & Other	**12,825**	**18,000**	**-**	**18,000**	**11,845**	**18,000**
	Total 95200	**978,865**	**1,156,812**	**36,000**	**1,192,812**	**641,896**	**1,201,857**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027 Requested	FY 2027 Proposed	FY 2028 Estimate	FY 2029 Estimate
208	RTV	25,000	25,000	-	-
NEW	Trailer	7,500	7,500	-	-
209	Tractor	-	-	-	75,000
	Total	**32,500**	**32,500**	**-**	**75,000**

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 6

Capital Projects Expenditures

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 97500 Capital Outlay - General Government
Unit ***

Expense Object			FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Vehicles & Equipment								
975C01	645900	Engineering	161,005	44,000	-	44,000	-	300,000
975C02	645900	MOECD	78,264	-	-	-	-	-
975C03	645900	Development Services	40,340	36,000	140,000	176,000	-	37,500
975C06	645900	Information Systems	103,393	225,500	132,679	358,179	242,694	167,075
975C07	645900	General Services	104,744	45,000	-	45,000	-	60,000
975C08	645900	Public Works	37,924	-	-	-	-	-
975C09	645900	Public Grounds	53,748	605,000	271,000	876,000	69,778	130,000
		Total Vehicles & Equipment	**579,418**	**955,500**	**543,679**	**1,499,179**	**312,472**	**694,575**
Lease Purchase Payments								
975C01	646100	Engineering	2,906	-	-	-	-	-
975C07	646100	General Services	2,219	-	-	-	-	-
975C09	646100	Public Grounds	37,822	16,349	-	16,349	16,349	-
		Total Vehicles & Equipment	**42,947**	**16,349**	**-**	**16,349**	**16,349**	**-**
		Total 97500	**622,365**	**971,849**	**543,679**	**1,515,528**	**328,821**	**694,575**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 97600 Capital Outlay - Public Safety
Unit ***

Expense Object			FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Vehicles & Equipment								
976C10	645900	Police	1,173,617	972,909	-	972,909	-	1,332,600
976C11	645900	Fire	3,651,667	1,515,550	1,895,439	3,410,989	82,072	2,623,300
975C12	645900	Traffic Engineering	207,722	12,000	-	12,000	-	285,000
976C19	645900	Emergency Manageme	43,736	15,000	7,500	22,500	-	79,000
		Total Vehicles & Equipment	**5,076,741**	**2,515,459**	**1,902,939**	**4,418,398**	**82,072**	**4,319,900**
Lease Purchase Payments								
976C10	646100	Police	212,086	204,603	-	204,603	72,713	128,760
976C11	646100	Fire	82,946	12,417	-	12,417	12,417	-
976C19	646100	Emergency Manageme	2,906	-	-	-	-	-
		Total Vehicles & Equipment	**297,937**	**217,020**	**-**	**217,020**	**85,130**	**128,760**
		Total 97600	**5,374,678**	**2,732,479**	**1,902,939**	**4,635,418**	**167,201**	**4,448,660**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 97700 Capital Outlay - Streets & Transportation
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Major Improvements						
977C13 645800 Street	-	-	-	-	-	-
977C14 645800 Equipment Maintenance	-	-	-	-	-	-
Total Major Improvements	**-**	**-**	**-**	**-**	**-**	**-**
Vehicles & Equipment						
977C13 645900 Street	1,149,673	1,759,000	510,265	2,269,265	1,111,896	1,592,000
977C14 645900 Equipment Maintenance	98,989	11,000	-	11,000	10,449	205,000
Total Vehicles & Equipment	**1,248,662**	**1,770,000**	**510,265**	**2,280,265**	**1,122,345**	**1,797,000**
Lease Purchase Payments						
977C13 646100 Street	157,515	43,045	-	43,045	43,045	-
977C14 646100 Equipment Maintenance	5,177	-	-	-	-	-
Total Vehicles & Equipment	**162,693**	**43,045**	**-**	**43,045**	**43,045**	**-**
Total 97700	**1,411,354**	**1,813,045**	**510,265**	**2,323,310**	**1,165,390**	**1,797,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 97800 Capital Outlay - Health & Sanitation
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Major Improvements						
978C15 645800 Refuse & Recycling	-	-	-	-	-	-
Total Major Improvements	**-**	**-**	**-**	**-**	**-**	**-**
Vehicles & Equipment						
978C15 645900 Refuse & Recycling	484,334	660,000	42,780	702,780	621,800	720,000
Total Vehicles & Equipment	**484,334**	**660,000**	**42,780**	**702,780**	**621,800**	**720,000**
Lease Purchase Payments						
978C15 646100 Refuse & Recycling	61,084	14,396	-	14,396	14,693	-
Total Vehicles & Equipment	**61,084**	**14,396**	**-**	**14,396**	**14,693**	**-**
Total 97800	**545,419**	**674,396**	**42,780**	**717,176**	**636,494**	**720,000**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 97900 Capital Outlay - Culture & Recreation
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Major Improvements						
979C17 645800 Parks & Recreation	-	-	27,158	27,158	-	135,000
Total Major Improvements	**-**	**-**	**27,158**	**27,158**	**-**	**135,000**
Vehicles & Equipment						
979C17 645900 Parks & Recreation	299,704	291,000	24,762	315,762	60,959	115,500
Total Vehicles & Equipment	**299,704**	**291,000**	**24,762**	**315,762**	**60,959**	**115,500**
Lease Purchase Payments						
979C17 646100 Parks & Recreation	5,283	-	-	-	-	-
Total Vehicles & Equipment	**5,283**	**-**	**-**	**-**	**-**	**-**
Total 97900	**304,987**	**291,000**	**51,920**	**342,920**	**60,959**	**250,500**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department 98000 Capital Outlay - Social Services
Unit ***

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
Major Improvements						
980C18 645800 Spring Hill Cemetery	-	-	-	-	-	-
Total Major Improvements	**-**	**-**	**-**	**-**	**-**	**-**
Vehicles & Equipment						
980C18 645900 Spring Hill Cemetery	83,980	90,000	120,000	210,000	23,906	32,500
Total Vehicles & Equipment	**83,980**	**90,000**	**120,000**	**210,000**	**23,906**	**32,500**
Lease Purchase Payments						
980C18 646100 Spring Hill Cemetery	15,726	2,897	-	2,897	2,897	-
Total Vehicles & Equipment	**15,726**	**2,897**	**-**	**2,897**	**2,897**	**-**
Total 98000	**99,706**	**92,897**	**120,000**	**212,897**	**26,803**	**32,500**

City of Charleston
Municipal Budget
FY 2027

Fund 1001 General Fund
Department ***** Capital Outlay - Total
Unit ***

Expense Object		FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Jan. Actual	FY 2027 Proposed
645800	Major Improvements	-	-	27,158	27,158	-	135,000
645900	Vehicles & Equipment	7,772,840	6,281,959	3,144,425	9,426,384	2,223,553	7,679,475
646100	Lease Purchase Payments	585,670	293,707	-	293,707	162,114	128,760
	Total ***	**8,358,509**	**6,575,666**	**3,171,583**	**9,747,249**	**2,385,667**	**7,943,235**

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Section 7

Levy Rates

MUNICIPALITY OF CHARLESTON
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2026 - 2027

Current Year	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
Class I			
Personal Property	$ 0	12.43	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 1,613,093,100	24.86	$ 4,010,149
Personal Property	180,594		449
Total Class II	$ 1,613,273,694		$ 4,010,598
Class IV			
Real Estate	$ 1,099,337,110	49.72	$ 5,465,904
Personal Property	536,156,833		2,665,772
Public Utility	337,858,269		1,679,831
Total Class IV	$ 1,973,352,212		$ 9,811,507
Total Value & Projected Revenue	$ **3,586,625,906**		$ **13,822,105**
Less Delinquencies, Exonerations & Uncollectable Taxes		6.00%	829,326
Less Tax Discounts (use Total Proj. Rev. Less Delinquencies to calculate)		1.50%	194,892
Less Allowance for Tax Increment Financing if Applicable - see worksheet (Subtracted from regular current expense taxes levied only)		. . . . .	0
Total Projected Property Tax Collection		. . . . .	**12,797,887**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**2.00%**	255,958
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Amount carries to #301-01 on GF REV tab)		. . . . .	$ **12,541,929**

MUNICIPALITY OF CHARLESTON
ALLOWANCE FOR TAX INCREMENT FINANCING
REGULAR CURRENT EXPENSE LEVY
2026 - 2027

Current Year	Column C Roll Back Value Form	Levy Rate/$100	Taxes Levied
Class I			
Personal Property	$ 0	12.43	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 0	24.86	$ 0
Personal Property	0		0
Total Class II	$ 0		0
			$
Class IV			
Real Estate	$ 0	49.72	$ 0
Personal Property	0		0
Public Utility	0		0
Total Class IV	$ 0		0
Total Value & Projected Revenue	$ 0	**(Gross)**	$ 0
Less Delinquencies, Exonerations & Uncollectable Taxes		6.00%.....	0
Less Tax Discounts		1.50%.....	0
Allowance For Tax Increment Financing (This amount carries to the worksheet above)		.....	0

MUNICIPALITY OF CHARLESTON
EXCESS LEVY PAGE

2026 - 2027

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
Current Year			
Class I			
Personal Property	$ 0	5.03	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 1,613,093,100	10.06	$ 1,622,772
Personal Property	180,594		182
Total Class II	$ 1,613,273,694		$ 1,622,954
Class IV			
Real Estate	$ 1,099,337,110	20.12	$ 2,211,866
Personal Property	536,156,833		1,078,748
Public Utility	337,858,269		679,771
Total Class IV	$ 1,973,352,212		$ 3,970,385
Total Value & Projected Revenue	$ 3,586,625,906		5,593,339
Less Delinquencies, Exonerations & Uncollectable Taxes		6.00%	335,600
Less Tax Discounts		1.50%	78,866
Net Amount to be Raised by Levy For Budget Purposes:		. . . . .	**5,178,873**

Included in the General Fund "Yes or No" Yes

IF EXCESS LEVY IS INCLUDED IN GENERAL FUND, (and you enter yes to indicate that)
this total will carry to the GF REV tab in account # 301-90: $ 5,178,873

City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027

Appendix A

Health Plan Premium Summary

City of Charleston
Municipal Budget
Health Plan Premium Summary
Fiscal Year 2027

Projected Active Employee Premium*		
PEIA Plan A		
Monthly Premium[1]	**Standard**	**Non-Tobacco**
Employee Only	178.00	153.00
Employee + Children	308.00	258.00
Family	380.00	330.00
PEIA Plan C		
Monthly Premium[1]	**Standard**	**Non-Tobacco**
Employee Only	116.00	91.00
Employee + Children	170.00	120.00
Family	240.00	190.00

Retiree Premium		
All Non-Uniform Retirees & Uniform Retriees Hired On or After 7/1/1984		
Monthly Premium	**Standard**	**Non-Tobacco**
Pre-65		
Retiree Only	248.67	225.57
Retiree & Spouse	468.89	428.48
Family	543.42	492.23
Post-65 (Medicare)		
Retiree (M)	100.97	92.16
Retiree (M) & Spouse (M)	125.09	96.41
Retiree & Spouse (M)	228.99	200.30
Retiree (M) & Spouse	228.99	200.30
Uniform Retriees Hired Prior to 7/1/1984		
Monthly Premium	**Standard**	**Non-Tobacco**
Pre-65		
Retiree Only	222.73	193.68
Retiree & Spouse	403.44	350.82
Family	335.03	291.33
Post-65 (Medicare)		
Retiree (M)	100.97	92.16
Retiree (M) & Spouse (M)	125.09	96.41
Retiree & Spouse (M)	152.53	132.63
Retiree (M) & Spouse	205.66	178.83

Dental/Vision Plan Premium		
Active & Retiree		
Monthly Premium	**Standard**	**Enhanced**
Employee Only	5.21	7.02
Family	11.64	16.73

* Active Employee premiums will be based on 20% of the corresponding PEIA plan and tier when active non-state agency premiums are published. This table reflects a projection of what those rates may be.

[1] Active Employee PEIA premiums are split across 2 pay checks per month. In months with 3 pay checks, the 3rd check will not deduct premium.

Disclaimer: This is a summary of the plan coverages. Any conflict between this table and the actual insurance policy, the policy provision will prevail.

Resolution No. 26-034

Introduced in Council: Adopted by Council:

March 16, 2026

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 26-034 – Authorizing the Mayor or City Manager to purchase 27 in-car camera systems from Motorola Solutions in the amount of $147,227.76 for the Charleston Police Department. A West Virginia Department of Homeland Security grant will pay $133,449.55 and CPD will pay the remaining $13,778.21 for an extended four-year warranty.

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

That the Mayor or City Manager is authorized to purchase 27 in-car camera systems from Motorola Solutions in the amount of $147,227.76 for the Charleston Police Department. A West Virginia Department of Homeland Security grant will pay $133,449.55 and CPD will pay the remaining $13,778.21 for an extended four-year warranty.

CITY OF CHARLESTON
Police Department
Purchase Request Form

Date: 3/11/2026 **Purchase Order #:** _____

Vendor: Motorola Solutions **Phone #:** _____

Contact: Alexander Tirado

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

Quantity	Description	Unit Price	Total Price
27	M500 In-Car Camera Systems (See attached quote for line items)		147,227.76
		TOTAL	**147,227.76**

Requested By: Sgt. Greg Lucas **Date:** 3/11/2026

Purpose of Request: In-Car Camera systems for New Fleet

24-LE-28 CPD AF
133,449.55 13,778.21

Division Commander:
☐ Denied ☑ Approved _____ **Date:** 3/11/2026

Bureau Commander:
☐ Denied ☑ Approved _____ **Date:** _____

Chief of Police:
☐ Denied ☑ Approved _____ **Date:** 3/11/2026

Budget Officer:
☐ Denied ☐ Approved _____ **Date:** _____

Council Action Date: _____ **Account:** 7045

Form CPDPR Revised 05/20/05

MOTOROLA SOLUTIONS

QUOTE-3442631
Charleston Pd (M500 Purchase)
WITH 2025 M500 PROMO

Billing Address:
CHARLESTON POLICE
DEPARTMENT
501 VIRGINIA ST E
CHARLESTON, WV 25301
US

Quote Date:12/29/2025
Expiration Date:02/27/2026
Quote Created By:
Klaudia Piechocka
Klaudia.Piechocka@
motorolasolutions.com

End Customer:
CHARLESTON POLICE DEPARTMENT
Greg Lucas
gregory.lucas@charlestonwvpolice.org
(304) 389-2235

AGREEMENT: WG AGREEMENT
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Summary:

Pricing on this Quote includes the National M500 PROMO which runs till 12/15/25. After that it will return to standard discounted Price

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	M500						
1	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	27		$6,575.00	$3,945.00	$106,515.00
2	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5G HZANT	27		$410.00	$246.00	$6,642.00
3	LSV07S05296A	5Y ESSENTIAL - M500	27	5 YEARS	$1,063.13	$637.88	$17,222.76
4	WGP02919-KIT	INSTALL KIT, M500 DVR, CONSOLE MOUNT	17		Included	Included	Included
5	WGP02225-650-KIT2	BRACKET DISP/VISTA/ CAMVR POST 2025+EXPL	27		Included	Included	Included
	VideoManager EL or EX: Video Evidence Management						
6	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL	27	1 YEAR	$1,118.75	$624.00	$16,848.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
		UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS					
	LPR Integrations and Parking						
7	WGS00224	M500 BASIC ALPR ANNUAL SERVICE	27	1 YEAR	$549.96	$0.00	$0.00
8	RMT-IC-LPR	REMOTE IN-CAR LPR SETUP	1		$160.00	$0.00	$0.00

Subtotal	$262,514.68
Total Discount Amount	$115,286.92
Grand Total	**$147,227.76(USD)**

0

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

CITY OF
CHARLESTON, WEST VIRGINIA
POLICE DEPARTMENT

P. O. BOX 2749
CHARLESTON, WEST VIRGINIA 25330

March 11, 2026
Re: In-Car Camera Purchase

To Whom It May Concern,

The Charleston Police Department currently utilizes Motorola Solutions (formerly WatchGuard) in-car camera systems in conjunction with Motorola Body Worn Cameras (BWC).

The proposed purchase of twenty-seven (27) in-car camera systems must be made through Motorola Solutions to maintain full compatibility and synchronization between the in-car camera system and the department's existing body worn camera platform. The Motorola ecosystem allows for seamless integration, including automatic event synchronization and unified evidence management.

Utilizing a different manufacturer would result in the loss of these integrated capabilities and would require the department to operate separate systems, which would negatively impact efficiency, evidence management, and officer usability.

For these reasons, the Charleston Police Department must purchase the additional in-car camera systems from Motorola Solutions to ensure continued compatibility with our existing infrastructure.

Respectfully,

Sgt. Greg Lucas
Information Services Division Commander
Charleston Police Department

Resolution No. 26-035

Introduced in Council: Adopted by Council:

March 16, 2026

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 26-035 – Authorizing the Mayor or City Manager to purchase a new Ford F150 Long Bed pickup truck for the Charleston Fire Department from Thornhill Ford Auto Group in the amount of $45,200.00, to replace unit 425, pursuant to a competitively bid statewide contract.

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

That the Mayor or City Manager is authorized to purchase a new Ford F150 Long Bed pickup truck for the Charleston Fire Department from Thornhill Ford Auto Group in the amount of $45,200.00, to replace unit 425, 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: 3/3/2026

To: CITY MANAGER,

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

Ford F150 long bed truck

Purchase justification: Replacement of unit 425.

State of West Virginia contract MVTRUCK26A.

If approved, the total purchase price will be: $45,200.00

(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. Thornhill Auto Group Price Quote: $45,200.00

2. _____ Price Quote: $_____

3. _____ Price Quote: $_____

4. _____ Price Quote: $_____

5. _____ Price Quote: $_____

The apparent low-bid vendor *meeting specifications* is: Thornhill Auto Group

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 CFD Department: City Manager's Office

Bernice A Freas

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

****

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 976C11 645900 (FY2026 budget)

City Manager Approval: _____ Date: _____

CITY OF CHARLESTON, WV
Charleston Fire Department
Purchase Request Form

Date: 2/24/2026 **Purchase Order #:**

Vendor: Thornhill Ford V10886 **Phone #:** 304-855-1289

Contact: Charles Ellis **Fax:**

Address: %00 Ford Fairlaine, US 119, Chapmanville, WV 25508
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
1	Ford F150 long bed	44,700.00	**44,700.00**
1	Up charge for race red paint	500.00	**500.00**
		TOTAL	**45,200.00**

Requested By: Matt Nicholson **Date:** 2/24/2026

Purpose of Request: Replace of unit 425 that needs motor replaced - out of Admin SUV line

Operations Chief:
☐ Denied ☑ Approved Matt Nicholson **Date:** 2/24/2026

Deputy/Administrative Chief:
☐ Denied ☐ Approved **Date:**

Fire Chief:
☐ Denied ☐ Approved see attached **Date:** 3/3/2026

976 C11 645900

Form CPDPR Revised 05/20/05

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 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

Vendor Customer Code: 000000111679
THORNHILL GROUP INC dba Thornhill Ford
500 FORD FAIRLANE

CHAPMANVILLE WV 25508
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		

DEPARTMENT CONTACT

Requestor Name: Mark A Atkins
Requestor Phone: (304) 558-2307
Requestor Email: mark.a.atkins@wv.gov

2026
FILE LOCATION _____

INVOICE TO

ALL STATE AGENCIES

VARIOUS LOCATIONS AS INDICATED BY ORDER

No City WV 99999

US

SHIP TO

STATE OF WEST VIRGINIA

VARIOUS LOCATIONS AS INDICATED BY ORDER

No City WV 99999

US

10/15/25 GL

Total Order Amount:	Open End

Purchasing Division's File Copy

MA 10/01/2025

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: 10/14/25	DATE: 10/20/2025	DATE: 10-20-25
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, Thornhill Group Inc. dba Thornhill Ford, agrees to enter with the State of West Virginia, into an open-end contract to provide 2026 or Latest Model Motor Vehicles per the Specifications, Terms and Conditions, Bid Requirements, and the Vendor's bid dated 09/25/2025, incorporated herein by reference and made apart thereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25100000			EA	0.000000
	Service From	**Service To**		**Service Contract Amount**	
				0.00	

Commodity Line Description: MV26 - 2026 or LATEST MODEL VEHICLE

Extended Description:
See attached Exhibit_A Pricing Page(s) for contract pricing.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or **"Proposal"** means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☑ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of One (1) Year _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to One (1) _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☑ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐

☐

☐

☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☑ **Commercial General Liability Insurance** in at least an amount of: $1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☑ Garage Keepers Insurance in at least an amount of $1,000,000.00 per occurrence will be acceptable in lieu of Commercial General Liability Insurance as listed above.

☐

☐

☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☑ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

> **SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☑ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☑ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

   1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars ($2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

   2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars ($50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least $1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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

(Printed Name and Title) Charles Ellis Fleet/Gov. Mgr.

(Address) 500 Ford Fairlane Chapmanville, WV 25508

(Phone Number) / (Fax Number) 304-855-1289 304-855-1451

(email address) Charles.Ellis@thornhillautomotive.com

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

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Thornhill Ford

(Company)

Charles Ellis

(Signature of Authorized Representative)

Charles Ellis Fleet/Gov. Mgr.

(Printed Name and Title of Authorized Representative) (Date)

304-855-1289 304-855-1451

(Phone Number) (Fax Number)

Charles.Ellis@thornhillautomotive.com

(Email Address)

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish a Statewide, Open-End contract for 2026, or latest model year, motor vehicles – Class 1-18.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

   2.1 **"CNG/ Bi-fuel motor vehicle"** means a motor vehicle that can operate on either an alternative - Certified Natural Gas or conventional fuel based on driver selection.

   2.2 **"Contract Item"** or **"Contract Items"** means the list of items identified in Section 3.1 below and on the Pricing Pages.

   2.3 **"E85"** means an alternative fuel that is a high-level gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and season.

   2.4 **"Flexible fuel motor vehicle"** means a vehicle that can operate on a combination of alternative and conventional fuels concurrently.

   2.5 **"Gross Vehicle Weight Rating (GVWR)"** means the maximum loaded weight (including curb weight, operator & passenger weight, and payload) in pounds (lbs.) of a single vehicle. Vehicle manufacturers specify the maximum GVWR on the vehicle certification label.

   2.6 **"Hybrid"** means Hybrid-electric vehicle which uses a combination of a gasoline engine and electric motor(s). (See Section 3.1.1.3).

   2.7 **"Manufacturer/Brand"** means the name of the maker of the contract item which will be supplied by the vendor.

   2.8 **"Model & Number"** means the model name and model number associated with the contract item as defined by the manufacturer.

   2.9 **"OEM"** means Original Equipment Manufacturer.

2.10 "Powertrain" means the group of components used to transmit engine power to the wheels. The powertrain includes the engine, clutch, transmission, universal joints, drive shaft, and rear-axle gears.

2.11 "Pricing Pages" means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as **Exhibit_A** and used to evaluate the Solicitation responses.

2.12 "QVM" means Qualified Vehicle Modifier.

2.13 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.14 "Vehicle class" means the designation of motor vehicle types that include sedans, sport utility vehicles, and trucks, or different categories of vehicles according to requirements specified herein.

2.15 "Vendor Name" means the company name of the vendor (Dealership) who will be supplying the contract item(s) to the State of West Virginia.

2.16 "Warranty" means the written guarantee issued with new motor vehicles or related equipment. It defines the manufacturer's responsibility for the repair or replacement of defective parts and other services provided as part of the purchase price. A warranty can be nullified if the user does not follow certain stipulations of the manufacturer, such as preventive maintenance.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Vehicle Class 1 thru 18:

3.1.1.1 Standard Equipment Requirements – The following are mandatory as related to the standard equipment requirements of each vehicle class. Each vehicle class must contain the following unless otherwise noted.

A. Automatic Transmission

B. Power Steering

C. Power/ABS Brakes

D. Minimum AM/FM Radio, Hands free/Bluetooth compatible, installed

E. Manufacturer's Standard Tint Glass

F. Exterior power, left and right mirrors

G. License plate mounts located on the front and rear bumpers.

- **I.** Prior to delivery, all vehicles must be pre-drilled, with hardware installed, to meet specifications that require both front and rear license plates.
- **II.** Any vehicle delivered without such plate mounts will be rejected.

H. All-season tires

I. Manufacturer's standard spare tire with jack when available as standard equipment.

J. Installed rear window defogger for all vehicles except trucks and cargo vans

K. Front bucket seats for all vehicles except trucks

L. Installed air conditioning. The following vehicle class must include rear air conditioning – Class 9.

M. Installed floor mats, for all vehicles. Including where vinyl floor covering is present. The following vehicle classes require slush, all weather mats – Class 6, 7, 8, 9, 17, and 18.

N. Installed front driver and passenger air bags

O. Installed power windows and locks on all doors except for Vans where power windows and locks on all doors are not available as an option from the manufacturer. Van vendors will provide power windows and locks where applicable.

P. Factory installed tilt wheel and cruise control

Q. Factory installed keyless entry

R. Installed "fleetside" bed for trucks.

S. Factory Reverse backup camera.

3.1.1.2 Unspecified Accessories & Features: All parts, equipment, accessories, material, design and performance characteristics not specified herein, but which are necessary to provide a complete unit, must be furnished with each unit and required to conform to strength, quality of material, and quality of workmanship to those which are advertised and provided to the market in general by the unit industry.

3.1.1.2.1 All parts and accessories advertised and regularly supplied as standard shall be included except those which would represent duplication of parts and accessories specified and except those which, by specification, are not to be furnished.

3.1.1.2.2 All standard safety features, required by Federal and State law, shall be included.

3.1.1.2.3 Vehicles must have all equipment found on the manufacturer's base model plus other equipment requirements, packages, items, etc. needed to meet the specifications for each order vehicle class placed against the contract.

3.1.1.2.3.1 Vehicles must not have manufacturer's base model equipment deleted unless specifically required within the specifications for that vehicle.

3.1.1.2.3.2 Packages that are designated for police use or special service vehicles (non-civilian) use <u>will not be accepted.</u>

3.1.1.3 Fuel **Type:** All vehicles shall be gasoline powered unless otherwise stated. Flex Fuel (E85). Diesel, CNG/Bifuel, and Hybrid should also be quoted if available.

A. All alternative vehicles must have the capacity to travel a minimum of 150 miles without refueling/recharging.

B. All-natural gas devices must be OEM or QVM Certified and EPA approved.

C. Hybrid Vehicles must meet the following requirements -

a. Hybrid Vehicles must have both an internal combustion engine and an electric motor.
b. Hybrid Vehicles bid must be capable of driving on only electric power.

3.1.1.4 **Pre-delivery inspection:** Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's proscribed procedures which includes but is not limited to:

A. Complete vehicle lubrication.

B. Confirm oil level, fill crank case as needed, top off all fluids.

C. Adjust engine to proper operating condition.

D. Verify tire pressure and corrected as necessary.

E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires.

F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.

G. Include a minimum of one owner's manual.

H. Upon delivery, the vehicles fuel tanks shall be full of fuel.

I. Include temporary license plate and registration.

i. Temporary License plate may be waived at the agency's discretion.

J. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered.

K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected.

L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments as necessary.

3.1.1.5 **Workmanship:** Vehicles shall be free from defects that may impair their operation, safety, emissions, and serviceability, or detract from appearance.

3.1.1.6 **Operator's Manuals:** The manufacturer shall furnish with the vehicle at least one copy of all warranty

information and handbooks for the vehicle and any special equipment furnished with, or as a part of, the vehicle. This information shall be in hard copy form. The handbooks shall include as a minimum the vehicles operator's manual, vehicle maintenance handbook, and special equipment handbook.

3.1.1.7 **Statement of Origin or Bill of Sale:** Unless otherwise specified, manufacturer's Statement of Origin or Bill of Sale showing the applicable purchase order number for each vehicle procured shall be provided. The document shall be forwarded to the agency's address shown on the equipment contract order prior to shipment. Vehicle safety/emission tests are the responsibility of the requisition agency.

A. All vehicle identification numbers (VIN) must be supplied to the Fleet Management Division by email, referencing the purchase order, release order, or other procurement acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to the following email address: fleet@wv.gov. This information must be received within ten (10) working days prior to the delivery of each vehicle.

B. Upon delivery of the vehicle, All documentation (Title Application, Statement of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) in original form must be mailed or hand carried to:

Department of Administration
Fleet Management Division
2310 Kanawha Blvd. E,
Charleston, WV 25311
304-352-6079
https://fleet.wv.gov

3.1.1.8 **Warranty:** The following are mandatory requirements as related to the warranty:

A. Basic Comprehensive Warranty Coverage - The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be

3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).

B. Basic Corrosion and Powertrain Warranty Coverage - the vendor shall provide the manufacturers' standard Basic Corrosion and Powertrain Warranty.

C. The warranty shall include furnishing, without cost to the agency, (FOB vendors' nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The State may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.

D. Warranty Extensions - If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage on the whole or any component of the vehicle, in the form of time and/or mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.

3.1.1.9 Product Conformance: the products provided shall meet the salient characteristics of this specification, conform to the manufacturer's own drawings, specifications, standards and quality assurance practices, and be the same product offered for sale in the commercial market.

3.1.1.10 REPORTS: The Vendor shall provide to the State of West Virginia's primary contact person quarterly utilization reports by vehicle class containing at a minimum the following information pertaining to the

State of West Virginia agencies, boards, commissions, and political subdivisions:

3.1.1.10.1 Class Number;
3.1.1.10.2 Ordering Entity;
3.1.1.10.3 Purchase Order Number;
3.1.1.10.4 Description;
3.1.1.10.5 Quantity.

These reports must be provided in Excel format and sent via email to the Purchasing Division Buyer (mark.a.atkins@wv.gov) on a quarterly basis as follows:

PERIOD END	REPORT DUE
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

NOTE: Failure to provide the required reports may result in cancellation of contract and exclusion from future bid participation.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the vendors that provide the Contract Items meeting the required specifications for the lowest Total Cost per fuel type vehicle class as shown on the Pricing Pages.

Each vehicle fuel type (Gasoline, Flex-fuel, Diesel, CNG/Bifuel, and Hybrid) contained in a given class, represents an opportunity for a separate bid response. Each of these vehicle fuel types shall be evaluated independently and awarded to the lowest responsible bidder meeting the specifications of the given vehicle fuel type in that vehicle class.

4.2 Life of Contract: This contract shall become effective upon award and extends for one year or until such time as the vendor notifies the Purchasing Division that the model year build-out date has been reached, unless the vendor chooses to supply next model year vehicles at the price quoted, or until contracts are issued for the next model year.

4.3 Pricing Pages: Vendor should complete the Pricing Pages by responding to the information requested in the "Vendor Name", "Manufacturer/Brand", "Model & Number", "Vendor Contact", "Phone Number", "Email Address", "Standard Color Code", "Color Description", and "Unit Price" fields for each vehicle class.

4.3.1 "Unit Price" segment: The Unit Price is the base vehicle price including standard equipment requirements, vehicle requirements and any additional requirements for the given vehicle class and will be the price paid by the ordering agency.

4.3.2 "Options": Mileage charges for delivery should be listed under the "Options" section of each vehicle class pricing page. FOB Dealership (Deduct) and FOB Other than Metro Charleston refers the delivery charges, that, at time of order, the vendor will add to or deduct from their final bid amount for each vehicle class awarded. If no response is received in either the FOB Dealership (deduct) or FOB Other than Metro Charleston fields, it will be assumed the vendor will not be charging delivery. These options will not be evaluated as part of the award.

General: Vendors should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Mark.A.Atkins@wv.gov

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Agency Ordering Procedure: WV State Agencies shall issue a Delivery Order for the vehicle class desired. The Delivery Order and following corresponding form: DOA-FM-59 for vehicle replacement or Fleet Increase shall be submitted to the Department of Administration Fleet Management Division for approval. If subject to the Governor's Office authority, the Agency shall seek approval prior to issuing the Delivery Order.

The purchase delivery order must be thoroughly completed and must contain the following: the contract number from which the vehicle is being procured and must be properly signed by all appropriate parties. Additionally, emergency orders must clearly be stated on the purchase requisition.

Please refer to Appendix_G of the Purchasing Division Handbook for additional instructions and examples of delivery order information required.

5.3 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Vehicles may be purchased from this contract by any West Virginia State agency. West Virginia state agencies will either remit payment directly or use a third-party financing company on contract with the State of West Virginia. The Department of Administration, Fleet Management Division (FMD) arranges third-party financing.

The time required for third party financing does not differ from the time required for payment directly from the state as both are normally made within thirty (30) business days from delivery of vehicle and corresponding invoice. Actual time required to process payment may vary.

NOTE: Vendor is **NOT REQUIRED** to accept the **WV P-Card** for vehicle payments under this contract.

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 120 working days after orders are received. Vendor shall deliver emergency orders 60 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

Standard order delivery shall be F.O.B., the destination to West Virginia Surplus Property located at 2700 Charles Avenue Dunbar, WV 26064 or to agencies located in the Charleston Metro Area only.

6.1.1 For deliveries made to West Virginia Surplus Property:

6.1.1.1 Vendor must receive prior approval from Surplus Property to deliver vehicles from the Surplus Property Vehicle Coordinator.

6.1.1.2 The delivery request must be made at least fourteen (14) calendar days in advance.

6.1.1.3 The delivery request must contain the VIN number of the vehicle to be delivered.

6.1.1.4 The vendor must provide a copy of the Central Delivery Order (CDO) or Agency Purchase Order (PO) with the delivery request.

6.1.1.5 Surplus Property will accept a maximum amount of ten (10) vehicles per day.

6.1.1.6 No vehicle deliveries will be accepted before 9:00 AM or after 3:00 PM, ET.

6.1.1.7 Vehicles are not considered "delivered" until Surplus Property personnel complete an inspection of the delivered vehicle to ensure the vehicles' physical condition and specification requirements have been met.

6.1.1.8 Vendor or representative must sign the delivery inspection sheet prior to leaving Surplus Property. If vendor representative fails to sign the delivery inspection sheet, the vehicle will not be considered "delivered" until WV Surplus confirms the vehicle has met all mandatory requirements.

6.1.1.9 Any vehicle that has physical damage or missing components (options) as required in the Contract specifications, may be rejected and/or returned to the vendor at no cost to the agency or Surplus Property.

6.1.1.10 The **Surplus Property Vehicles Coordinator** can be contacted at 304-766-2626.

6.1.2 **For deliveries not made to the West Virginia Surplus Property:**

6.1.2.1 All vehicles must be delivered to the "ship to" section indicated on the purchase requisition form.

6.1.2.2 Vendors must contact the Fleet Management Division at 1-855-817-1910 prior to any delivery.

6.1.2.2.1 VIN number must be provided ten (10) calendar days prior to delivery to Fleet Management Division.

6.1.2.2.2 Delivery Order or Purchase Order number must be provided with VIN Number.

6.1.3 The following State Agencies require twenty-four (24) hour advance notice prior to delivery:

Division of Highways	West Virginia State Police
Division of Natural Resources	Higher Education (Colleges)
Division of Forestry	Elected Officials

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Vendor shall pay liquidated damages in the amount of .5% (.005) of the agency's purchase requisition amount for delivery delays beyond 120 calendar days. This amount will be assessed daily until order is completed in full. The liquidated damages only apply when the vendor does not notify the agency to arrange shipping prior to the 120 days required.

Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor may add a

supplementary per mile charge for delivery to locations other than West Virginia Surplus Property and should provide this information in the "Options" section of each vehicle class pricing page.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified those items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports in accordance to Specification **3.1.1.10**, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.3 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Charles Ellis

Telephone Number: 304-855-1289

Fax Number: 304-855-1451

Email Address: charles.ellis@thewhitleyautomotive.com

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Business and Licensing
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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

THORNHILL GROUP, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C | Corporation	11/8/2004		11/8/2004	Domestic	Profit			

Organization Information

Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000.0000
Charter County	Boone	Control Number	71304
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	50.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	500 FORD FAIRLANE CHAPMANVILLE, WV, 25508
Mailing Address	P.O. BOX 1449 CHAPMANVILLE, WV, 25508 USA
Mailing Address	GEORGE R NISBET JR RT 119 SOUTH CORRIDOR G CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	WALLY THORNHILL 500 FORD FAIRLANE RT 119 NO CHAPMANVILLE, WV, 25508
Principal Office Address	500 FORD FAIRLANE RT 119 NORTH CHAPMANVILLE, WV, 25508 USA
Type	Address

Officers

Type	Name/Address
Director	WALLY THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Director	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Incorporator	WALLY L. THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547 USA
President	WALLY L THORNHILL PO BOX 1449 CHAPMANVILLE, WV, 25508
Secretary	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Treasurer	JAMES B DIVITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Vice-President	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
THORNHILL FACTORY OUTLET OF DANVILLE	TRADENAME	4/17/2015	11/2/2020
THORNHILL FORD	TRADENAME	8/1/2016	
THORNHILL FORD LINCOLN	TRADENAME	10/7/2010	
THORNHILL FORD LINCOLN-MERCURY	TRADENAME	8/19/2005	10/7/2010
THORNHILL LINCOLN	TRADENAME	7/24/2018	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/12/2024	B4WV Other Change: The 25 shares owned by George R. Nisbet, Jr. have been converted to treasury shares. The said George R. Nisbet, Jr. no longer owns any shares of the corporation.
7/18/2017	WALLY L. THORNHILL WILL HAVE A TOTAL OF 75 SHARES. GEORGE R. NISBET WILL HAVE A TOTAL OF 25 SHARES.
Date	Amendment

Annual Reports

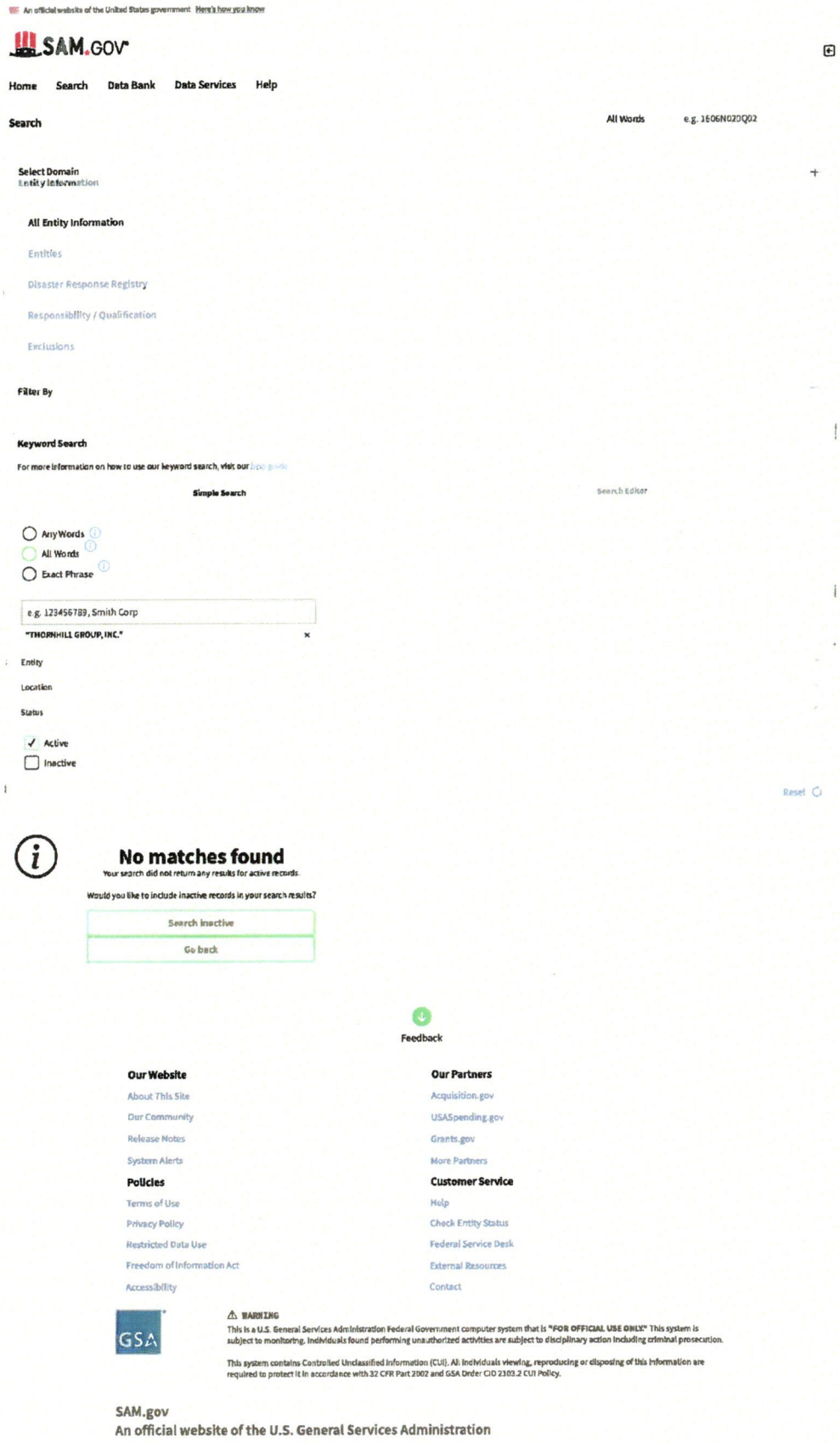
Filed For
2025
2024
2023
2022

2021
2020
2019
2018
2017x
2017
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2015
2014
2013
2012
2011
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2009
2008
2007
Date Filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, September 29, 2025 — 1:14 PM

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All Entity Information
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Filter By
Keyword Search
For more information on how to use our keyword search, visit our help guide
Simple Search
Search Editor
Any Words
All Words
Exact Phrase
e.g. 123456789, Smith Corp
"THORNHILL GROUP, INC."
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Location
Status
Active
Inactive
Reset
No matches found
Your search did not return any results for active records.
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Go back
Feedback
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Class 16 - Automobile
Standard Pick Up Crew Cab

Vendor Name:	Thornhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-855-1289
Model Name & Number:	F150 WIL	**Email:**	Charles.Ellis@Thornhillautogroup.com

Vehicle Requirements:		**Manufacturer's Standard Available Colors**	
Classification:	Standard Pick Up Crew Cab		
Drive:	4 Wheel/All Wheel with High & Low Range	**Standard Color Code**	**Color Description**
Passenger seating:	4 minimum (including driver)	JS	Silver
Doors:	4 full doors, minimum	M7	Gray
Wheelbase:	149 in., minimum	UM	Black
GVWR:	6800 lbs. min, 7350 lbs. max.	YZ	White
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel		
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:	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:	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 3.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	$ 44700.00 -
Flex-fuel	$ 44700.00 -
Diesel	$ -
CNG/Bifuel	$ -
Hybrid	$ -

*Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Freas, Bernice

From: Wood, Andy
Sent: Tuesday, March 3, 2026 1:30 PM
To: Freas, Bernice
Subject: RE: F150 PO request

You can proceed with this.

From: Wood, Andy
Sent: Tuesday, February 24, 2026 1:52 PM
To: Freas, Bernice <bernice.freas@cityofcharleston.org>
Subject: RE: F150 PO request

I'd be more comfortable with chiefs signature?

From: Freas, Bernice <bernice.freas@cityofcharleston.org>
Sent: Tuesday, February 24, 2026 1:50 PM
To: Wood, Andy <andy.wood@cityofcharleston.org>
Subject: FW: F150 PO request

Nicholson sent this without the Chief's signature. Is it OK to process, as, apparently, everyone is out of town?

Bernice A. Freas
Budget Officer-Public Safety
City of Charleston, WV
501 Virginia Street East
Charleston, WV 25301
(304) 348-6870 ext. 172
(304) 348-8157 fax

From: Nicholson, Matthew <matthew.nicholson@charlestonfire.com>
Sent: Tuesday, February 24, 2026 1:05 PM
To: Freas, Bernice <bernice.freas@cityofcharleston.org>
Cc: Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Subject: F150 PO request

Hi Bernice,

Attached is the state contract and PO request for an F150 (unit 425) for one of the Fire Marshalls. The current vehicle he's in needs a new motor and is a 2015 model with 171K miles.
This will be in place of the Admin SUV. If you need anything else, just let me know.

Thanks

Matt Nicholson

Chief of Fire Operations
Office:304-348-8099
Cell: 304-389-2003

Resolution No. 26-036

Introduced in Council:	Adopted by Council:
March 16, 2026	
Introduced by:	Referred to:
Joseph Jenkins	Finance

Resolution No. 26-036 – Authorizing the Mayor or City Manager to purchase a total of twelve sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of $43,903.00, to furnish remaining personnel with a second set of gear, where the price was determined pursuant to a competitively sourced Sourcewell contract.

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

That the Mayor or City Manager is authorized to purchase a total of twelve sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of $43,903.00, to furnish remaining personnel with a second set of gear, where the price was determined pursuant to a competitively sourced Sourcewell 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: 2/23/2026

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 12 sets of turnout gear

Purchase justification: 2nd set of gear for personnel Sourcewell contract 010424-LIO.

If approved, the total purchase price will be: $43,903.00

(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. Witmer Public Safety _____ Price Quote: $43,903.00

2. _____ Price Quote: $_____

3. _____ Price Quote: $_____

4. _____ Price Quote: $_____

5. _____ Price Quote: $_____

The apparent low-bid vendor *meeting specifications* is: Witmer Public Safety

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 of 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 CFD Department: City Manager's Office

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

****

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 70600000 534500

City Manager Approval: _____ Date:_____

CITY OF CHARLESTON, WV
Charleston Fire Department
Purchase Request Form

Date: 2/23/2026 **Purchase Order #:**

Vendor: Witmer V10403 **Phone #:** 276-252-8141

Contact: James Wolfe **Fax:**

Address: 101 Independence Way Coatesville, PA 19320
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
9	V-Force Coat Black	2,100.00	**18,900.00**
2	V-Force Coat Black - extended length	2,199.00	**4,398.00**
11	V-Force Pants Black	1,685.00	**18,535.00**
1	V-Force Coat White	2,070.00	**2,070.00**
		TOTAL	**43,903.00**

Requested By: Fred Dunbar **Date:** 2/23/2026

Purpose of Request: Completes 2nd sets of in date gear for the remaining 12 members who were not included in the FY25 purchase. Items are on Sourcewell contract number 010424-LIO

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

Deputy/Administrative Chief:
☐ Denied ☐ Approved _____ **Date:**

Fire Chief:
☐ Denied ☒ Approved _____ **Date:** 2-23-26

70600000 534500

Form CPDPR Revised 05/20/05

Witmer PUBLIC SAFETY GROUP, INC.

101 Independence Way
Coatesville, PA 19320
www.wpsginc.com
jwolfe@thefirestore.com
(276) 252-8141

Quote

Quote#	QUO297313
Date	02/04/2026
Exp. Date	03/06/2026

Bill To:
City of Charleston Fire Department
808 Virginia St W
Charleston, WV 25302-1820
United States

Ship To:
City of Charleston Fire Department
808 Virginia St W
Charleston, WV 25302-1820
United States

LION V-Force TOG

ID	Name	Ordered By	Terms	Sales Rep	Shipping Method
1936	City of Charleston Fire Department	Justin Easter	Net 30	James Wolfe	Ground

#	Item Name	Description	Quantity	Unit Price	Amount
1	Description	Witmer Public Saftey Group Sourcewell Contract Number 010424-LIO for LION Products. City of Charleston Fire Department Sourcewell Account Number 2150		0.00	0.00
2	LION-CHARLESTON-CVB	Lion V-Force Bi-Swing Coat, 6.5oz Black Armor AP, K4 Traditional Liner Charleston Fire Department, WV Spec ID: PSGQ29440-C Expires: 05/01/2026 List Price: $4,60200 Sourcewell Price: $2,991.30	9	2,100.00	18,900.00
3	LION-CHARLESTON-CVB	Lion V-Force Bi-Swing Coat, 6.5oz Black Armor AP, K4 Traditional Liner Charleston Fire Department, WV Spec ID: PSGQ29440-C Expires: 05/01/2026 (38" Length Coat) List Price: $4,755.00 Sourcewell Price: $3,090.75	2	2,199.00	4,398.00
4	LION-CHARLESTON-PVF	Lion V-Force Pant, 6.5oz Black Armor AP, K4 Traditional Liner, Suspenders Charleston Fire Department, WV Spec ID: PSGQ29440-C Expires: 05/01/2026 List Price: $3,537.00 Sourcewell Price: $2,299.05	11	1,685.00	18,535.00

Witmer PUBLIC SAFETY GROUP, INC.

101 Independence Way
Coatesville, PA 19320
www.wpsginc.com
jwolfe@thefirestore.com
(276) 252-8141

Quote

Quote#	QUO297313
Date	02/04/2026
Exp. Date	03/06/2026

#	Item Name	Description	Quantity	Unit Price	Amount
5	LION-CHARLESTON-CVB-CHIEF	Lion V-Force Bi-Swing Chief Coat, 7.5oz Natural Nomex, K4 Traditional Liner Charleston Fire Department, WV Spec ID: PSGQ29440-C Expires: 05/01/2026 List Price: $4,361.00 Sourcewell Price: $2,834.65	1	2,070.00	2,070.00

ACCEPTANCE OF QUOTATION

The above prices,specifications, and conditions are satisfactory and are hereby accepted.

Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until Mar 06,2026

Signature: _____ Date: _____

Subtotal:	43,903.00
Discount:	0.00
Tax Total:	0.00
Freight:	0.00
Total:	**43,903.00**

DocuSign Envelope ID: 19F344D0-5EB7-4910-843F-E12CDD24F186

Sourcewell

Solicitation Number: RFP #010424

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and LION First Responder PPE, Inc., 7200 Poe Avenue, Suite 400, Dayton, OH 45414 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Firefighting Personal Protective Equipment with Related Equipment Cleaning from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires March 27, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

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A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

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A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

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- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

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subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

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A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

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price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

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D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

    a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

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b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

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14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

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The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

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no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

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primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

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Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

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C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared

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ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in

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guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

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T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	LION First Responder PPE, Inc.
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Mark T. Smith 5B7DDCBA48E84BD...
By: _____	By: _____
Jeremy Schwartz	Mark T. Smith
Title: Chief Procurement Officer	Title: President LION Americas
Date: 3/26/2024 | 11:35 AM CDT	Date: 3/26/2024 | 11:16 AM CDT

RFP 010424 - Firefighting PPE and Related Equipment Cleaning

Vendor Details

Company Name:	LION First Responder PPE
Does your company conduct business under any other name? If yes, please state:	LION
Address:	7200 Poe Avenue Dayton, OH 45414
Contact:	Melissa Kirk
Email:	mkirk@lionprotects.com
Phone:	937-266-0869
Fax:	937-415-0869
HST#:	47-1845529

Submission Details

Created On:	Wednesday November 29, 2023 14:37:26
Submitted On:	Wednesday January 03, 2024 14:16:58
Submitted By:	Melissa Kirk
Email:	mkirk@lionprotects.com
Transaction #:	2031f132-8d6c-4ae7-8577-55ddeea9c4c6
Submitter's IP Address:	144.121.190.195

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	LION First Responder PPE, Inc.	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	LION, LION Group, Inc., LION First Responder PPE, Inc., LION TotalCare, Inc.	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	LION, LION Group, Inc., LION First Responder PPE, Inc., LION TotalCare, Inc.	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	"LION Group Cage Code - 7FGF3, SAM - NCD6J71YMAQ5 LION First Responder PPE Cage Code - 7GLA7, SAM - CQ1EXX7T3KB9"	*
5	Proposer Physical Address:	7200 Poe Avenue, Suite 400, Dayton, Ohio 45414	*
6	Proposer website address (or addresses):	www.lionprotects.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Mark T. Smith President, LION Americas 7200 Poe Avenue Suite 400 Dayton, Ohio 45414 513-535-7549	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Melissa Kirk Distribution Sales Manager 7200 Poe Avenue Dayton, Ohio 45414 mkirk@lionprotect.com 937-266-0869	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Stefanie Theodor Sales Coordinator 7200 Poe Avenue Suite 400 Dayton, Ohio 45414 stheodor@lionprotects.com 937-415-2935	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	LION is a family owned, global business headquartered in Dayton, Ohio, that has been operating continuously since 1898. That stable family ownership means that we take the long-term approach to investment in the best people, new technology and systems. We are committed to covering first responders before, during and after the fire. Our LION brand is part of a larger organization called LION Group, Inc. that consists of three divisions: LION Americas, LION Europe, Middle East & Asia and LVI (LION-Vallen Industries, a joint venture that specializes in military and government supply chain solutions). We provide products, training or maintenance to nearly every major fire department in the United States. In firefighter turnout gear alone, we serve 7 of the 10 largest fire departments in the U.S., and 25 of the top 50. LION just recently celebrated 125 years of service. Please watch our celebration video to experience our company culture. LION: CELEBRATING 125 YEARS OF SERVICE (youtube.com) https://www.youtube.com/watch?v=-ZcI1JcSN3w LION makes the gear emergency service providers, civilian responders and militaries need to stay safe in the line of duty. We got our start at the end of the 19th century as a dry goods store in Dayton, Ohio. By 1941, we had received a commendation from Army Air Force Commanding General "Hap" Arnold, saluting the company for "outstanding services rendered to your government" after supplying the Army Air Force with electrically heated flying suits during World War II. Over

		the next two decades, we opened regional warehouses and had started operating in the firefighter station uniform market. In 1970, we moved into the firefighter turnout business – and we have never looked back. We actually coined the term "StationWear" and were the first company to develop digital training technology for the firefighting market. Today, we continue to deliver innovative, patented technology to the fire service market. We have a dedicated research and development staff that works with fire departments to generate (and evaluate) new product ideas. Real end users collaborate with us on wear trials and focus groups so we can deliver solutions that work for actual first responders like you. THE LION STORY LION is big enough to deliver on the largest contracts but small enough to care that every emergency responder and firefighter that uses our equipment gets the features they need to be safe and successful on every call. LION is the largest provider of training equipment and facilities for first responders, having built the last three largest first responder training facilities in the world. We also have a dedicated in house research and development team to understand the best solutions you need. We are Ready For Action. Before. During. And after. LION MISSION Each and every day we fulfill the personal safety, readiness, and identity needs of our customers worldwide. Our purpose is to keep first responders ready for action. LION CULTURE While remaining a family business, we have the organizational and financial resources to execute some of the largest uniform, personal equipment management, and training projects in the world, as well as the flexibility to tailor them to our customers' expectations. Our solutions are not "cookie cutter" ones. They are as individual and unique as your organization – and they are advanced. LION is the only company in the world in our industry with dedicated staff working on fundamental research, not gimmicks. LION CORE BELIEFS LION Leadership expects department leaders, employees and distribution partners to provide examples of living these core beliefs through their actions and service to our customers. Doing What We Promise We seek to do business with stakeholders who share our commitment to honesty, transparency, candor, and fun, as well as to action consistent with our core values — like us, they strive to win with integrity. Learning From Everything and Everyone We value curiosity and strong personal initiative in the pursuit of understanding our customers' needs and exceeding them. Respecting All People We harness diverse points of view and even conflict as useful sources of learning, innovation, and continuous improvement. Collaborating To Deliver Solutions We use teamwork and a commitment to do whatever it takes to deliver solutions. This is what fuels our operational excellence. Lasting internal and external partnerships based on trust, mutual respect, and collaboration are at the heart of Lion's success. Expecting Nothing Short of Excellence We understand that exceeding our customers' expectations demands leadership, diligent planning, skillful organizing, rapid decision making, training, and having the right tools — this is how we consistently and reliably achieve flawless execution. Being Good Corporate Citizens We extend our sense of leadership to the global communities in which we live and work — we are privileged to give back to those that give so much to us.	*
11	What are your company's expectations in the event of an award?	To educate the first responder network on the benefits of cooperative purchasing and leverage the relationship and Sourcewell reputation as an industry cooperative purchasing leader and achieve competitive advantage to continue to protect first responders.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	LION First Responder PPE, Inc and LION TotalCare are wholly owned subsidiaries of LION Group, Inc. with total company sales of more than $300M. LION Group, Inc. has positive cash flow and a strong balance sheet. Trade References attached.	*
13	What is your US market share for the solutions that you are proposing?	28-32%	*
14	What is your Canadian market share for the solutions that you are proposing?	35%	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	LION has never petitioned for bankruptcy protection	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	LION is best described as a Manufacturer. LION sells through a network of Distribution Partners to deliver products and services. Distribution Partners are authorized annually through a Letter of Authorization. Distribution Partners invest in the partnership by employing Distribution Sales Representatives, investing in LION product for demonstation and attending LION University for product and process education. *
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	LION holds several licenses from supply chain partners to manufacture products and utilize their branding on the product (ex: WL Gore and Associates, DuPont, PBI) *
18	Describe your compliance with applicable national standards for the products and/or equipment offered in your proposal, such as: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and American National Standards Institute (ANSI).	LION holds the following certifications for various products in our product offering. NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting 29 CFR 1910, 1030 and CAL-OSHA Standard Title 8 Section 3406 Blood Borne Pathogen Requirements LION Product Offering: Various models of the following: Structural turnout coats, pants and coveralls. Proximity coats and pants. Structural gloves. Structural boots. Particulate blocking hoods. Structural helmets Proximity helmets NFPA 1951, Standard on Protective Ensembles for Technical Rescue LION Product Offering: TR51 coat and pants. Certified to the optional blood borne pathogen protection requirements. Versa Pro coat and pants. Single layer meeting base requirements. NFPA 1977, Standard on Protective Clothing and Equipment for Wildland Fire Fighting and Urban Interface Fire Fighting LION Product Offering: Versa Pro coat and pant NFPA 1999, Standard on Protective Clothing and Ensembles for Emergency Medical Operations 29 CFR 1910, 1030 and CAL-OSHA Standard Title 8 Section 3406 Blood Borne Pathogen Requirements LION Product Offering: TR51 coat and pants MedPro coat and pants MedPro High Vis also certified to ANSI 107 Bravo Multiple Use Glove NFPA 1975, Standard on Emergency Services Work Apparel LION Product Offering: Several styles of station work uniforms. Shirts and pants. NFPA 2500, Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services (formerly NFPA 1983) LION Product Offering: Several models of Class II harnesses integrated with Structural Fire Fighting Pants NFPA 1992, Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies LION Product Offering: Several models of MT-94 Several models of ERS

NFPA 1994, Standard on Protective Ensembles for First Responders to Hazardous Materials Emergencies and CBRN Terrorism Incidents

LION Product Offering:
Several models of MT-94 – Class 2
Several models of ERS – Class 3

NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

LION Service Offering:
Verified ISP for Cleaning, Inspection and Repair in 7 locations around the country. Verified for all fabric and moisture barriers.

Provide training modules for fire departments compliance with 1851.

NFPA 1855 Standard on Selection, Care and Maintenance of Protective Ensembles for Technical Rescue

LION Service Offering:

Verified ISP for Cleaning, Inspection and Repair in 7 locations around the country. Verified for all fabric and moisture barriers.

NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness
Lion Fire Academy offers online training to various portions of NFPA 1500.

NFPA 1001, Standard for Fire Fighter Professional Qualifications
Several staff members hold Professional Qualifications certifications.

NFPA 1402, Standard on Facilities for Fire Training and Associated Props

LION Product Offering:
Live fire and digital training props and facilities

NFPA 1403, Standard on Live Fire Training Evolutions

LION Product Offering:
Live fire training props

OSHA 2254, Training Requirements in OSHA Standards
Various products to support the training requirements in OSHA 2254

ISO 9001, Quality Management Systems – Requirements
All facilities producing PPE to NFPA standards are covered under LION's ISO 9001 registration (including subcontractors)

CTPAT: Customs Trade Partnership Against Terrorism
Certified partner

LION has Representation on the following committees acting as principal and alternate voting members. Our members are active participants on each committee providing input on requirements of the various standards.
Fire Service Occupational Safety (NFPA 1500, NFPA 1550, NFPA 1521, NFPA 1561)
Fire Service Training (NFPA 1407, NFPA 13E, NFPA 1410, NFPA 1404, NFPA 1408, NFPA 1401, NFPA 1400, NFPA 1451, NFPA 1403, NFPA 1405)
Emergency Responders Occupational Health (NFPA 1584, NFPA 1583, NFPA 1582, NFPA 1581, NFPA 1585, NFPA 1580)
Facilities for Fire Training and Associated Props (NFPA 1400, NFPA 1402)
Hazardous Materials Protective Clothing and Equipment (NFPA 1990, NFPA 1991, NFPA 1992, NFPA 1994, NFPA 1891)
Special Operations Protective Clothing and Equipment (NFPA 1975, NFPA 1983, NFPA 1953, NFPA 1951, NFPA 1952, NFPA 2500, NFPA 1855, NFPA 1950, NFPA 1955, NFPA 1858, NFPA 1857)
Structural and Proximity Firefighting Protective Clothing and Equipment (NFPA 1971, NFPA 1851, NFPA 1970, NFPA 1850)
Emergency Medical Services Protective Clothing and Equipment (NFPA 1999, NFPA 1950)
Fire and Emergency Services Protective Clothing and Equipment (correlating committee for PPE standards)
ASTM F23 Committee on Personal Protective Clothing and Equipment (Karen Lehtonen – former Chair)
ASTM E54 Commitete on Homeland Security Applications

19	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	No suspensions or debarment apply to LION.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
20	Describe any relevant industry awards or recognition that your company has received in the past five years	RedZone Contaminant Control Package LION remains the only manufacturer to offer a set of features in turnout gear that is verified by a third-party (UL) to show no ingress at turnout coat, pant, glove, boot interfaces and closures. In conjunction with Department of Homeland Security (DHS) Science and Technology Directorate (S&T) and in partnership with the North Carolina State University Textile Protection and Comfort Center (TPACC), LION developed a structural turnout with enhanced protection from hazardous particulates contained in smoke and soot that may infiltrate the ensemble interfaces, the Redzone Contaminant Control Package. The particulate blocking ensemble: · Blocks particulate ingress at key interface areas (turnout coat, pant, glove boot interfaces and closures) as confirmed by the Particle Inward Leakage Test (section 7.20.1.1 NFPA 1971, 2018 Ed) and shows less than 1 microgram exposure over the entire ensemble “Laboratory tests, including tests to determine vapor infiltration and fluorescent particle tests, were critical to demonstrating that both approaches prevent smoke and particulates from reaching the firefighter’s skin, protecting them from hazardous vapors and materials. In addition, testing using TPACC’s PyroMan® and physiological manikins proved the new approaches offer improved flashfire protection and similar comfort level when compared to standard turnout gear.” – DHS FACT SHEET DHS PRESS RELEASE (Nov 1, 2017) - New Turnout Ensemble Aims to Reduce Firefighter Cancer Risk “We worked with TPACC and LION to develop turnout ensemble garments that afford firefighters the same level of fit, functionality and comfort as their existing turnout gear with added protection from particulate infiltration at garment interfaces.” DHS FACT SHEET (Oct 6, 2017) - Smoke and Particulate Resistant Structural Turnout Ensemble Fact Sheet “By reducing the potential for chronic dermal exposures to toxic fireground compounds, over time this ensemble and the technologies developed during this research will help to improve the well-being and safety of firefighters.” https://verify.ul.com/verifications/237	*
21	What percentage of your sales are to the governmental sector in the past three years	LION sells personal protective equipment through a distribution network. Approximately 5% would be a direct sale to LION..	*
22	What percentage of your sales are to the education sector in the past three years	LION sells personal protective equipment through a distribution network. All documented education sales would be represented in Distribution Partner sales and not direct with LION.	*
23	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	NY State Contract = Approximately $7M NJ State Contract = Approximately $3M NPP = Approximately $12M	*
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	LION does not hold a GSA contract. LION Distribution Partners hold a GSA contract that respresent the entire LION portfolio of products and services.	*

Table 4: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Phoenix	Captain Scott Kalkbrenner Scott.Kalkbrenner@phoenix.gov Antionio Locascio "Nino" Nino.Locascio@phoenix.gov	602-339-0549 602-380-3003	*
Atlanta Fire Department	Asst Chief Chad Thomas CDThomas@AtlantaGa.gov	404-546-7000	*
Indianapolis Fire Department	Battalion Chief Rich Cook richard.cook@indy.gov	317-327-6041	*

Table 5: Top Five Government or Education Customers

Line Item 26. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
W S Darley & Co	Government	Illinois - IL	NAVY 2K	$250,000	$852,883	*
Noble Supply & Logistics LLC	Government	Massachusetts - MA	CBRN - Chemical, biological, radiological and nuclear defense products.	$800,000	$2,608,312	*
Federal Resources	Government	Virginia - VA	CBRN - Chemical, biological, radiological and nuclear defense products.	$2,500,000	$15,020,383	*
Tom Smith Fire	Government	Florida - FL	Personal Protective Products	$1,500,000	$5,171,388	*
Safeware	Government	Maryland - MD	Personal Protective Products	$1,000,000	$3,655,464	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
27	Sales force.	The LION Sales Team 41 field sales team members that include strategic account directors, metro account managers, distribution sales managers, category sales managers and strategic distribution managers supporting the United States, Canada and Latin America for the entire LION product portfolio. Strategic Account Managers – Focused on fostering relationships, education, sales support and opportunity management for a specific set of accounts. Category Sales Managers – Subject matter expert for products within category. Supports the field sales team with product knowledge, demonstrations, sales presentations, identifying industry innovation needs and sales goal achievement. Metro Account Managers – Works in tandem with Distribution Sales Manager. Focused on fostering relationships, education and managing opportunities for departments with more than 150 members. Distribution Sales Managers – Works in tandem with Metro Account Manager. Focused on relationship with LION Distribution Partners to include fostering core beliefs, education, relationship, field sales support, opportunity management and sales goal achievement.	*
28	Dealer network or other distribution methods.	Dealer Network. LION partners with over 200 Distribution Partners. These Distribution Partners employee thousands of Distribution Sales Representatives across the United States, Canada and Latin America that are in field promoting the entire LION portfolio of products and services.	*
29	Service force.	LION TotalCare offers care and maintenace of PPE (personal protective equipment). LION operates seven (7) LION Total Care Market Centers located in Atlanta, Boston, Chicago, Dallas, Denver, Houston and Wilmington. LION TotalCare offers services that can help extend the life of gear such as cleaning, repair and routine maintenance programs. LION TotalCare also offers a rental gear program. The Denver location offers an exclusive carbon dioxide (CO_2) contaminant cleaning technology. See attachment for additional details on CO_2.	*
30	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Orders are placed with a LION Distribution Partner. The order is placed by the end user customer with the Distribution Partner with the Sourcewell Member ID identified on their purchase order. The distribution partner purchase order is placed with LION, also including the Sourcewell member ID. When LION enters the order, the Sourcewell member ID is documented in a specific field used for utilization reporting.	*
31	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	LION has a Customer Sales and Support Team team located in Dayton, Ohio and Albany, NY. The Customer Support Team consists of regional representatives for Order Entry and Sales Coordination. This team enters orders for all product lines, provides support on warranty claims, product and delivery questions and works in conjunction with the LION Distribution Sales Manager and Distribution Partner. Customer Support and Order Support inquiries are managed through our Customer Relationship Manager (CRM). Each inquiry is assigned a case number and directed to a regional representative. Cases are responded to within 24 hours. Order status and scheduled ship dates are available through an online portal available to LION Authorized Distribution Partners.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	LION will provide products and services to Sourcewell participating entities in the United States.	*
33	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	LION will provide products and services to Sourcewell participating entities in Canada.	*
34	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Products and Services are available in all geographic areas of the US and Canada	*
35	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	There are no identifed restrictions.	*
36	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	There are no identified restrictions LION's policy for shipments to Hawaii are to ship via 2 day air or ocean depending on size of shipment. LION's policy for shipments to Alaska is ship via a freight forwarder and covers freight within the contiguous states.	*

Table 7: Marketing Plan

Line Item	Question	Response *
37	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	By looking at the immediate and long-term risks, LION is actively working on advocating and developing products and services that protect the health of those that protect our communities. When those products and services are ready, we work to promote them and drive revenue and profitable share growth for our company and for our partners. Our areas of strengths/marketing strategy include the following: LION Core Values & Commitment to Service Team Structure & Support Methodical Approach to Business Market Analysis Customer Segmentation New Product Launch Plans Meaningful Product Differentiation Brand Building Metro Support Distribution Support LION University End-User Outreach Press Releases & Press Coverage Metro Sponsorships Customer Education & Awareness Campaigns Trade Shows Collateral Development Print & Digital Advertising Industry Supplements Videography Digital Platforms (Website, LION Fire Academy) Social Media
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	LION uses multiple social media platforms, maintains an informative website, employs a robust SEO strategy, and advertises digitally. LION also has access to reporting capabilities on our sales information and uses public information databases to understand market potential and opportunity to drive marketing plans and sale strategies. LION utilizes a YouTube Channel to share product information and demonstations with our Distribution Partners and End User Cusstomers. https://www.youtube.com/@lionconnects/featured
39	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	The Sourcewell partnership will be incorporated into every distribution partner training and LION presentation as a purchasing avenue for LION Products. A shared resource site has been established to constantly share updated information with the field sales team and distribution partners. Field Team Members and Distribution Partners are encouraged to participate in Sourcewell Edcuation and Engagement events.
40	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Since LION sells through distribution, an e-procurement ordering process is not established directly with LION. Many LION Distribution Partners do have an established e-procurement process for all sectors that utilize personal protective products.

Table 8: Value-Added Attributes

Line Item	Question	Response *
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	LION University is a unique meeting space that is designed for meetings and class room style education. The space showcases our brand by displaying garments worn by our top customers, our product offering and technology for demonstration and presentation. LION has developed a platform for Distribution Partners that provides a dynamic and engaging environment for education on all of LION's products and sales development. LION Fire Academy has been LION's flagship platform for providing comprehensive online training to fire department members, including fire students and active firefighters. Our mission is to empower them with the knowledge and skills needed to ensure the highest standards in PPE maintenance, cleaning, inspection, and repair according to NFPA 1851 2020 edition. https://www.lionprotects.com/fireacademy
42	Describe any technological advances, unique design, and/or feature attributes that your proposed products or services offer.	LION is the only company in our industry that has a dedicated research and development team. LION currently has more than 35 patents on technologies as diverse as materials and pattern design.
43	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Montgomery County Green Building Certification. This certification is a globally recognized symbol of sustainability achievement, and it is backed by an entire industry of committed organizations and individuals paving the way for market transformation.
44	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	1. We strive to cut wasteful energy usage by replacing inefficient lighting with LED lighting in all of our primary manufacturing buildings and corporate offices by the end of 2025. This process is over 50% completed. Since 2015, LION's Dayton corporate headquarters has used LED lighting, leading to a reduction in annual environmental impact of at least 454,539.76 lbs of Carbon Dioxide, 3,765.64 lbs of Sulfer Dioxide, and 1,842.88 lbs of Nitrogen Dioxide. In 2019, Lion completed the installation of renewable energy solar PV panels and LED lighting in its West Liberty manufacturing factory. Beattyville facility and Dayton Janney Road facility have 100% LED lighting as of September 2021. Hazel Green conversion to LED lighting is planned for 2024. We have a goal to have 50% of all energy at corporate headquarters, Hazel Green facility and the Dayton manufacturing facility using renewable energy by 2028. 2. We do not sell products that could have a harmful effect on human health and the environment. 3. We do not use manufacturing processes that release harmful pollutants or toxic materials. 4. We educate our employees on practical efforts to avoid wasteful uses of energy. a. We have installed motion detectors at Hazel Green Distribution Center and at our Dayton corporate headquarters. b. We review shipping and logistics methods to use the most efficient shipping routes to save fuel. c. We have a recycling program at the Dayton corporate headquarters with a goal for expansion to other facilities by the end of 2020. All new employees receive a handout on what can and cannot be recycled. d. At the Dayton corporate headquarters, LION employees have recycling bins available to increase the amount of paper that is recycled. Confidential documents are shredded by Royal Document Destruction, which recycles the paper. 5. We strive to minimize material waste. a. We strive to introduce efficiencies in the use of materials in order to reduce to the highest extent possible the generation of wastes. b. Lion has a program to recycle used turnout gear through the Lion Ready for Action Foundation. We have already delivered more than 1000 sets of used reconditioned gear to fire departments in third world countries. 6. We have engaged in R&D efforts with potential suppliers to develop sustainable raw materials to replace hydrocarbon-based petroleum products as the basic raw material in certain products. 7. In 2018 we installed a new Elkay Water Drinking System in the Dayton corporate headquarters to increase the use of re-usable water bottles and reduce plastic waste. 8. Lion's Dayton corporate headquarters has been certified in 2015-2021 as a Green Business by the Dayton Regional Green Initiative (DRG3). 9. Lion complies with all environmental laws and regulations in the locations where we operate.
45	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	LION is deemed a large business. WMBE, SBE or Veteran Owned do not apply.
46	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	As a result of our commitment to research based design and innovation, LION has been awarded mutliple patents for PPE and training products that prepare first responders for fire events. Our dedicated Research and Development Staff works with fire departments to generate and evaluate new product innovations. LION holds an annual Personal Protection Council (PPC) focusing on fire service trends and industry needs. LION also partners with several industry non-profits and thought leaders addressing firefigher challenges like the Firefighter Cancer Support Network and National Firefighters Foundation.

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
47	Do your warranties cover all products, parts, and labor?	LION warrants that its firefighter and emergency responder products meet all applicable NFPA standards in effect at the time of their manufacture and further warrants that such products are free during their useful life from any defect in workmanship or any material defect. Conditions of use are outside the control of LION. It is the responsibility of the user to inspect and maintain the products to assure they remain fit for their intended purpose. In order to maximize the useful life of these products and maintain the warranty, the products are to be used only by appropriately trained personnel following proper firefighting or emergency response techniques and in accordance with the product's warning, use, inspection, maintenance, care, storage, and retirement instructions. Failure to do so will void the warranty. EXCEPT AS SET FORTH ABOVE, LION MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR USE. Under the above warranties, LION will repair or replace, at its option, any product which does not meet the above warranties. Such repair or replacement will be the purchaser's sole remedy and LION will not be responsible for any incidental, consequential, or other damages based upon or arising in any way from any breach of the warranties contained herein or the purchaser's use of such product. These warranty obligations apply only to any product, part, or component which is returned with prior authorization and proof of purchase, and which LION agrees to be defective as covered by this warranty. The word "product" includes the product itself and any parts or labor furnished by LION with the sales, delivery, or servicing of the product. USEFUL LIFE: The period of time that NFPA 1971 Compliant Structural Firefighter Garments, which have been properly cared for, can be expected to provide reasonable limited protection. Useful life can be as long as 7 to 10 years if Garments have been subject to relatively lower levels of wear and tear and have been consistently maintained in a regular cleaning and maintenance program and stored properly. Useful life of Garments can be as little as 3 to 5 years with heavy wear and tear or improper maintenance and/or storage. In compliance with NFPA 1851, Garments or Garment elements must be retired no more than 10 years from the date of manufacture. A Garment should be retired when the costs of repair would exceed 50% of the replacement cost. DEFECTS IN WORKMANSHIP AND MATERIALS: Defects in Workmanship and Materials means poorly manufactured items including seams, stitching, or components (for example, loose or broken seams; zippers or snaps that fall off or do not function properly); and fabrics or barriers which have such flaws as holes, uneven spots, weak areas, pilling, or other flaws caused by irregularities in their manufacture.
48	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	EXCEPTIONS TO LIMITED WARRANTY This limited warranty does not cover the following items after receipt of product by end user: A. Claims made after 60 days from the date of shipment for damage to materials; B. Damage or color change from exposure of materials to direct or indirect sunlight or fluorescent light; C.Shade variations among textiles used or shade changes to fabrics caused by wear and tear and/or washing; D.Color loss due to abrasion (creases, folds, pleats, edges, collar points, etc.); E. Damage caused by improper washing, decontamination, disinfecting or maintenance (for example, use of chlorine or petrochemicals to clean); F. Damage caused by repair work not performed to factory specification; G.Damage from routine exposure to common hazards which may cause rips, tears, burn damage, or abrasion; H.Loss of retroreflectivity of reflective trim due to normal wear or heat exposure; I. Detachment of reflective trim due to thread abrasion or heat exposure; J. Replacement of zippers or closures worn partially sealed, or damaged by heavy wear and tear; K. Loss of buttons, snaps, or cuff hem seams
49	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	It is most common for Personal Protective Equipment to be returned to a LION facility for repair. In the event, the repair is the result of a LION manufacturing/order entry error or Distributor error, the shipment of the garments is covered by LION or Distribution Partner. LION does offer a warranty that allows for onsite repairs and technician travel for LION Training Products, offered under a separate Sourcewell contract.
50	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	LION offers warranty repair throughout the US and Canada through a LION TotalCare Market Center or LION Authorized ISP.
51	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	LION coordinates warranty coverage when returns are necessary due to an upstream supplier issue.

52	What are your proposed exchange and return programs and policies?	RETURNS a. The Customer must contact Supplier Customer Support within forty-five (45) days of receipt of shipment to receive a Return Authorization Number. All returns received without a Return Authorization Number will be held up for processing. Except for defective items: i. Products that have been worn, laundered, altered or soiled are non- returnable; ii. Personalized garments (e.g., with names, letters or heat transfer emblems) are non-returnable; iii. Custom manufactured, custom sizes, made-to-order and special cut products are non-returnable; iv. Products that have been discontinued or redesigned are non-returnable; v. Boots that have been worn are non-returnable; vi. CBRN products are non-returnable. b. Returns must have prior approval from Supplier and marking instructions. Supplier will not accept goods returned without its written permission. c. Return of stock goods are subject to a fifteen percent (15%) restocking fee. d. Custom made-to-order products are not returnable.	*
53	Describe any service contract options for the items included in your proposal.	LION offer programs to extend the life of personal protective equipment. Customers can choose from a customized program specific to the departments operating procedure or from a LION Standard program. Programs include: LION Stay Safe which includes annual advanced cleaning and inspection, repairs covered under warranty or caused by wear and tear, NFPA 1851 documentation and free shipping. 1851 Ready includes two advanced cleanings and inspections, itemized repairs, priority scheduling, free shipping and NFPA1851 reporting.	*

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
54	Describe any performance standards or guarantees that apply to your services	The LION Sales and Service team have implemented KPI's related to both Order Entry and Customer Support relative to order entry lead time, error rates, quote generation, return authorization response time and general inquiry response time. Our team members are held accountable for meeting these performance standards as individuals and as a team. See attached.	*
55	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	LION Manufacturing is measured and held account to KPI's relative to Safety, Lost Time Injuries, Manufacturing lead time, labor and overhead variances and total units produced. LION TotalCare has KPI's relative to gear repair turn times, piece volume moved through each individual facilty and quality standard checks.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
56	Describe your payment terms and accepted payment methods.	Net 30	*
57	Describe any leasing or financing options available for use by educational or governmental entities.	LION can offer leasing through a 3rd party leasing partner.	*
58	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Distribution Partner purchase orders are submitted to a LION email that is specific to order support and then distributed for entry by region. The Sourcewell Member ID is included on the purchase order. The LION Order Entry Team Member includes the Sourcewell Member ID in a specific field when entering the order. This information can be verified by a Distribution Partner document that tracks Sourcewell sales as well as opportunities identified in the LION CRM. This information is used to generate a quarterly utilization report and administrative fee payment.	*
59	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, LION will accept p-card procurement at no additional cost.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
60	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	A set percentage off list by product category. SKU would not be applicable. List Price documents will be uploaded for each LION product category proposed in this RFP.	*
61	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	10-35% off list. A document stating product category and discount off list price will be uploaded.	*
62	Describe any quantity or volume discounts or rebate programs that you offer.	Volume discounts or rebate programs are opportunity/product specific programs that are developed in conjunction with LION Distribution Partners. Programs developed within the contract period would be offered to the end user via the LION Distribution Partner.	*
63	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	This does not apply to the LION product offering.	*
64	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	LION PPE Freight is included in the 48 contiguous states. Domestic freight to the freight forwarder is included for export orders. While LION Training Products are offered on a seperate contract be advised that freight is not included. Applicable fees may be charged for inspection, installation, set up and training based on the project.	*
65	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	PPE Shipping is listed as FOB: Origin for the 48 contiguous states. Orders shipping outside of the US, LION covers freight to the freight forwarder and distribution partner/end user is responsible for shipping to final destination.	*
66	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Alaska: LION will cover freight to the freight forwarder. Distribution Partner/End User is responsible for shipping costs to final destination. Hawaii: LION will ship direct to Hawaii via 2 day air or Ocean freight depending on size of shipment.	*
67	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Some LION Distribution partners stock LION products. In this situation, the Distribution Partner would be able to offer a shorter lead time. Freight would be determined by Distribution Partner.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
68	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Product Category Turnout Gear 35% off list Turnout Accessories 35% off list Technical Rescue TR51 35% off list USAR/Tech Rescue_Versa Pro 15% off list Med Pro_Emergency Medical Rescue Wear 15% off list Gloves 10% off list Boots 20% off list Helmets 35% off list Hoods 15% off list CBRN 15% off list Maintenace and Cleaning Services 20% off list See uploaded document. Please note that price lists submitted with this RFP are current pricing. LION will implement a price increase effective February 1, 2024.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
69	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	As part of the self audit process, LION reviews regional Distribution Partner spreadsheets and Customer Relationship Manager (CRM) opportunities to confirm Sourcewell Sales. Pricing transparency is provided with each transaction including reference to the Sourcewell Contract and LION Landing page. In addition, LION has created a specific field in our ERP system where our Order Management Specialist documents the Sourcewell Member ID during the order entry process. LION has assigned a Sourcewell Representative that reviews documentation and creates utilization reporting. The Representative and Supervisor review documentation and reporting prior to submission for payment.	*
70	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	LION includes cooperative purchasing education in distribution partner onboarding and continued education. Distribution Partners are required to communicate cooperative purchasing activities quarterly that is verified by quarterly reporting created by LION. LION has also included cooperative purchase tracking in our CRM. Field Sales Members are required to document cooperative purchasing activities during opportunity generation.	*
71	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	1% of sales under the awarded contract	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
72	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Personal Protective Equipment including Turnout Gear, Turnout Gear Accessories, Gloves, Helmets, Boots, Hoods, CBRN, USAR Gear, Tech Rescue Gear, Emergency Medical Rescue Gear, Personal Protective Equipment Care and Maintenance Services.	*
73	Describe available options for customization of the products and/or equipment offered in your proposal.	LION offers custom manufacturing. For Turnout Gear, the Customer has a choice of outershell, thermal liner and moisture barrier, pockets, trim, reinforcements department patches and lettering.	
74	Explain your processes for sizing, fitting, and the alteration of the products and/or equipment offered in your proposal, as applicable.	Sizings are scheduled by a Distribution Partner or LION Team Member with the Department. During a sizing event, garments in a range of sizes are available for department members to try on to get an accurate fit. If additional measuring is necessary , the Sizing Team Member will take critical measurements using a tape measure to insure the proper the sized garment is ordered. Sizing information is documented on a sizing form or in the LION Electronic Sizing Tool. When the order is being submitted using a paper form, the Distribution Partner submits their Purchase Order, Garment Specification and Sizing information. When the Electronic Sizing Tool is used, member information (i.e. name, location, etc) is imported into the software. During the sizing, the Sizing Team member identifies the members record and documents the sizing information. When sizing is complete, the Distribution Partner will submit the order via the Electronic Sizng Tool. The LION Order Entry Team Member will confirm information and submit order into LION system.	
75	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Personal Protective Equipment including Turnout Gear, Turnout Gear Accessories, Gloves, Helmets, Boots, Hoods, CBRN, USAR Gear, Tech Rescue Gear, Emergency Medical Rescue Gear, Personal Protective Equipment Care and Maintenance Services.	*

Table 148: Depth and 8readth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
7	Protective Clothing	(•) Yes ( ) No	Turnouts and RescueWear. StationWear and Uniforms included in a seperate RFP.
77	Helmets and related accessories	(•) Yes ( ) No	Helmets and helmet accessories.
78	Other related equipment and accessories	(•) Yes ( ) No	Personal Protective Equipment that is demonstrated in the LION documentation included with this RFP.
79	Firefighting apparel and station-wear	(•) Yes ( ) No	StationWear and Uniforms included in a separate RFP.
80	Extractors, laundry machines, mechanical dryers, drying and storing racks	( ) Yes (•) No	LION does not offer these products.
81	Cleaning and decontamination service and maintenance	(•) Yes ( ) No	LION TotalCare
82	Firefighting PPE cleaning supplies	(•) Yes ( ) No	LION TotalCare
83	Cleaning equipment for other firefighting equipment and tools	( ) Yes (•) No	LION does not offer these products.
84	Services Related to the equipment described above	(•) Yes ( ) No	LION TotalCare

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, of Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- Pricing - LION Discount Off List and List Price Documents.zip - Tuesday January 02, 2024 14:43:44
- Financial Strength and Stability - Corporate Trade References 2023.pdf - Tuesday January 02, 2024 14:40:52
- Marketing Plan/Samples - LION Capabilities and Core Beliefs.zip - Wednesday January 03, 2024 10:53:51
- WMBE/MBE/SBE or Related Certificates - LION Certifications.zip - Tuesday January 02, 2024 14:49:28
- Warranty Information - UserGuide_Warranty.pdf - Wednesday January 03, 2024 12:21:49
- Standard Transaction Document Samples (optional)
- Requested Exceptions - RFP010424 EXCEPTION.pdf - Tuesday January 02, 2024 15:02:14
- Upload Additional Document - LION Additional Documentation.zip - Wednesday January 03, 2024 12:43:55

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Melissa Kirk, Distribution Sales Manager, LION

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_5_Firefighting PPE and Related Equipment Cleaning_RFP_010424 Fri December 15 2023 12:51 PM	☑	1
Addendum_4_Firefighting PPE and Related Equipment Cleaning_RFP_010424 Thu December 14 2023 01:51 PM	☑	1
Addendum_3_Firefighting PPE and Related Equipment Cleaning_RFP_010424 Mon December 4 2023 04:00 PM	☑	1
Addendum_2_Firefighting PPE and Related Equipment Cleaning_RFP_010424 Thu November 30 2023 10:28 AM	☑	2
Addendum_1_Firefighting_PPE_and_Related_Equipment_Cleaning_RFP_010424 Thu November 9 2023 04:34 PM	☑	1

Resolution No. 26-037

Introduced in Council:	Adopted by Council:
March 16, 2026	
Introduced by:	Referred to:
Joseph Jenkins	Finance

Resolution No. 26-037 – Authorizing the Mayor or City Manager to purchase a new Ford F250 Regular Cab 4x4 Pick Up Truck for the Public Grounds Department from Thornhill Ford Auto Group in the amount of $43,603.00, to replace the Public Grounds Carriage Trail truck on a regular replacement schedule, pursuant to a competitively bid statewide contract. This purchase is funded by the continued support of The Mr. and Mrs. Richard Ayre Fund, administered by the Greater Kanawha Valley Foundation.

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

That the Mayor or City Manager is authorized to purchase a new Ford F250 Regular Cab 4x4 Pick Up Truck for the Public Grounds Department from Thornhill Ford Auto Group in the amount of $43,603.00, to replace the Public Grounds Carriage Trail truck on a regular replacement schedule, 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

567/370 Public Grounds
Carriage trail truck

Date: 2/26/2026

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new Ford F-250 Regular Cab 4x4 Pick up truck off the WV State Contract.

Purchase justification: This is replacing Public Grounds Carriage Trail Truck 567/370. This is on its regular replacement schedule off the WV State Contract CMA MVTRUCK26B

If approved, the total purchase price will be: $43,603.00

(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. THORNHILL FORD Price Quote: $43,603.00
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 CMA MVTRUCKS26B

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: Kevin 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 24 - Automobile
Large Pick Up Regular Cab

Vendor Name:	Throwhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-365-1289
Model Name & Number:	F250 F2B	**Email:**	Charles.Ellis6@ThrowhillAutomotive.com

Vehicle Requirements:

Classification:	Large Pick Up Reg Cab
Drive:	4 Wheel/All wheel
Passenger seating:	2 minimum (including driver)
Doors:	2, minimum
Wheelbase:	133 in., minimum
GVWR:	8650 lbs. min, 10,000 lbs. max.
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Bed Length:	Standard length meeting specifications
Switches:	Minimum three (3) Factory Installed Up-Fitter switches
Bedliner:	Installed Spray-In Liner
Additional Requirments	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
UM	Black
M7	Gray
Z1	White

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	[illegible]
Flex-fuel	$ 43603.00
Diesel	[illegible]
CNG/Bifuel	$
Hybrid	$

Options:

FOB Dealership: (Deduct)	$ 0
FOB 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 50130
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 MVTRUCK26B 1	**Procurement Folder:**	1823703
Document Name:	CMA MVTRUCK26B	**Reason for Modification:**	
Document Description:	MVTRUCK26 - 2026 OR LATEST MODEL VEHICLE	AWARD OF CRFQ 0212 SWC2600000002	
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

Vendor Customer Code: 000000111679
THORNHILL GROUP INC dba Thornhill Ford
500 FORD FAIRLANE

CHAPMANVILLE WV 25508
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		

DEPARTMENT CONTACT

Requestor Name: Mark A Atkins
Requestor Phone: (304) 558-2307
Requestor Email: mark.a.atkins@wv.gov

2026
FILE LOCATION _____

INVOICE TO

VARIOUS AGENCY LOCATIONS

AS INDICATED BY ORDER

No City WV 99999

US

SHIP TO

STATE OF WEST VIRGINIA

VARIOUS LOCATIONS AS INDICATED BY ORDER

No City WV 99999

US

CR 11-10-25

Purchasing Division's File Copy

Total Order Amount:	Open End

MA 10/28/2025

PURCHASING DIVISION AUTHORIZATION
DATE: 11/10/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 11/13/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 11-13-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, THORNHILL GROUP INC dba THORNHILL FORD., agrees to enter with the State of West Virginia, into an Open-End Statewide Contract to provide 2026 or Latest Model Motor Vehicles per the Specifications, Terms & Conditions, Bid Requirements, and the Vendor's bid received 10/21/2025, incorporated herein by reference and made apart thereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25100000			EA	0.000000
	Service From	**Service To**		**Service Contract Amount**	
				0.00	

Commodity Line Description: MVTRUCK26

Extended Description:
MVTRUCK26 - 2026 or LATEST MODEL VEHICLE

See attached Exhibit_A Pricing Page(s) for Contract Pricing.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or **"Proposal"** means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☑ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of One (1) Year _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to One (1) _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☑ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☑ **Commercial General Liability Insurance** in at least an amount of: $1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☑ Garage Keepers Insurance in at least an amount of $1,000,000.00 per occurrence will be acceptable in lieu of Commercial General Liability Insurance as listed above.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☑ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

> **SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☑ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☑ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

    1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars ($2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

    2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars ($50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least $1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

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

(Printed Name and Title) CHARLES ELLIS Fleet/Gen. mgr.

(Address) 500 FORD FAIRLANE CHAPMANVILLE WV 25508

(Phone Number) / (Fax Number) 304-855-1289 304-855-1451

(email address) Charles.Ellis@thornhillautomotive.com

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

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Thornhill Ford
(Company)

Charles Ellis
(Signature of Authorized Representative)

Charles Ellis Fleet/Gen. mgr.
(Printed Name and Title of Authorized Representative) (Date)

304-855-1289 304-855-1451
(Phone Number) (Fax Number)

Charles.Ellis@thornhillautomotive.com
(Email Address)

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of all State Agencies and political subdivisions to establish a Statewide, Open-End contract for 2026, or latest model year, Motor Vehicles – Classes 20-40.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

   2.1 **"CNG/ Bi-fuel motor vehicle"** means a motor vehicle that can operate on either an alternative - Certified Natural Gas or conventional fuel based on driver selection.

   2.2 **"Contract Item"** or **"Contract Items"** means the list of items identified in Section 3.1 below and on the Pricing Pages.

   2.3 **"E85"** means an alternative fuel that is a high-level gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and season.

   2.4 **"Flexible fuel motor vehicle"** means a vehicle that can operate on a combination of alternative and conventional fuels concurrently.

   2.5 **"Gross Vehicle Weight Rating (GVWR)"** means the maximum loaded weight (including curb weight, operator & passenger weight, and payload) in pounds (lbs.) of a single vehicle. Vehicle manufacturers specify the maximum GVWR on the vehicle certification label.

   2.6 **"Hybrid"** means Hybrid-electric vehicle which uses a combination of a gasoline engine and electric motor(s). (See Section 3.1.1.3)

   2.7 **"Manufacturer/Brand"** means the name of the maker of the contract item which will be supplied by the vendor.

   2.8 **"Model & Number"** means the model name and model number associated with the contract item as defined by the manufacturer.

   2.9 **"OEM"** means Original Equipment Manufacturer.

   2.10 **"Powertrain"** means the group of components used to transmit engine power to the wheels. The powertrain includes the engine, clutch, transmission, universal joints, drive shaft, and rear-axle gears.

2.11 "Pricing Pages" means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit_A and used to evaluate the Solicitation responses.

2.12 "QVM" means Qualified Vehicle Modifier.

2.13 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.14 "Vehicle class" means the designation of motor vehicle types that include sedans, sport utility vehicles, and trucks, or different categories of vehicles according to requirements specified herein.

2.15 "Vendor Name" means the company name of the vendor (Manufacturer Authorized Dealership) who will be supplying the contract item(s) to the State of West Virginia.

2.16 "VIN" means Vehicle Identification Number provided by the manufacturer.

2.17 "Warranty" means the written guarantee issued with new motor vehicles or related equipment. It defines the manufacturer's responsibility for the repair or replacement of defective parts and other services provided as part of the purchase price. A warranty can be nullified if the user does not follow certain stipulations of the manufacturer, such as preventive maintenance.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Vehicle Class 20 thru 40:

3.1.1.1 Standard Equipment Requirements – The following are mandatory as related to the standard equipment requirements of each vehicle class. Each vehicle class must contain the following unless otherwise noted.

A. Automatic Transmission

B. Power Steering
C. Power/ABS Brakes

D. Minimum AM/FM Radio, Bluetooth/handsfree compatible, installed

E. Manufacturer's Standard Tint Glass

F. Exterior power, left and right mirrors

G. License plate mounts located on the front and rear bumpers. Prior to delivery, all vehicles must be pre-drilled, with hardware installed, to meet specifications that require both front and rear license plates. Any vehicle delivered without such plate mounts will be rejected.

H. All-season tires

I. Manufacturer's standard spare tire with jack when available as standard equipment unless specifically requested on pricing page.

J. Factory Installed rear window defogger for all vehicles (except regular cab trucks).

K. Front bucket seats for all vehicles except trucks

L. Factory Installed air conditioning. The following vehicle classes must include rear air conditioning and heating – Class 20, 21, and 22.

M. Installed floor mats for all vehicles.

N. Factory Installed front driver and passenger air bags

O. Installed power windows and locks on all doors except for Vans where power windows and locks on all doors are not available as an option from the manufacturer. Van vendors will provide power windows and locks where applicable.

P. Factory installed tilt wheel and cruise control

Q. Factory installed keyless entry

R. Factory installed "fleetside" bed for trucks (excluding Cab & Chassis Classes).

S. Factory installed Reverse/Rear backup camera (excludes Classes 23, 33-40).

T. Splash guards-mud flaps for all trucks.

3.1.1.2 Unspecified Accessories & Features: All parts, equipment, accessories, material, design and performance characteristics not specified herein, but which are necessary to provide a complete unit, must be furnished with each unit and required to conform to strength, quality of material, and quality of workmanship to those which are advertised and provided to the market in general by the unit industry.

3.1.1.2.1 All parts and accessories advertised and regularly supplied as standard shall be included except those which would represent duplication of parts and accessories specified and except those which, by specification, are not to be furnished.

3.1.1.2.2 All standard safety features, required by Federal and State law, shall be included.

3.1.1.2.3 Vehicles must have all equipment found on the manufacturer's base model plus other equipment requirements, packages, items, etc. needed to meet the specifications for each order vehicle class placed against the contract.

3.1.1.2.3.1 Vehicles must not have manufacturer's base model equipment deleted unless specifically required within the specifications for that vehicle.

3.1.1.2.3.2 Packages that are designated for police use or special service vehicles (non-civilian) use <u>will not be accepted.</u>

3.1.1.3 Fuel Type: All vehicles shall be gasoline powered unless otherwise stated. Flex fuel (E85). Diesel, CNG/Bifuel, Hybrid should also be quoted if available.

A. All alternative vehicles (Hybrid & CNG/Bi-Fuel) must have the capacity to Travel a minimum of 150 miles before refueling.

B. All-natural gas devices must be OEM or QVM Certified, and EPA approved.

C. Hybrid Vehicles must meet the following requirements -

a. Hybrid Vehicles must have both an internal combustion engine and an electric motor.

b. Hybrid Vehicles bid must be capable of driving on only electric power.

3.1.1.4 Pre-delivery inspection: Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's proscribed procedures which includes but is not limited to:

A. Complete vehicle lubrication;

B. Confirm oil level, fill crank case as needed, top off all fluids;

C. Adjust engine to proper operating condition;

D. Verify tire pressure and corrected as necessary;

E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires;

F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window

stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.

G. Include a minimum of one owner's manual;

H. Upon delivery, the vehicles fuel tanks shall be full of fuel;

I. Include temporary license plate and registration;
i. Temporary License plate may be waived at the agency's discretion.

J. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered;

K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected;

L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments as necessary.

3.1.1.5 **Workmanship:** Vehicles shall be free from defects that may impair their operation, safety, emissions, and serviceability, or detract from appearance.

3.1.1.6 **Operator's Manuals:** The manufacturer shall furnish with the vehicle at least one copy of all warranty information and handbooks for the vehicle and any special equipment furnished with, or as a part of, the vehicle. This information shall be in hard copy form. The handbooks shall include as a minimum the vehicles operator's manual, vehicle maintenance handbook, and special equipment handbook.

3.1.1.7 Statement of Origin or Bill of Sale: Unless otherwise specified, manufacturer's Statement of Origin or Bill of Sale showing the applicable purchase order number for each vehicle procured shall be provided. The document shall be forwarded to the agency's address shown on the equipment contract order prior to shipment. Vehicle safety/emission tests are the responsibility of the requisition agency.

A. All vehicle identification numbers (VIN) must be supplied to the Fleet Management Division by email, referencing the purchase order, release order, or other procurement acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to the following email address: fleet@wv.gov. This information must be received within ten (10) working days prior to the delivery of each vehicle.

B. Upon delivery of the vehicle, All documentation (Title Application, Statement of Origin, Delivery/Odometer Statement, Lease Agreement, copy of temporary license plate registration, etc.) in original form must be mailed or hand carried to:

Department of Administration
Fleet Management Division
2310 Kanawha Blvd. E,
Charleston, WV 25311
304-352-6079
https://fleet.wv.gov

3.1.1.8 Warranty: The following are mandatory requirements as related to the warranty:

A. Basic Comprehensive Warranty Coverage - The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be 3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).

B. Basic Corrosion and Powertrain Warranty Coverage - the vendor shall provide the

manufacturers' standard Basic Corrosion and Powertrain Warranty.

C. The warranty shall include furnishing, without cost to the agency, (FOB vendors nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The State may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.

D. Warranty Extensions - If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage on the whole or any component of the vehicle, in the form of time and/or mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.

3.1.1.9 **Product Conformance:** the products provided shall meet the salient characteristics of this specification, conform to the manufacturer's own drawings, specifications, standards and quality assurance practices, and be the same product offered for sale in the commercial market.

3.1.1.10 **REPORTS:** The Vendor shall provide to the State of West Virginia's primary contact person quarterly utilization reports by vehicle class containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

3.1.1.10.1 Class Number;
3.1.1.10.2 Ordering Entity;
3.1.1.10.3 Purchase Order Number;

3.1.1.10.4 Description;
3.1.1.10.5 Quantity.

These reports must be provided in Excel format and sent via email to the Purchasing Division Buyer (mark.a.atkins@wv.gov) on a quarterly basis as follows:

PERIOD END	REPORT DUE
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

NOTE: Failure to provide the required reports may result in cancellation of contract and exclusion from future bid participation.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the vendors that provide the Contract Items meeting the required specifications for the lowest Unit Price depending on fuel type per vehicle class as shown on the Pricing Pages.

Each vehicle fuel type (Gasoline, Flex-fuel, Diesel, CNG/Bifuel, and Hybrid) contained in a given class, represents an opportunity for a separate bid response. Vendors wishing to bid multiple vehicles for a single classification must submit a separate pricing sheet for each vehicle being bid. The Vendor Name, Manufacturer/Brand and Model Name and Number section should be completed on each pricing page submitted. Each of these vehicle fuel types shall be evaluated independently and awarded to the lowest responsible bidder meeting the specifications of the given vehicle fuel type in that vehicle class.

4.2 Life of Contract: This contract shall become effective upon award and extends for one year or until such time as the vendor notifies the Purchasing Division that the model year build-out date has been reached, unless the

vendor chooses to supply next model year vehicles at the price quoted, or until contracts are issued for the next model year.

4.3 Pricing Pages: Vendor should complete the Pricing Pages by responding to the information requested in the "Vendor Name", "Manufacturer/Brand", "Model Name & Number", "Vendor Contact", "Phone Number", "Email Address", "Standard Color Code", "Color Description", and "Unit Price" fields for each vehicle class.

4.3.1 "Unit Price" segment: The Unit Price is the base vehicle price including standard equipment requirements, vehicle requirements and any additional requirements for the given vehicle class.

4.3.2 "Options" segment: Mileage charges for delivery should be listed under the "Options" section of each vehicle class pricing page. FOB Dealership (Deduct) and FOB Other than Metro Charleston refers the delivery charges, that, at time of order, the vendor will add to or deduct from their final bid amount for each vehicle class awarded. If no response is received in either the FOB Dealership (deduct) or FOB Other than Metro Charleston fields, it will be deemed the vendor will not be charging delivery and delivery charges will not be accepted. These options will not be evaluated as part of the award.

General: Vendors should read the complete solicitation documents carefully and complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Mark.A.Atkins@wv.gov

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Agency Ordering Procedure: WV State Agencies under WV Code 5a-3 (Purchasing Division) shall issue a Delivery Order. The Delivery Order and following corresponding form: DOA-FM-59 Vehicle Request Form shall be submitted to the Department of Administration, Fleet Management Division for approval. If subject to the Governor's Office authority, the Agency shall seek approval prior to issuing the Deliver Order.

The purchase requisition must be thoroughly completed and must contain the following: the contract number from which the vehicle is being procured and must be properly signed by all appropriate parties. Additionally, emergency orders must clearly be stated on the purchase requisition.

Failure to meet the above requirements will result in the requisition being returned to the issuing agency for correction. Please refer to Appendix_G of the Purchasing Division Handbook for additional instructions and examples of delivery order information required.

5.3 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Vehicles may be purchased from this contract by any West Virginia State agency. West Virginia state agencies will either remit payment directly or use a third-party financing company on contract with the State of West Virginia. The Department of Administration, Fleet Management Division (FMD) arranges third-party financing.

The time required for third party financing does not differ from the time required for payment directly from the state as both are normally made within 30 business days from delivery of vehicle and corresponding invoice. Actual time required to process payment may vary.

NOTE: Vendor acceptance of P-Card for payment is NOT REQUIRED and dealer documentation fees shall not be permitted for any purchase(s) under this agreement.

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 120 working days after orders are received. Vendor shall deliver emergency orders 60 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

Standard order delivery shall be F.O.B. destination to West Virginia Surplus Property located at 2700 Charles Avenue Dunbar, WV 26064 or to agencies located in the Charleston Metro Area only.

6.1.1 For deliveries made to West Virginia Surplus Property;

6.1.1.1 Vendor must receive prior approval from Surplus Property to deliver vehicles.

6.1.1.2 The delivery request must be made at least fourteen (14) calendar days in advance.

6.1.1.3 The delivery request must contain the VIN number of the vehicle to be delivered.

6.1.1.4 The vendor must provide a copy of the Central Delivery Order (CDO) or Agency Purchase Order (PO) with the delivery request.

6.1.1.5 Surplus Property will accept a maximum amount of ten (10) vehicles per day.

6.1.1.6 No deliveries will be accepted before 9:00 AM or after 3:00 PM, ET.

6.1.1.7 Vehicles are not considered "delivered" until Surplus Property personnel complete an inspection of the delivered vehicle to ensure the vehicle's physical condition and specification requirements have been met.

6.1.1.8 Vendor or representative must sign the delivery inspection sheet prior to leaving Surplus Property. If a vendor representative fails to sign the delivery inspection sheet, the vehicle will not be considered "delivered" until WV Surplus confirms the vehicle as met all mandatory requirements.

6.1.1.9 Any vehicle that has physical damage or missing components (options) as required in the Contract specifications, may be rejected and/or returned to the vendor at no cost to the agency or Surplus Property.

6.1.1.10 The **Surplus Property Vehicles Coordinator** can be contacted at 304-766-2626.

6.1.2 For deliveries not made to the West Virginia Surplus Property:

6.1.2.1 All vehicles must be delivered to the "ship to" section indicated on the purchase requisition form.

6.1.2.2 Vendors must contact the Fleet Management Division at 1-855-817-1910 prior to delivery.

6.1.2.2.1 VIN number must be provided ten (10) calendar days prior to delivery to Fleet Management Division.

6.1.2.2.2 Delivery Order or Purchase Order number must be provided with VIN number.

The following State Agencies require twenty-four (24) hour advance notice prior to delivery:

Division of Highways	West Virginia State Police
Division of Natural Resources	Higher Education (Colleges)
Division of Forestry	Elected Officials

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Vendor shall pay liquidated damages in the amount of .5% (.005) of the agency's purchase requisition amount for delivery delays beyond 120 calendar days. This amount will be assessed daily until order is completed in full. The liquidated damages only apply when the vendor does not notify the agency to arrange shipping prior to the 120 days required.

Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor may add a supplementary per mile charge for delivery to locations other than West Virginia Surplus Property and should provide this information in the "Options" section of each vehicle class pricing page.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) calendar days of being notified that item is unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
7.1.2 Failure to comply with other specifications and requirements contained herein.
7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.
7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.3 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Charles Ellis
Telephone Number: 304-855-1289
Fax Number: 304-855-1451
Email Address: charles.ellis@hunnicuttautomotive.com

Class 21 - Automobile
Full Size Van

Vendor Name: Thornhill Ford
Manufacturer/Brand: Ford
Model Name & Number: Transit X24

Vendor Contact: Charles Ellis
Phone No.: 304-355-1299
Email: Charles.Ellis@Thornhillautomotive.com

Vehicle Requirements:

Classification:	Full Size Van
Drive:	Rear wheel
Passenger seating:	12 minimum (including driver)
Doors:	5, minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing
Wheelbase:	134 in., minimum
GVWR:	6250 lbs. min, 9930 lbs. max.
Engine:	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**
YZ	OX Ford White
PQ	Race Red
BY	School Bus Yellow

Vendor Bid Response:

Vehicle fuel type	Unit Price
~~Gasoline~~	~~$ 51846.00~~
Flex-fuel	$ 51846.00
Diesel	$ -
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct) $ 0

FOB Other than Metro Charleston - Per Mile $ 0

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

Class 22 - Automobile
Full Size Van

Vendor Name: Thornhill Ford
Manufacturer/Brand: Ford
Model Name & Number: Transit X2Y

Vendor Contact: Charles Ellis
Phone No.: 304-855-1289
Email: Charles.Ellis@Thornhillautomotive.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
GVWR:	6250 lbs. min, 9930 lbs. max.
Engine:	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**
YZ	White
PQ	Race Red
BY	School Bus Yellow

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	[illegible]
Flex-fuel	$ 53136.00
Diesel	$ -
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct) $ 0

FOB Other than Metro Charleston - Per Mile $ 10

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

Class 23 - Automobile
Cargo Van

Vendor Name:	Thornhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-855-1289
Model Name & Number:	Transit E14	**Email:**	CharlesEllis@ThornhillAutomotive.com

Vehicle Requirements:

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

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**
UM	Black
M7	Gray
Z1	White

Vendor Bid Response:

Vehicle fuel type	Unit Price
~~Gasoline~~	~~$ 42236.00~~
Flex-fuel	$ 42236.00
Diesel	$ -
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Class 24 - Automobile
Large Pick Up Regular Cab

Vendor Name:	Thornhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-855-1289
Model Name & Number:	F250 F2B	**Email:**	Charles.Ellis6@ThornhillAutomotive.com

Vehicle Requirements:

Classification:	Large Pick Up Reg Cab
Drive:	4 Wheel/All wheel
Passenger seating:	2 minimum (including driver)
Doors:	2, minimum
Wheelbase:	133 in., minimum
GVWR:	8650 lbs. min, 10,000 lbs. max.
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Bed Length:	Standard length meeting specifications
Switches:	Minimum three (3) Factory Installed Up-Fitter switches
Bedliner:	Installed Spray-In Liner
Additional Requirments	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
UM	Black
M7	Gray
Z1	White

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~~	~~$ [illegible]~~
Flex-fuel	$ 43603.00
~~Diesel~~	~~$ [illegible]~~
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Class 25 - Automobile
Large Pick Up Extended Cab

Vendor Name:	Thornhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-955-1289
Model Name & Number:	F250 X2B	**Email:**	Charles.Ellis@ThornhillAutomotive.com

Vehicle Requirements:

Classification:	Large Pick Up Extended Cab
Drive:	4 Wheel/All wheel with High/Low Range
Passenger seating:	4 minimum (including driver)
Doors:	4, minimum
Wheelbase:	141 In., minimum
GVWR:	8600 lbs. min, 10,000 lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines
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:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up-Fitter Switches.
Slush/All Weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.
Bed Length:	Short
Bedliner:	Installed Spray-In Liner
Sliding rear window:	Not Required
Additional Requirements:	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
UM	Black
M7	Gray
Z1	White

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	$ [illegible]
Flex Fuel	$ 42999
Diesel	$ [illegible]
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Class 26 - Automobile
Large Pick Up Crew Cab

Vendor Name: Thornhill Ford
Manufacturer/Brand: Ford
Model Name & Number: F250 W2A

Vendor Contact: Charles Ellis
Phone No.: 304-545-1289
Email: Charles.Ellis@thornhillautomotive.com

Vehicle Requirements:

Classification:	Large Pick Up Crew Cab
Drive:	Rear Wheel
Passenger seating:	5 minimum (including driver)
Doors:	4 full doors, minimum
Wheelbase:	148 in., minimum
GVWR:	8,750 lbs. min, 10,000 lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up-Fitter Switches.
Additional Requirements:	Factory Running Boards/Step Bars, cab length
Bedliner:	Installed Spray-In Liner

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
UM	Black
M7	Gray
Z1	White

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	$ 45598.00 -
Flex-fuel	$ 45598.00 -
Diesel	$ 55684.00 -
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Class 27 - Automobile
Large Pick Up Crew Cab

Vendor Name:	Thornhill Ford
Manufacturer/Brand:	Ford
Model Name & Number:	F250 W2B

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

Vehicle Requirements:

Classification:	Large Pick Up Crew Cab
Drive:	4WD
Passenger seating:	5 minimum (including driver)
Doors:	4 full doors, minimum
Wheelbase:	148 in., minimum
GVWR:	8,750 lbs. min, 10,000 lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up-Fitter Switches.
Bed:	Minimum 8 Ft Bed.
Bedliner:	Installed Spray-In Liner
Additional Requirements	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
UM	BLACK
M7	GRAY
Z1	White

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	[redacted]
Flex-fuel	$ 48835
Diesel	[redacted]
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Class 28 - Automobile
Large Pick Up Crew Cab

Vendor Name:	Thornhill Ford	**Vendor Contact:**	Charles Ellis
Manufacturer/Brand:	Ford	**Phone No.:**	304-855-1289
Model Name & Number:	F250 W2B	**Email:**	Charles.Ellis@Thornhillautomotive.com

Vehicle Requirements:

Classification:	Large Pick Up Crew Cab
Drive:	4 Wheel/All Wheel with High and Low Range
Passenger seating:	5 minimum (including driver)
Doors:	4 full doors, minimum
Wheelbase:	148 in., minimum
GVWR:	8,800 lbs. min, 10,000. lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
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:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up-Fitter Switches.
Bed:	Short bed
Bedliner:	Installed Spray-In Liner
Slush/All-weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.
Sliding Rear Window:	Not Required
Additional Requirements:	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	**Color Description**
YM	Black
M7	Gray
Z1	White

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	$ [illegible] -
Flex-fuel	$ 49,505.00 -
Diesel	$ [illegible] -
CNG/Bifuel	$ -
Hybrid	$ -

Options:

FOB Dealership: (Deduct)	$ 0
FOB Other than Metro Charleston - Per Mile	$ 0

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

Bill No. 8069

Introduced in Council	**Adopted by Council:**
March 2, 2026	
Introduced by:	**Referred to:**
Joseph Jenkins	**Finance**

Bill No. 8069 - A BILL to amend and reenact Article II, Section 54-71 and 54-74 of the Municipal Code of the City of Charleston, relating to adding a definition for paramedic intercept and adding the paramedic intercept fee to the schedule of charges for ambulance services.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Article II, Sections 54-71 and 54-74 of the Municipal Code of the City of Charleston is hereby amended to read as follows:

ARTICLE II. - FIRE DEPARTMENT

DIVISION 2. - EMERGENCY MEDICAL SERVICES DIVISION

Sec. 54-71. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALS means advanced life support administered by a paramedic. ALS-1 means the patient receives treatment such as Monitor, NTG, 2 or less IV, IM, SQ, IO, LS medications going to an emergency department. ALS-2 means the patient receives advanced ALS treatment such as intubation, defibrillation, chest decompression or 3 or more IV, IM, SQ, IO, SL medications. ALS-N means non-emergency transportation where ALS is administered.

Ambulance means any motor vehicle equipped with advanced life support and basic life support equipment capable of transporting a patient in a reclining position.

Ambulance service system means an organized, fully coordinated network of individuals capable of effecting a fully coordinated response to every emergency medical incident, modified

appropriately by the context of the compelling demands upon the system at any point in time. Essential components include but are not limited to:

(1) CPR training of the general public;
(2) Single point termination telephone access to the system;
(3) Fully centralized professional in direct radio contact with each paramedic and ambulance operating in the system;
(4) Continuing medical education in accordance with state requirements;
(5) Advanced life support ambulances;
(6) Rapid response times to all emergencies; and
(7) Routine physician supervision in the treatment of patients.

BLS means basic life support administered by an EMT or paramedic. BLS-E means basic life support provided to a patient going to an emergency department. BLS-N means basic life support provided to patient during non-emergency transportation.

Emergency medical technician-basic means one who has successfully completed the course for certification as an emergency medical technician-basic as established by the commissioner or authorities recognized and approved by the commissioner.

EMS means emergency medical services.

Medical director means a licensed physician appointed by the mayor, with the consent of the city council, who generally is charged with the responsibility of overseeing the ambulance service system from a medical perspective.

Paramedic means one who has successfully completed the course for certification as an emergency medical technician-paramedic or paramedic established by the commissioner or authorities recognized and approved by the commissioner.

Paramedic intercept means advanced life support (ALS) services that are provided to a patient that is being transported by an entity other than the Charleston Fire Department. These services include, but are not limited to, paramedic assessments for patients transported in a vehicle operated by another governmental entity.

Sec. 54-74. - Schedule of charges for ambulance services.

(a) In conformity with section 54-43(6) authorizing the Chief of the Fire Department of the City of Charleston to carry out the purposes of this article, including, but not limited to billing, the following charges for ambulance related services are hereby adopted:

ALS-1 loading fee $681.84
ALS-2 loading fee $687.39
ALS-N $681.84
BLS-E loading fee $414.47
BLS-N $313.09
Oxygen charge $25.00
Paramedic intercept fee $300.00
ALS mileage fee, per mile $9.02
BLS mileage fee, per mile $9.02

(b) The city council shall have the right to revise from time to time the schedule of rate and charges enacted herein.

(c) Such schedule of charges shall be effective upon final passage of this section and shall be assessed by and payable to the city collector who is hereby authorized and adopt such rules and regulations as may be necessary for him or her to accomplish the purposes hereof, including but not limited to the right to contract with outside collection services to effect the purposes hereof as he or she may deem appropriate.

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department Name	Code	Type	Current Month Budget	Actual	Variance	%	Year To Date Budget	Actual	Variance	%	Annual Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	212,318	208,716	3,603	1.70%	306,682	97,966
		IPT	-	-	-		-	-	-		-	-
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**23,591**	**23,238**	**353**	**1.50%**	**212,318**	**208,716**	**3,603**	**1.70%**	**306,682**	**97,966**
Mayor - CARE Office	409-02	Regular	9,915	13,151	(3,236)	-32.64%	89,231	92,539	(3,308)	-3.71%	128,889	36,350
		IPT	-	-	-		-	-	-		-	-
Budget	**2**	OT	-	-	-		-	-	-		-	-
Actual	**2**	**Total**	**9,915**	**13,151**	**(3,236)**	**-32.64%**	**89,231**	**92,539**	**(3,308)**	**-3.71%**	**128,889**	**36,350**
City Council	410	Regular	13,000	12,000	1,000	7.69%	117,000	100,500	16,500	14.10%	169,000	68,500
		IPT	-	-	-		-	-	-		-	-
Budget	**26**	OT	-	-	-		-	-	-		-	-
Actual	**26**	**Total**	**13,000**	**12,000**	**1,000**	**7.69%**	**117,000**	**100,500**	**16,500**	**14.10%**	**169,000**	**68,500**
City Manager - Admin.	412-00	Regular	48,371	41,714	6,657	13.76%	435,336	367,854	67,482	15.50%	628,819	260,965
		IPT	-	-	-		-	-	-		-	-
Budget	**8**	OT	-	-	-		-	-	-		-	-
Actual	**7**	**Total**	**48,371**	**41,714**	**6,657**	**13.76%**	**435,336**	**367,854**	**67,482**	**15.50%**	**628,819**	**260,965**
City Treasurer	413	Regular	10,557	10,549	9	0.08%	95,016	94,757	259	0.27%	137,246	42,489
		IPT	1,015	858	157	15.50%	9,138	8,268	870	9.53%	13,200	4,932
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**11,573**	**11,407**	**166**	**1.43%**	**104,155**	**103,025**	**1,130**	**1.08%**	**150,446**	**47,421**
City Collector	414	Regular	67,116	60,632	6,484	9.66%	604,041	576,807	27,234	4.51%	872,504	295,697
		IPT	-	-	-		-	-	-		-	-
Budget	**16**	OT	-	-	-		-	-	-		-	-
Actual	**14**	**Total**	**67,116**	**60,632**	**6,484**	**9.66%**	**604,041**	**576,807**	**27,234**	**4.51%**	**872,504**	**295,697**
City Clerk	415	Regular	11,770	11,539	231	1.96%	105,931	103,766	2,166	2.04%	153,012	49,246
		IPT	-	-	-		-	-	-		-	-
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**11,770**	**11,539**	**231**	**1.96%**	**105,931**	**103,766**	**2,166**	**2.04%**	**153,012**	**49,246**
Municipal Court	416	Regular	26,108	25,922	186	0.71%	234,976	233,965	1,011	0.43%	339,410	105,445
		IPT	769	1,158	(389)	-50.54%	6,923	8,777	(1,854)	-26.78%	10,000	1,223
Budget	**8**	OT	2,055	764	1,290	62.80%	18,492	9,894	8,598	46.50%	26,711	16,817
Actual	**8**	**Total**	**28,932**	**27,845**	**1,088**	**3.76%**	**260,391**	**252,636**	**7,755**	**2.98%**	**376,121**	**123,485**

Prepared: 3/9/2026
Finance Director

Month has 2 pay periods (1/25/2026 - 2/21/2026)
YTD has 18 pay periods (6/15/2025 - 2/21/2026)

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department Name	Code	Type Wages	Current Month Budget	Actual	Variance	%	Year To Date Budget	Actual	Variance	%	Annual Budget	Available
City Attorney	417	Regular	38,845	36,550	2,295	5.91%	349,603	332,069	17,533	5.02%	504,982	172,913
		IPT	-	-	-		-	-	-		-	-
Budget	**6**	OT	-	-	-		-	-	-		-	-
Actual	**6**	**Total**	**38,845**	**36,550**	**2,295**	**5.91%**	**349,603**	**332,069**	**17,533**	**5.02%**	**504,982**	**172,913**
Accounting	418	Regular	23,774	23,459	314	1.32%	213,962	210,831	3,131	1.46%	309,056	98,225
		IPT	-	-	-		-	-	-		-	-
Budget	**5**	OT	-	-	-		-	-	-		-	-
Actual	**5**	**Total**	**23,774**	**23,459**	**314**	**1.32%**	**213,962**	**210,831**	**3,131**	**1.46%**	**309,056**	**98,225**
Engineering - General	420-00	Regular	41,158	27,241	13,917	33.81%	370,423	350,947	19,476	5.26%	535,055	184,108
		IPT	-	-	-		-	-	-		-	-
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**5**	**Total**	**41,158**	**27,241**	**13,917**	**33.81%**	**370,423**	**350,947**	**19,476**	**5.26%**	**535,055**	**184,108**
Engineering - Stormwater	420-01	Regular	11,497	6,273	5,224	45.44%	103,472	90,466	13,006	12.57%	149,459	58,993
		IPT	-	-	-		-	-	-		-	-
Budget	**2**	OT	-	-	-		-	-	-		-	-
Actual	**2**	**Total**	**11,497**	**6,273**	**5,224**	**45.44%**	**103,472**	**90,466**	**13,006**	**12.57%**	**149,459**	**58,993**
MOECD	421	Regular	32,592	31,285	1,307	4.01%	293,330	287,222	6,108	2.08%	423,699	136,477
		IPT	800	1,210	(410)	-51.28%	76,800	81,768	(4,968)	-6.47%	80,000	(1,768)
Budget	**7**	OT	-	-	-		-	2,615	(2,615)		-	-
Actual	**7**	**Total**	**33,392**	**32,495**	**897**	**2.69%**	**370,130**	**371,605**	**(1,475)**	**-0.40%**	**503,699**	**134,709**
Human Resources	422	Regular	33,020	32,658	362	1.10%	297,177	291,032	6,145	2.07%	429,255	138,223
		IPT	-	-	-		-	-	-		-	-
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**6**	**Total**	**33,020**	**32,658**	**362**	**1.10%**	**297,177**	**291,032**	**6,145**	**2.07%**	**429,255**	**138,223**
Devlopment Services	430	Regular	95,338	93,751	1,587	1.66%	858,038	835,934	22,104	2.58%	1,239,388	403,454
		IPT	-	-	-		-	-	-		-	-
Budget	**21**	OT	-	-	-		-	-	-		-	-
Actual	**21**	**Total**	**95,338**	**93,751**	**1,587**	**1.66%**	**858,038**	**835,934**	**22,104**	**2.58%**	**1,239,388**	**403,454**
Mail Room	431	Regular	2,867	2,811	56	1.96%	25,804	25,254	550	2.13%	37,272	12,018
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**2,867**	**2,811**	**56**	**1.96%**	**25,804**	**25,254**	**550**	**2.13%**	**37,272**	**12,018**

Prepared: 3/9/2026
Finance Director

Month has 2 pay periods (1/25/2026 - 2/21/2026)
YTD has 18 pay periods (6/15/2025 - 2/21/2026)

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	44,737	40,565	4,172	9.32%	402,634	358,029	44,604	11.08%	581,582	223,553
		IPT	-	-	-		-	-	-		-	-
Budget	**9**	OT	-	-	-		-	-	-		-	-
Actual	**8**	**Total**	**44,737**	**40,565**	**4,172**	**9.32%**	**402,634**	**358,029**	**44,604**	**11.08%**	**581,582**	**223,553**
General Services	440	Regular	37,711	34,658	3,053	8.10%	339,396	315,088	24,308	7.16%	490,239	175,151
		IPT	-	-	-		-	-	-		-	-
Budget	**11**	OT	6,224	1,357	4,867	78.19%	56,015	33,924	22,091	39.44%	80,910	46,986
Actual	**10**	**Total**	**43,935**	**36,015**	**7,919**	**18.03%**	**395,411**	**349,012**	**46,399**	**11.73%**	**571,149**	**222,137**
Constituient Services	442-01	Regular	20,579	15,744	4,835	23.49%	185,209	173,480	11,729	6.33%	267,524	94,044
		IPT	2,178	1,645	533	24.46%	19,602	9,368	10,234	52.21%	28,314	18,946
Budget	**4**	OT	-	-	-		-	-	-		-	-
Actual	**4**	**Total**	**22,757**	**17,389**	**5,367**	**23.59%**	**204,811**	**182,848**	**21,963**	**10.72%**	**295,838**	**112,990**
Morris Square Property	500	Regular	5,586	5,479	107	1.91%	50,277	49,256	1,021	2.03%	72,622	23,366
		IPT	-		-		-	-	-		-	-
Budget	**2**	OT	154	1	153	99.64%	1,385	1,612	(228)	-16.44%	2,000	388
Actual	**2**	**Total**	**5,740**	**5,480**	**260**	**4.53%**	**51,661**	**50,869**	**793**	**1.53%**	**74,622**	**23,753**
Public Works	566	Regular	17,921	17,574	347	1.94%	161,285	158,748	2,537	1.57%	232,967	74,219
		IPT	-	-	-		-	-	-		-	-
Budget	**4**	OT	385	41	344	89.32%	3,462	470	2,991	86.42%	5,000	4,530
Actual	**4**	**Total**	**18,305**	**17,615**	**690**	**3.77%**	**164,746**	**159,218**	**5,529**	**3.36%**	**237,967**	**78,749**
Public Grounds - Adm.	567-00	Regular	76,284	75,980	304	0.40%	686,559	638,039	48,519	7.07%	991,696	353,657
		IPT	-	-	-		-	-	-		-	-
Budget	**27**	OT	2,292	8,704	(6,412)	-279.75%	20,627	84,942	(64,315)	-311.79%	29,795	(55,147)
Actual	**27**	**Total**	**78,576**	**84,684**	**(6,107)**	**-7.77%**	**707,186**	**722,982**	**(15,795)**	**-2.23%**	**1,021,491**	**298,509**
Public Grounds - C/T	567-01	Regular	3,144	4,092	(948)	-30.14%	28,296	36,576	(8,280)	-29.26%	40,872	4,296
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	188	295	(107)	-56.78%	1,692	884	808	-100.00%	2,444	1,560
Actual	**1**	**Total**	**3,332**	**4,386**	**(1,054)**	**-31.65%**	**29,988**	**37,460**	**(7,472)**	**-24.92%**	**43,316**	**5,856**

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department Name	Code	Type Wages	Current Month Budget	Actual	Variance	%	Year To Date Budget	Actual	Variance	%	Annual Budget	Available
Police - Uniform	700-00	Regular	768,456	710,561	57,895	7.53%	6,916,107	6,555,104	361,003	5.22%	9,989,932	3,434,828
		OT	204,496	229,901	(25,406)	-12.42%	1,959,412	2,290,892	(331,480)	-16.92%	2,726,415	435,523
Budget	**173**	Reimb.	(3,077)	-	(3,077)	-100.00%	(27,692)	-	(27,692)	-100.00%	(40,000)	(40,000)
Actual	**153**	**Total**	**969,875**	**940,462**	**29,413**	**3.03%**	**8,847,826**	**8,845,996**	**1,830**	**0.02%**	**12,676,347**	**3,830,351**
Police - Civilian	700-01	Regular	73,262	74,400	(1,137)	-1.55%	659,361	675,705	(16,343)	-2.48%	952,411	276,706
		IPT	4,231	792	3,439	81.28%	38,077	9,571	28,506	74.86%	55,000	45,429
Budget	**23**	OT	8,015	9,058	(1,043)	-13.01%	72,132	77,877	(5,745)	-7.96%	104,191	26,314
Actual	**23**	**Total**	**85,508**	**84,249**	**1,259**	**1.47%**	**769,571**	**763,153**	**6,418**	**0.83%**	**1,111,602**	**348,449**
Fire - Uniform	706-00	Regular	748,223	810,066	(61,842)	-8.27%	7,320,533	7,779,380	(458,847)	-6.27%	10,319,009	2,539,629
		OT	140,787	109,554	31,233	22.18%	1,472,616	1,114,270	358,346	24.33%	1,947,678	833,408
Budget	**169**	Reimb.	(923)	-	(923)	-100.00%	(8,308)	-	(8,308)	-100.00%	(12,000)	(12,000)
Actual	**158**	**Total**	**888,087**	**919,619**	**(31,532)**	**-3.55%**	**8,784,841**	**8,893,650**	**(108,808)**	**-1.24%**	**12,254,687**	**3,361,037**
Fire - Civilian	706-01	Regular	7,851	7,631	219	2.80%	70,656	70,801	(145)	-0.21%	102,059	31,258
		IPT	-		-		-	-	-		-	-
Budget	**2**	OT	231	547	(316)		2,077	749	1,328		3,000	2,251
Actual	**2**	**Total**	**8,081**	**8,178**	**(97)**	**-1.20%**	**72,733**	**71,550**	**1,183**	**1.63%**	**105,059**	**33,509**
Traffic	712	Regular	38,226	34,927	3,299	8.63%	344,038	332,595	11,443	3.33%	496,944	164,349
		IPT	423	-	423	100.00%	3,808	-	3,808	100.00%	5,500	5,500
Budget	**10**	OT	1,078	484	594	55.13%	9,701	27,985	(18,283)	-188.46%	14,013	(13,972)
Actual	**9**	**Total**	**39,727**	**35,411**	**4,317**	**10.87%**	**357,547**	**360,580**	**(3,033)**	**-0.85%**	**516,457**	**155,877**
Emergency Services	716	Regular	6,525	6,397	128	1.96%	58,724	57,528	1,195	2.04%	84,823	27,295
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**6,525**	**6,397**	**128**	**1.96%**	**58,724**	**57,528**	**1,195**	**2.04%**	**84,823**	**27,295**
Street	750	Regular	208,176	164,783	43,393	20.84%	1,873,581	1,503,395	370,186	19.76%	2,706,284	1,202,889
		IPT	-	-	-		-	-	-		-	-
Budget	**72**	OT	35,465	70,516	(35,051)	-98.83%	229,188	269,601	(40,413)	-17.63%	299,050	29,449
Actual	**57**	**Total**	**243,641**	**235,299**	**8,342**	**3.42%**	**2,102,770**	**1,772,996**	**329,774**	**15.68%**	**3,005,334**	**1,232,338**

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Equipment Maintenance	754	Regular	62,823	63,582	(759)	-1.21%	565,408	576,758	(11,351)	-2.01%	816,700	239,942
		IPT	-	-	-		-	-	-		-	-
Budget	**19**	OT	5,009	23,273	(18,265)	-364.67%	45,078	60,236	(15,158)	-33.63%	65,112	4,876
Actual	**19**	**Total**	**67,832**	**86,856**	**(19,024)**	**-28.05%**	**610,485**	**636,994**	**(26,509)**	**-4.34%**	**881,812**	**244,818**
Refuse & Recycling	800	Regular	187,423	186,873	550	0.29%	1,686,808	1,728,774	(41,967)	-2.49%	2,436,500	707,726
		IPT	-	-	-		-	-	-		-	-
Budget	**66**	OT	22,489	5,527	16,962	75.42%	202,398	97,509	104,889	51.82%	292,352	194,843
Actual	**64**	**Total**	**209,912**	**192,400**	**17,512**	**8.34%**	**1,889,205**	**1,826,283**	**62,922**	**3.33%**	**2,728,852**	**902,569**
Parks & Recreation	900	Regular	103,362	98,330	5,032	4.87%	930,256	852,297	77,959	8.38%	1,343,703	491,406
		IPT	7,084	11,561	(4,477)	-63.20%	219,604	180,165	39,439	17.96%	354,200	174,035
Budget	**32**	OT	4,849	31	4,819	99.37%	43,644	38,795	4,850	11.11%	63,042	24,247
Actual	**31**	**Total**	**115,295**	**109,922**	**5,373**	**4.66%**	**1,193,504**	**1,071,257**	**122,248**	**10.24%**	**1,760,945**	**689,688**
Public Arts	906	Regular	5,182	5,080	102	1.96%	46,635	45,676	959	2.06%	67,361	21,685
		IPT	1,538	-	1,538		13,846	748	13,099		20,000	19,253
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**6,720**	**5,080**	**1,640**	**24.41%**	**60,481**	**46,424**	**14,057**	**23.24%**	**87,361**	**40,938**
Spring Hill Cemetery	952	Regular	31,011	28,169	2,842	9.16%	279,100	255,664	23,436	8.40%	403,145	147,481
		IPT	-	-	-		-	-	-		-	-
Budget	**9**	OT	940	225	715	76.04%	8,463	1,711	6,752	79.78%	12,225	10,514
Actual	**9**	**Total**	**31,952**	**28,394**	**3,557**	**11.13%**	**287,564**	**257,375**	**30,188**	**10.50%**	**415,370**	**157,995**
General Fund		Regular	2,936,000	2,837,664	98,336	3.35%	27,010,520	26,365,553	644,967	2.39%	38,760,101	12,394,548
		IPT	18,039	17,225	814	4.51%	387,798	298,665	89,133	22.98%	566,214	267,549
		OT	434,655	460,278	(25,622)	-5.89%	4,146,382	4,113,966	32,416	0.78%	5,673,938	1,562,587
Budget	**760**	Reimb.	(4,000)	-	(4,000)	-100.00%	(36,000)	-	(36,000)	-100.00%	(52,000)	(52,000)
Actual	**702**	**Total**	**3,384,694**	**3,315,166**	**69,528**	**2.05%**	**31,508,700**	**30,778,183**	**730,516**	**2.32%**	**44,948,253**	**14,172,685**

Prepared: 3/9/2026
Finance Director

Month has 2 pay periods (1/25/2026 - 2/21/2026)
YTD has 18 pay periods (6/15/2025 - 2/21/2026)

CITY OF CHARLESTON
Payroll Variance Analysis
February 2026

Department Name	Code	Type	Current Month Budget	Actual	Variance	%	Year To Date Budget	Actual	Variance	%	Annual Budget	Available
Business Improvement Dist.	568	Regular	3,629	2,897	731	20.16%	32,657	26,892	5,765	17.65%	47,171	20,279
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	14	(14)		-	107	(107)		-	(107)
Actual	**1**	**Total**	**3,629**	**2,911**	**717**	**19.76%**	**32,657**	**26,999**	**5,658**	**17.33%**	**47,171**	**20,172**
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	34,615	33,105	1,511	4.36%	50,000	16,895
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**3,846**	**3,683**	**163**	**4.24%**	**34,615**	**33,105**	**1,511**	**4.36%**	**50,000**	**16,895**
CARE Fund	409-02	Regular	25,643	14,625	11,018	42.97%	230,790	185,534	45,256	19.61%	333,364	147,829
		IPT	-	-	-		-	-	-		-	-
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**5**	**Total**	**25,643**	**14,625**	**11,018**	**42.97%**	**230,790**	**185,534**	**45,256**	**19.61%**	**333,364**	**147,829**
Coliseum & Conv. Center	910-01	Regular	50,576	34,007	16,569	32.76%	455,185	377,968	77,218	16.96%	657,490	279,522
		IPT	-	-	-		-	-	-		-	-
Budget	**14**	OT	2,308	564	1,744	75.58%	20,769	6,014	14,756	71.05%	30,000	23,987
Actual	**9**	**Total**	**52,884**	**34,571**	**18,313**	**34.63%**	**475,955**	**383,981**	**91,973**	**19.32%**	**687,490**	**303,509**
Parking System	571	Regular	63,307	61,267	2,040	3.22%	569,761	553,704	16,057	2.82%	822,988	269,284
		IPT	4,315	798	3,518	81.52%	38,838	11,721	27,117	69.82%	56,100	44,379
Budget	**21**	OT	1,692	77	1,616	95.47%	15,231	13,417	1,814	11.91%	22,000	8,583
Actual	**21**	**Total**	**69,314**	**62,141**	**7,173**	**10.35%**	**623,830**	**578,842**	**44,988**	**7.21%**	**901,088**	**322,246**
Total		Regular	3,083,001	2,954,143	128,857	4.18%	28,333,529	27,542,756	790,773	2.79%	40,671,114	13,128,358
		IPT	22,354	18,022	4,332	19.38%	426,637	310,386	116,251	27.25%	622,314	311,928
		OT	438,655	460,932	(22,277)	-5.08%	4,182,382	4,133,503	48,879	1.17%	5,725,938	1,595,050
Budget	**804**	Reimb.	(4,000)	-	(4,000)	100.00%	(36,000)	-	(36,000)	100.00%	(52,000)	(52,000)
Actual	**739**	**Total**	**3,540,010**	**3,433,098**	**106,912**	**3.02%**	**32,906,547**	**31,986,645**	**919,902**	**2.80%**	**46,967,366**	**14,983,336**

Vacancy Report:

City Manager	1	Public Works (all)	17	Spring Hill Cemetery	1
Collector	2	Police - Uniform	20	**Total General Fund**	**58**
Engineering	2	Fire - Uniform	11	CARE Office	2
Human Resources	1	Traffic Engineering	1	CCCC	5
General Services	1	Parks & Rec	1	**Total All**	**65**

Prepared: 3/9/2026
Finance Director

Month has 2 pay periods (1/25/2026 - 2/21/2026)
YTD has 18 pay periods (6/15/2025 - 2/21/2026)

MUNICIPAL COURT
CITY OF CHARLESTON

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

Matt Smith, Judge **Adam Campbell, Clerk**

TO: Mayor Amy Shuler Goodwin
FROM: Adam Campbell, Clerk
DATE: March 13, 2026
RE: February 2026 Financial Information, Charleston Municipal Court

TOTAL CITATIONS FILED: 1,247
Criminal Violations: 144
Traffic Violations: 1,103
Parking: 0
Building Search Warrants: 0

RESTITUTION COLLECTED (paid to victims): -$596.90
Primarily related to shoplifting cases, restitution monies are collected and refunded to the store/victim.

FINANCIAL REPORT ATTACHED

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

MUNICIPAL COURT REPORT - FILED CASES

CHARLESTON MUNICIPAL COURT Page: 1

Report For February 1, 2026 Thru February 28, 2026 FILEDST

Violations by Filed Date...

CRIMINAL		144	
TRAFFIC		1,103	
PARKING		0	
	Total Filed Violations		1,247

Completed Cases...

Paid Fine...

CRIMINAL		12	
TRAFFIC		337	
PARKING		0	
	Total Paid Fines		349

Before Judge...

CRIMINAL		3	
TRAFFIC		5	
PARKING		0	
	Total Before Judge		8
	Total Completed		357

Other Completed...

DISMISS- OFFICER NOT WITH CITY

CRIMINAL		3	
TRAFFIC		1	
PARKING		0	
	Total		4

DISMISSED (BY COMPLAINANT)

CRIMINAL		0	
TRAFFIC		0	
PARKING		1	
	Total		1

DEFENDANT DECEASED

CRIMINAL		7	
TRAFFIC		0	
PARKING		0	
	Total		7

DISMISSED OFFICER FAIL TO PROS

CRIMINAL		4	
TRAFFIC		0	
PARKING		0	
	Total		4

DISMISSED(PRESENTED INSURANCE)

	CRIMINAL	0	
	TRAFFIC	61	
	PARKING	0	
	Total		61
DISMISSED (PRESENTED DL)			
	CRIMINAL	0	
	TRAFFIC	23	
	PARKING	0	
	Total		23
DISMISSED (PROSECUTOR'S ORDER)			
	CRIMINAL	4	
	TRAFFIC	9	
	PARKING	0	
	Total		13
Dismissed at Officers Request			
	CRIMINAL	2	
	TRAFFIC	31	
	PARKING	0	
	Total		33
DISMISSED PRESENTED RECORDS			
	CRIMINAL	1	
	TRAFFIC	205	
	PARKING	0	
	Total		206
DISMISSED AFTER PT DIVERSION			
	CRIMINAL	28	
	TRAFFIC	11	
	PARKING	0	
	Total		39
Dismissed Pursuant to Plea			
	CRIMINAL	85	
	TRAFFIC	71	
	PARKING	0	
	Total		156
DISMISSED VICTIM/WITNESS FTA			
	CRIMINAL	6	
	TRAFFIC	0	
	PARKING	0	
	Total		6
DISMISSED WITHOUT PREJUDICE			
	CRIMINAL	4	
	TRAFFIC	10	
	PARKING	0	
	Total		14
VOIDED DOCKET			

CRIMINAL		0	
TRAFFIC		8	
PARKING		0	
	Total		8
	Total Other Completed		575
	Grand Total Completed		932
	Net Difference Filed/Complete		315

Warrants...

Issued...

CRIMINAL		133	
TRAFFIC		24	
PARKING		0	
	Total Violations		157
	Total Warrants Issued		157

Cleared...

CRIMINAL		132	
TRAFFIC		32	
PARKING		0	
	Total Violations		164
	Total Warrants Cleared		164
	Change in Total Warrants		7-

Other Paid Cases...

Paid Fine...

	Total Other Paid Fines	66

FINE	FINE	$22,276.15
LAWFND	LAW ENFORCE. TRAIN STATE	$3,163.00
LAWLOC	LAW ENFORCE. TRAIN (LOCAL)	$1,260.00
CVC	CRIME VICTIM'S FUND	$2,160.20
ADMIN	ADMINISTRATIVE COST	$538.00
JAILF	REGIONAL JAIL CORR.	$10,632.35
CCF	COMMUNITY CORRECTIONS FUND	$170.10
REST	RESTITUTION	$596.90-
PCADM	PC ADMIN FEE	$25.00
Total Fees/Fines Paid		$39,627.90

Monthly Report – Definition Key

Violations by Filed Date:
Violations keyed into the Court software during the month
Completed Cases:
Cases where the fine and court costs were paid in full and the case was closed during the month.
Before Judge:
Number of violations where a case set for trial before the judge; the defendant was found guilty or entered a guilty plea at trial and the defendant paid off all costs/fines in full thereby closing the case.
Other Completed -Dismissed (By Complainant):
The City Attorney moved to dismiss cases because the person who filed the complaint no longer wishes to pursue the charges.
Defendant Deceased:
Cases dismissed because the defendant died.
Dismissed Officer Fail to Pros:
Cases dismissed because the officer failed to appear in Court.
Dismissed (presented insurance):
Cases dismissed because the defendant presented valid proof of insurance for the offense date.
Dismissed (presented DL):
Cases dismissed because the defendant presented a valid driver's license.
Dismissed Mistaken Identity:
Cases dismissed cases on the City Attorney's motion due to mistaken identity.
Dismissed (Prosecutor's Order):
Cases dismissed on the City Attorney's motion or as a result of a plea agreement.
Dismissed Presented Records:
Cases dismissed because the defendant presented records to satisfy a code or Court requirement.
Dismissed After PT Diversion:
Cases dismissed because the defendant entered into a Pre-Trial Diversion agreement with the City and satisfied the requirements of the Pre-Trial Diversion.
Dismissed Victim/Witness FTA:
Cases dismissed because the witness or victim did not appear in Court for trial.
Dismissed without prejudice:
Cases dismissed but the City having the option to re-file the case within one (1) year of the date of the offense.
Dismissed No Drug Results:
Drug results were not received for trial.
Dismissed – Officer Not With City
Officer/Witness is no long employed by the City.
Warrants
The Court issues warrants for Failure to Appear in Court for court sessions. These warrants are printed and copied to the CPD Warrants Division.
Cleared:
The Court clears warrants once the warrant is served by an officer or when a defendant self reports to the Court. The Court also clears warrants if a person is deceased, posts bond and or, in some cases, enters a plea.
Other Paid Cases:
The Court received a partial payment for a case; however, the defendant still has a balance due.
Search Warrant Issued:
A search warrant document was prepared and presented to the court by the City Attorney's office with regard to safety and public health concerns of a structure/property.

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