



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
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Charleston, West Virginia 25303
304-575-9202
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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, June 1, 2026
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 5-18-2026

II. RESOLUTIONS:

- a. Resolution No. 26-061 - Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and the Supreme Court of Appeals of West Virginia, relating to the lease of parking spaces located on Venable and California Avenues.
- b. Resolution No. 26-062 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Charleston Sanitary Board for the purchase and implementation of a new billing system.
- c. Resolution No. 26-063 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with other participating agencies comprising the Metro Drug Enforcement Network Team.
- d. Resolution No. 26-064 - Authorizing approval of Amendment No. 8 of the FY 2025-2026 General Fund Budget.
- e. Resolution No. 26-065 - Adopting the proposed Fiscal Year 2026-2027 Parking System budget as indicated within the attached document.
- f. Resolution No. 26-066 - Authorizing the Mayor or City Manager to purchase a total of 3 Ford F-150 Extended Cab 4x4 Trucks for the Charleston Public Grounds Department and Springhill Cemetery from Thornhill Ford.

- g. Resolution No. 26-067 - Receiving the Work Plan Summary of the City Center Business Improvement District, approving the proposed budget of the City Center Business Improvement District for the 2026-2027 fiscal year.
- h. Resolution No. 26-068 - Authorizing the Mayor or City Manager to approve and execute Change Order No. 2, relating to the Charleston Fire Department station renovation project.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., MAY 18, 2026
AV ROOM #308, CITY HALL

Joseph Jenkins, Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., May 18, 2026.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson (arrived at 6:34; 1st vote was for 26-054)
Shawn Taylor

Absent:

Other Councilmembers present:

Frank Annie
Harper Gardner
Joe Solomon
Chelsea Steelhammer

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the May 4, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 26-054 – Authorizing the filing of the U.S. Department of Transportation, Section 5310 Vehicle Grant funding application for the purchase of a shuttle van for the Roosevelt Community Center, including all understandings and assurances contained therein and with commitment to providing 20% (\$30,000) match, and directing and authorizing the City Manager as the official representative of the applicant City of Charleston to provide additional information as may be required.

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

Authorizing the filing of the U.S. Department of Transportation, Section 5310 Vehicle Grant funding application for the purchase of a shuttle van for the Roosevelt Community Center, including all understandings and assurances contained therein and with commitment to providing 20% (\$30,000) match, and directing and authorizing the City Manager as the official representative of the applicant City of Charleston to provide additional information as may be required.

City Manager Ben Mishoe added that the transport van will for used by the Roosevelt Community Center.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-054 approved.

- b. Resolution No. 26-055 – Authorizing the Mayor or City Manager to enter into a contract with West Virginia Paving, Inc., in the total amount of \$3,150,700.00 to perform asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

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

That the Mayor or City Manager is authorized to enter into a contract with West Virginia Paving, Inc., in the total amount of \$3,150,700.00 to perform asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

Mishoe added that the City received 4 competitive bids.

Councilmember Taylor confirmed with Mishoe that last year's contract was awarded to Bear Contracting.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-055 approved.

- c. Resolution No. 26-056 – Authorizing the Mayor or City Manager to purchase a total of fifteen model year 2026 Ford Police Interceptors from Thornhill Group, Inc. for the Charleston Police Department in the total amount of \$993,062.85, where the price also includes the installation of all necessary modifications and furnished cameras to upfit the vehicles for CPD use, all pursuant to a competitive bid process.

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 fifteen model year 2026 Ford Police Interceptors from Thornhill Group, Inc. for the Charleston Police Department in the total amount of \$993,062.85, where the price also includes the installation of all necessary modifications and furnished cameras to upfit the vehicles for CPD use, all pursuant to a competitive bid process.

Mishoe added that a similar competitive bid was awarded to the vendor last year. The vendor offered the same prices with a small discount for the vehicles in the proposed resolution. This has been budgeted for in FY2027.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-056 approved.

- d. Resolution No. 26-057 – Authorizing the Mayor or City Manager to enter into an agreement for the fully adhered EPDM flat roof overlay of the Roosevelt Community Center located at 502 Ruffner Ave, Charleston, WV 25311 from Almost Heaven Roofing in the amount of \$57,600.00 pursuant to a competitively bid process.

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

That the Mayor or City Manager is authorized to enter into an agreement for the fully adhered EPDM flat roof overlay of the Roosevelt Community Center located at 502 Ruffner Ave, Charleston, WV 25311 from Almost Heaven Roofing in the amount of \$57,600.00 pursuant to a competitively bid process.

Mishoe added that a section of the roof has been leaking for some time.

Councilmember Jenkins asked if there were any long-term plans for the Community Center. Mayor Goodwin added that they are considering moving locations, but it would have to fit a lot of criteria.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-057 approved.

- e. Resolution No. 26-058 – Authorizing the Mayor or City Manager to purchase computers, monitors, docking stations, and other necessary accessories from HP pursuant to a competitively bid statewide contract in the total amount of \$43,795.00 as part of an annual PC refresh for various City departments, and Foxit PDF software update in the amount of \$8,567.50, for a combined total amount \$52,362.50.

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

That the Mayor or City Manager is authorized to purchase computers, monitors, docking stations, and other necessary accessories from HP pursuant to a competitively bid statewide contract in the total amount of \$43,795.00 as part of an annual PC refresh for various City departments, and Foxit PDF software update in the amount of \$8,567.50, for a combined total amount \$52,362.50.

Mishoe added that the annual PC refresh is budgeted for.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-058 approved.

Councilmember Jenkins stated that the Committee has received a report from the City Manager which is the third report concerning the AARPA grant management. Mishoe added that the funds must be spent by this coming December.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 26-061

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-061 - Authorizing the Mayor or City Manager to execute the Lease Agreement
2 between the City of Charleston and the Supreme Court of Appeals of West Virginia, as contained
3 in the attached exhibit, relating to the lease of parking spaces located on Venable Avenue and
4 California Avenue.

5
6 Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

7
8 That the Mayor or City Manager is hereby authorized to execute the Lease Agreement between
9 the City of Charleston and the Supreme Court of Appeals of West Virginia, as contained in the
10 attached exhibit, relating to the lease of parking spaces located on Venable Avenue and California
11 Avenue.

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") made this ____ day of _____, 2026, by and between THE CITY OF CHARLESTON, (the "Lessor"), party of the first part, and THE SUPREME COURT OF APPEALS OF WEST VIRGINIA, (the "Lessee"), party of the second part.

RECITALS

WHEREAS, Lessor is a municipal political subdivision of the State of West Virginia; and

WHEREAS, Lessee is the Judicial Branch of State Government, in West Virginia; and

WHEREAS, Lessor desires to lease unto the Lessee and Lessee desires to lease from Lessor certain Premises (hereinafter defined) for the purpose of Lessee using the Premises as a parking area; and

WHEREAS, W. Va. Code § 8-12-18 (2018) permits municipalities to lease real property to the state or any agency or instrumentality thereof for a public purpose for an adequate consideration without considering the commercial or market value of the property; and

WHEREAS, Lessor has no specific need or necessary use for the Premises and Lessee requires the Premises for public use.

NOW, THEREFORE, WITNESSETH that in consideration of the mutual promises contained herein, the mutual benefits to be derived hereby by the parties hereto, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged,

- 1) Lessor does hereby MODIFY and EXTEND the term of a previous lease granted unto the Lessor the exclusive rights to use those certain parking spaces located along Venable Avenue, Charleston, West Virginia 25304, to be referred to as the "Premises at Venable," under the conditions contained herein; and
- 2) Lessor does hereby MODIFY and EXTEND the term of a previous lease granted unto the Lessor the exclusive rights to use those certain parking spaces located along California Avenue, Charleston, West Virginia 25302, to be referred to as the "Premises at California," under the conditions contained herein. The previous lease of these Premises at California and Venable commenced on the 14th day of September, 2021, for a term of five (5) years, to expire at midnight on the 30th day of June, 2026.

The Premises at Venable and the Premises at California, collectively referred to herein as “the Premises,” are more fully described in **Exhibit A** attached hereto;

TO HAVE AND TO HOLD the Premises for a term of five (5) years, effective upon the date this agreement is signed by authorized representatives of both Lessor and Lessee, with initial term expiring at midnight on the 30th day of June 2031; Provided that, this Lease shall automatically renew for an additional five (5) year terms thereafter not to exceed a thirty (30) year duration, unless this Lease shall sooner end and terminate as hereinafter provided.

LEASE TERMS

Section 1 - Designation of Area.

Lessor shall mark or otherwise designate the parking spaces and install the appropriate signs to indicate that the Premises are for use by the Lessee, and Lessee will reimburse Lessor for the cost of such marking, designation, and signage.

Section 2 - Permitted Use.

The Premises shall be used by Lessee for on-street parking purposes with respect to the Premises at California and off-street parking purposes within the City’s right of way with respect to the Premises at Venable. No other use shall be permitted. Use shall be in full compliance with all federal, state, City of Charleston, and other applicable laws and regulations and the individual owners of all vehicles shall be liable for any failures of such compliance; provided, Lessee shall exercise commercially reasonable efforts to notify all authorized users of the terms, conditions, and restrictions of this Lease and of any applicable laws and regulations related to the use of the Premises.

Section 3 - Maintenance and Alteration.

Lessor shall maintain the Premises in good condition as required by law, except with regard to: (1) damage caused by Lessee, its agents, representatives, or employees above normal wear and tear relative to similar property, (2) damage caused by Lessee, its agents, representatives, or employees as a result of willful misconduct or negligence and (3) damage to signage. Such damage, above normal wear and tear or caused as a result of willful misconduct or negligence shall be repaired at the expense of Lessee. Lessee shall in no way alter, modify, or improve the Premises, without the written consent of the Lessor, which shall not be unreasonably withheld. In the event that any improvements are made to the Premises, said improvements shall become part and parcel of the Premises and shall remain upon and be surrendered with the Premises at the end of the term of this Lease.

Section 4 - Enforcement.

Lessor shall have no obligation to enforce Lessee's right to exclusive use. Enforcement of regulations governing the Premises will be the responsibility of Lessee by and through the Parking Section of the West Virginia Real Estate Division or other enforcement mechanisms within the control of the Lessee. Lessee may call the City of Charleston Parking System at 304-348-0739 to request assistance with enforcing the Lease, but Lessee acknowledges that Lessor will not routinely monitor the Premises. If Lessor requests assistance with enforcing the Lease, Lessor shall ensure that all vehicles properly parked on the Premises pursuant to the Lease shall be designated with a placard, sticker, or other clear marking indicating it has permission to be parked on the Premises.

Section 5 - Consideration.

In exchange for the exclusive use of the Premises, Lessor shall pay a monthly rate of \$50.00 per parking space. As shown in Exhibit A, this Lease is for twelve (12) parking spaces. Accordingly, the monthly payment due pursuant to this Lease is \$600.00. The \$600.00 per month shall be made payable to "City of Charleston – Parking System" and remitted to P.O. Box 2749, Charleston, WV 25330.

Section 6 - Responsibility for Claims.

Lessor will be responsible for any claims or damages arising from willful, intentional, or unlawful acts of Lessor, or its employees or agents. Lessee will be responsible for any claims or damages arising from willful, intentional, or unlawful acts of Lessee, or its employees or agents. Liability for any other claims will be fact dependent.

Section 7 - Liability Insurance.

Lessee acknowledges that it has the right and authority to obtain and maintain liability insurance coverage for any property it keeps on the Premises or for any claims brought against it related to the Premises. Lessee further acknowledges that Lessor does not have the authority to obtain and maintain liability insurance coverage for the property Lessee keeps on the Premises.

Section 8 - Automatic Renewal and Termination.

This Lease will automatically renew additional five (5) year terms, not to exceed thirty (30) years, following the expiration of the initial term, unless either party provides written notice of the intent not to renew within thirty (30) days prior the expiration of the active term. Lessor or Lessee may terminate the Lease without cause upon thirty (30) days written notice.

Section 9 - Assignment and Subletting.

Lessee shall not sublet, assign, or encumber this Lease without express written consent of Lessor, which consent shall not be unreasonably withheld.

Section 10 - Notice.

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been given at the time delivered or deposited in the United States mails, certified or registered and postage prepaid, addressed to the parties as follows:

If to Lessor: City of Charleston
Attn: City Manager's Office
501 Virginia Street E
Charleston, WV 25301

If to Lessee: Supreme Court of Appeals
Attn: Administrative Director
Building #1, Room # E-100
1900 Kanawha Blvd East
Charleston, WV 25305

Section 11 - Authority.

Lessor and Lessee each hereby represent and warrant unto the other that (i) all necessary action has been taken on the part of Lessor and Lessee, respectively, to obtain approval and authority to enter into this Lease and to perform their respective obligations hereunder and (ii) that the person executing this Lease on behalf of Lessor and Lessee is fully authorized to bind the Lessor and Lessee respectively.

Section 12 - Choice of Law, Dispute Resolution, and Consent to Jurisdiction.

This Agreement shall be deemed to be executed in the City of Charleston, State of West Virginia, and shall be governed by the laws of the State of West Virginia. If any breach, default, or other dispute arises out of this Agreement, the Parties agree that they will exercise good faith and commercially reasonable efforts to resolve said breach, default, or other dispute through negotiation.

[SIGNATURES ON THE NEXT PAGE]

IN WITNESS WHEREOF, the parties hereunder have subscribed their signatures as of the date first above written.

THE CITY OF CHARLESTON

By: _____

Its: _____

Date: _____

THE SUPREME COURT OF APPEALS OF
WEST VIRGINIA

By: _____

Its: _____

Date: _____

EXHIBIT A – Premises at California



EXHIBIT A – Premises at Venable



Resolution No. 26-062

Introduced in Council:

June 1, 2026

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance _____

- 1 Resolution No. 26-062 - Authorizing the Mayor or City Manager to enter into a Memorandum of
- 2 Understanding with the Charleston Sanitary Board for the purchase and implementation of a new
- 3 billing system under the terms set forth in the attached Exhibit A.
- 4
- 5 Now Therefore, Be it Resolved by the Council of the City of Charleston, West Virginia:
- 6
- 7 That the Mayor or City Manager is hereby authorized to enter into a Memorandum of
- 8 Understanding with the Charleston Sanitary Board for the purchase and implementation of a new
- 9 billing system under the terms set forth in the attached Exhibit A.
- 10



**MEMORANDUM OF UNDERSTANDING FOR IMPLEMENTATION OF A
NEW BILLING SYSTEM BETWEEN THE CITY OF CHARLESTON AND
THE CHARLESTON SANITARY BOARD**

This Memorandum of Understanding (“MOU”), effective as of _____ day of _____, 2026, is by and between the CITY OF CHARLESTON, WEST VIRGINIA (“City”) and the CHARLESTON SANITARY BOARD (“CSB”); collectively referred to as the “parties”:

WHEREAS, in 1994, the City and CSB developed a Working Agreement intended to govern joint billing operations; however, that agreement was never formally executed. The provisions of such agreement were implemented with minor operational adjustments over time; and

WHEREAS, the City and CSB desire to continue and establish the cooperative framework, roles, and responsibilities of the parties regarding the Utility Billing Project (“Project”); and

WHEREAS, the City and CSB seek to formalize existing operational practices and update them to align with the implementation of the Project’s new billing system; and

WHEREAS, the City and CSB mutually intend to collaborate on the planning, implementation, and ongoing administration of a modern utility billing system that supports sewer, fire, and refuse billing and payment processing.

THEREFORE, THE CITY AND CSB AGREE TO THE FOLLOWING:

1. Purpose:

The City and CSB agree to jointly engage in the planning and implementation of a modern utility billing system that supports sewer, fire, and refuse billing and collection functions for both organizations.

2. Scope of Work:

The City and CSB agree the scope of work will include:

- a. Project Coordination

- i. Participate in planning, configuration, data conversion, and testing activities for the new billing system.
 - ii. Attend scheduled meetings, workshops, and project reviews.
 - iii. Share information and documentation in a timely manner.
- b. Communication
 - i. Maintain regular communication on system changes, operational impacts, and implementation needs.
 - ii. Notify each other promptly of issues that may affect billing or payment processing.
- c. Payment Processing
 - i. Continue receiving payments at their own respective locations.
 - ii. Acknowledge that the new billing system may modify existing payment workflows (e.g., batch vs. real-time posting).
 - iii. Partial Payments: Partial payments shall be allocated on a pro-rata basis according to the customer's current monthly charges unless the customer provides specific allocation instructions.
- d. Operational Continuity
 - i. Work cooperatively to ensure uninterrupted billing, payment processing, and customer service during system transition.
 - ii. Report software issues, outages, and service disruptions promptly to the vendor using the agreed-upon escalation process.
 - iii. Parties will designate primary and secondary vendor contacts for system issue escalation.

3. Software and Implementation Costs:

The parties agree to an equitable pro-rata sharing in the software and implementation costs associated with the billing system as contemplated under the City's Municipal Code. The City agrees to cover the licensing and subscription costs as applicable for Fire and Refuse accounts and City users of the new billing system pro-rata basis on the actual costs associated with the agreed upon license and subscription type. The CSB agrees to cover the licensing and subscription costs as applicable for all sanitary and sewer charges. The City will pay postage and printing costs associated with the statements not containing sewer

charges pursuant to the City’s Municipal Code. All other charges and costs related to software and implementation shall be the responsibility of the CSB. The CSB will be responsible for paying the associated vendors for any billing or mailing costs and the City will reimburse CSB for the City’s pro-rata share.

4. Dates and Deadlines:

The City and CSB agree they will determine mutually agreed upon deadlines and/or dates for the following: 1) Request for Proposal (“RFP”) release; 2) Pre proposal conference; 3) Questions; 4) Addendum (Q&A) issued; 5) Vendor Assessment Reports and Proposals; 6) City and CSB internal review of responses; 7) Presentation and Demonstrations for concepts to City and CSB; 8) Site Visits and Reference Checks; 9) Joint selection of vendor; 10) Final Testing and approval; and 11) Production and Implementation (“go-live planning”). **Expected Project Completion date: August of 2027.**

5. Responsibilities of CSB:

a. Billing

CSB shall produce consolidated monthly billing statements for sewer, fire, and refuse services; and maintain billing records pursuant to the requirements of the Public Service Commission of West Virginia (“PSC”) and City of Charleston Municipal Code.

b. Payment Processing

CSB shall accept and receive payments at CSB locations. CSB will deposit CSB-collected funds into the CSB Municipal Fee clearing account. CSB shall receive itemized payment reports from the City for payments collected at City locations. CSB agrees to enter and process all payment information in the billing system. CSB will reconcile the Municipal Fee clearing account and allocate funds appropriately. CSB agrees to adopt posting procedures as afforded and required by the new billing system. CSB will maintain the current partial payment allocation method based on customer instructions or, if none are provided, apply a pro-rata allocation based on current monthly charges.

c. Customer Service

CSB shall provide customer service, complaint handling, adjustments, and account support for sewer services only.

d. Account Setup

CSB will create all accounts involving the services referenced herein. CSB will use data from the water company to create or update accounts for customers. CSB agrees to allow the City to maintain all fire and refuse accounts for customers, as applicable.

e. Technology System Support

CSB will be responsible for the maintenance and support of its own hardware, software, and information systems. CSB will not provide technical support for City systems.

f. Implementation and Production

CSB will serve as the primary Project manager and be responsible for vendor coordination. CSB agrees to oversee configuration, data conversion, testing, system deployment and production system administration. CSB will provide training to CSB personnel on sewer-related processes.

g. Vendor Relationship

CSB will serve as the contract holder with the selected system vendor and any ancillary vendors necessary for implementation and operation of the system and mailings.

6. Responsibilities of the City:

a. Customer Service

The City will provide customer service, complaint handling, adjustments, and account support for fire and refuse services only. The City will be responsible for maintaining all fire and refuse accounts, with or without receipt of sewer services. The City has control over additional mailings necessary for the maintenance and servicing of the fire and refuse accounts. The City will be responsible for any additional costs associated with required mailings.

b. Payment Collection

The City agrees to receive payments for sewer, fire, and refuse services at City-operated payment locations. The City shall forward collected funds to the CSB and

provide an itemized list of payments received, in a format mutually agreed upon.

c. Technology System Support

The City will provide maintenance and support for its own hardware, software, and information systems. The City will not provide technical support for CSB systems.

d. Implementation Responsibilities

The City agrees to participate in configuration, workflow validation, testing, and data verification for fire/refuse billing. The City will support training efforts for City personnel during implementation.

7. Notices:

The City and CSB hereby designate the following business mailing addresses and contact information the places where all notice, directions or communications from one such party to the other party shall be delivered, or to which they shall be mailed. Such address may be changed at any time by either party by written notice to the other party.

Charleston Sanitary Board
Steve Cooper, General Manager
304-348-1084 ext. 237
scooper@csb-wv.com

City of Charleston
Andy Wood, Finance Director
304-348-8014
andy.wood@cityofcharleston.org

Charleston Sanitary Board
Renee Williamson, CIS Manager
304-348-1084 ext. 225
rwilliamson@csb-wv.com

City of Charleston
Christina Merbedone-Byrd, City
Collector
304-348-8024
christina.merbedone-
byrd@cityofcharleston.org

8. Modifications:

This MOU may be modified at any time through a written amendment signed by both Parties.

9. Termination:

The MOU may be terminated at any time, in whole or in part, by mutual written consent of each party.

10. Headings:

The section headings and subheadings contained in this MOU are included for convenience only and shall not limit or otherwise affect the terms of this MOU.

11. Assignment:

Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU.

12. Good Faith:

The Parties agree to negotiate in good faith and use their best efforts to support effective implementation, ongoing operations, dispute resolution and necessary development and execution of any future definitive agreements relating to this project.

The duly-authorize members below represent and warrant that they have full power and authority to enter into this MOU and this authority is in compliance with all requirements of the governing body or board. This MOU shall be governed by and construed in accordance with the laws of the State of West Virginia. The parties consent to exclusive jurisdiction and venue in the Circuit Court of Kanawha County, West Virginia. This MOU constitutes the entire understanding and agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements or understandings, inducements or conditions, express or implied, written or oral, between the parties.

BY THE DULY-AUTHORIZE SIGNATURES BELOW, THE PARTIES HEREBY AGREE AND ACCEPT THE TERMS SET FORTH IN THIS MEMORANDUM OF UNDERSTANDING.

THE CITY OF CHARLESTON

CHARLESTON SANITARY BOARD

By _____

By _____

Its _____

Its _____

Date: _____

Date: _____

1 Resolution No. 26-063

2 Introduced in Council:

Adopted by Council:

3 June 1, 2026

4

5 Introduced by:

Referred to:

6 Joseph Jenkins

Finance

7

8 Resolution No. 26-063 – Authorizing the Mayor or City Manager to enter into a Memorandum of
9 Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement
10 Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area
11 offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the
12 Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in
13 combined law enforcement efforts to address drug and related violent crime offenses in
14 Charleston and surrounding communities. The MOU is in effect for a one-year period starting July
15 1, 2026, and ending June 30, 2027.

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

17 That the Mayor or City Manager is authorized to enter into a Memorandum of Understanding
18 (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team
19 (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the
20 Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol,
21 Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law
22 enforcement efforts to address drug and related violent crime offenses in Charleston and
23 surrounding communities. The MOU is in effect for a one-year period starting July 1, 2026, and
24 ending June 30, 2027.

MEMORANDUM OF UNDERSTANDING

The following agencies hereby enter into this Memorandum of Understanding (MOU) as of the date this MOU is signed by the agency's representative. The effective date of this MOU is July 1, 2026.

City of Charleston
City of St. Albans
City of Dunbar
City of Nitro
City of South Charleston
City of Hurricane
Putnam County Sheriff's Department
Kanawha County Sheriff's Department
West Virginia State Police
Federal Bureau of Alcohol, Tobacco, Firearms, and Explosives
Federal Bureau of Investigation
U. S. Attorney's Office for the Southern District of WV

PURPOSE: the purpose of this MOU is to memorialize the operating terms under which this task force, named the Metropolitan Drug Enforcement Network Team (MDENT), develop and enhance cooperation and information exchange between the parties to this MOU and to achieve maximum effective and efficient law enforcement efforts to address drug and violent crime related offenses in the Kanawha County, Putnam County, and Charleston, West Virginia, area.

DEFINITIONS: When used in this MOU, the following words shall be defined as:

1. AHIDTA—Appalachian High Intensity Drug Trafficking Act Program
2. Control Board – The oversight board for MDENT.
3. DCJS – Justice and Community Services with the Division of Administrative Services of the West Virginia Department of Homeland Security
4. Employing agency – The law enforcement agency that hired, employs, and pays the applicable salary and benefits of the law enforcement officer assigned to MDENT.
5. Federal Agencies – The Federal Bureau of Investigation, the Drug Enforcement Agency and the Bureau of Alcohol, Tobacco, Firearms and Explosives.
6. Grantee – The agency that prepares, submits, and oversees administration of funding applications on behalf of MDENT. For the purposes of this MOU the grantee is the City of Charleston.
7. Local Agencies – The City of Charleston, the City of Dunbar, the City of Nitro, the City of South Charleston, the City of St. Albans, the City of Hurricane, the Kanawha County Sheriff's Department, and the Putnam County Sheriff's Department.
8. MDENT – Metropolitan Drug Enforcement Network Team
9. MOU – Memorandum of Understanding

10. Operating Account – Monies maintained in an interest-bearing account by the grantee to be used to pay expenses incurred by MDENT in pursuit of its stated purpose. These monies come from funds lawfully secured as a result of forfeiture of money and property from drug related seizures and monies contributed to MDENT by other entities.
11. Participating agencies – All of the federal and local agencies that are parties to this MOU.
12. PCNEU – Putnam County Narcotics Enforcement Unit.
13. PCSD – Putnam County Sheriff's Department.
14. Policy Board – West Virginia Drug Policy and Violent Crime Control Policy Board.

The participating agencies agree to the following terms:

1. **FEDERAL JURISDICTION:** The authority and participation in any investigation under the terms of this MOU by the Federal Agencies shall be pursuant to, and limited by, the jurisdictional laws of each respective federal agency. Because of statutory and policy considerations, the assigned federal personnel will not investigate crimes outside of the jurisdiction of their respective agency. The Federal Agencies shall follow the appropriate policies and guidelines of their respective agencies. Federally initiated cases will follow appropriate guidelines of the lead federal agency concerning case management.

2. **LOCAL AGENCY REPRESENTATION:** The representative authorized to sign this MOU for each of the participating agencies will appoint one individual to serve as a member on the Control Board, which will be the agencies' chief law enforcement officer or his/her designee. That individual will act on behalf of and represent the designating agency's interests concerning the operation of MDENT. The Mayor of the grantee, or his or her designee, shall serve as the Chairperson of the Control Board. The Chairperson shall appoint the MDENT Commander.

3. **CONTROL BOARD:** The Control Board shall meet on a regular basis as set by the grantee in accordance with DCJS requirements. Five members present shall constitute a quorum of the Control Board. Each member of the Control Board, or his or her alternate, shall have one vote and, subject to the terms herein, general issues shall require a majority vote of members present. However, actions by MDENT on the following matters shall be decided by unanimous vote of voting members of the Control Board:

- a. Approval/disapproval of cases to be investigated by MDENT officers;
- b. Amount of and use of funds to be authorized for specific case investigations and operation of the unit;
- c. Key decisions critical to the management of case investigations;
- d. Acquisition of real or personal property, including equipment;

- e. Addition of law enforcement agencies as members of MDENT; and
- f. Approval of officers to be assigned to MDENT from participating agencies.

Federal agencies, in compliance with all applicable ethical and regulatory DOJ/Treasury guidelines, will abstain from voting on funding issues that conflict with their department's guidelines.

4. ADMINISTRATION OF GRANT FUNDS; AGENCY RESOURCES: Each of the participating agencies shall cooperate with the grantee concerning the administration of grant funds awarded from DCJS or other entities and in the overall operation of MDENT. Additionally, each participating agency will provide whatever resources are available to that agency, in the reasonable opinion of its Chief Law Enforcement Officer or designee, to specific cases as appropriate and as approved by the Control Board to facilitate efficient and effective investigations.

5. AGENCY WITHDRAWAL FROM OR APPLICATION TO MOU: Participation in the multi-agency investigative efforts of MDENT is voluntary. If a participating agency desires to withdraw from this MOU, written notification of such withdrawal will be provided to each participating agency thirty days prior to withdrawal. Such withdrawal does not absolve the participating agency of any financial responsibilities incurred prior to the withdrawal. Additional agencies wishing to become members of MDENT may do so upon written application to and approval by the Control Board. Such new agencies must execute an addendum agreeing to the terms of the MOU in effect at the time of approval by the Control Board.

6. COMPLIANCE WITH FEDERAL GUIDELINES: Participating agencies agree to follow procedures relating to case management, reporting requirements, fiscal guidelines, and other appropriate policies as adopted by the Control Board and that are consistent with the Anti-Drug Abuse Act of 1986, subtitle K – State and Local Law Enforcement Assistance Act of 1986 and/or the Policy Board and DCJS.

7. OWNERSHIP AND USE OF MDENT EQUIPMENT: Equipment and other personal property purchased with Operating Account funds and utilized for fulfilling the purpose of MDENT will be retained by grantee after the requirements of all applicable DCJS grants have been satisfied or have expired. Grantee's retention of any such equipment or property will be made in accord with established policies and practices set by the Policy Board and the DCJS. It is further agreed that participating agencies may request use of this equipment and property, consistent with each agency's guidelines, at any future time so long as such request or use does not inconvenience or otherwise negatively impact grantee.

8. REAL PROPERTY PURCHASED, OWNED, OR LEASED FOR THE USE AND BENEFIT OF MDENT:

- a. If any real property is purchased by one of the participating agencies on behalf of MDENT to be used as office space or any other MDENT purpose, such purchase will be paid for with Operating Account funds.
- b. Any real property so purchased, donated, or leased for the use and benefit of MDENT as office space or other MDENT use, will be maintained with Operating Account funds. The Control Board shall have the oversight and responsibility of making the timely loan, lease, or other payments on the property, paying for all repairs and improvements, utilities, taxes, fees, insurance, and all other costs associated with the real property including any improvements thereto and/or appurtenances thereof. If at any time there are insufficient funds in the Operating Account for these expenses when due, such expenses will be shared by the participating local agencies in MDENT at the time such expenses are incurred. Each local agency will be responsible and liable for an amount equal to the amount of the shortfall divided by the number of local agency officers assigned to MDENT multiplied by the number of officers each local agency has assigned at the time of the shortfall.
- c. If any real property owned for the use and benefit of MDENT is sold, the proceeds shall either be used to secure other office space for MDENT or placed in the Operating Account.
- d. If at any time MDENT is dissolved, any real property owned for the use and benefit of MDENT shall be sold. The proceeds will be placed in the Operating Account and the funds will be handled as set forth in paragraph number nine (9) of this MOU.

9. MDENT DISSOLUTION: In the event that MDENT is dissolved, the Control Board will ensure that all applicable financial responsibilities of MDENT are paid from the Operating Account. Any remaining balance in the Operating Account after all financial responsibilities are met, excluding any federal funds, shall be distributed to the local agencies participating in MDENT at the time of its dissolution. If there are insufficient funds in the Operating Account to satisfy all financial responsibilities or liabilities, any remaining financial responsibilities and liabilities will be divided among these same local agencies. The formula for the distribution of assets or liabilities shall be the total applicable amount divided by the number of local agency officers assigned to MDENT multiplied by the number of officers each local agency has assigned at the time of dissolution.

10. SALARY, BENEFIT, AND OVERTIME REIMBURSEMENT:

- a. Reimbursement to local agencies for officers assigned to MDENT will be made for base salary and benefits as set by the Policy Board, but such

reimbursement shall not exceed \$28,000. Unless specifically authorized by grant award, reimbursement will not be made for overtime earned by officers assigned to MDENT.

- b. Federal Agencies will not receive reimbursements, including any reimbursement for salary, benefits, or overtime.
- c. For overtime reimbursement for officers authorized by a grant award, each local agency will be limited to the overtime hours or amounts authorized by the award.
- d. Monies awarded for overtime reimbursement will be distributed upon submission of applicable documentation to the grantee in an amount not to exceed the limit set by the Policy Board.
- e. Any AHIDTA overtime funds awarded for compensation shall be reimbursed in accordance with the policies and guidelines of that program.

11. FORFEITURES: Forfeitures will be administratively processed pursuant to the following terms:

- a. Forfeitures may be utilized as approved by the Control Board to meet MDENT's stated purpose.
- b. The participating Federal Agencies do not receive any share of assets secured by direct forfeiture or by an "open bid" sale in most state and local cases. In any case where a Federal Agency elects to receive a share of the forfeiture, the Federal Agency will process the forfeiture pursuant to federal guidelines. It shall be the responsibility of each participating local agency that desires to seek a portion of the federally forfeited property to complete a United States Department of Justice DAG-71 Application for Transfer of Federally Forfeited Property. If a Federal Agency processes the forfeiture, then the provisions of subparagraph (f.) of this paragraph eleven (11) do not apply.
- c. Forfeitures conveyed to local agencies through equitable sharing or pursuant to a completed DAG-71 are to be utilized for law enforcement purposes only, consistent with federal and Policy Board forfeiture guidelines.
- d. Real or personal property forfeited to MDENT that cannot be directly used to meet the stated purpose of MDENT will either be sold by an "open bid" process or disposed of in a manner approved by the Control Board in accordance with established federal and Policy Board guidelines for such forfeitures. Any monies secured by the sale of such property that are not processed federally will be deposited in the Operating Account, as required by subparagraph (e.) of this paragraph eleven (11).

- e. Cash, either directly forfeited or secured by the sale of real or personal property, that are not processed federally will be maintained in the Operating Account until spent for MDENT purposes or distributed to the local agencies consistent with this paragraph. The Policy Board sets a required minimum percentage of forfeited funds, less administrative costs, that must be used to cover the day-to-day operations of a drug task force during each grant award period. For the term of this MOU the Policy Board has MDENT's minimum percentage at forty (40) percent. The Policy Board also permits each drug task force to establish a percentage greater than the set minimum. As of January 1, 2003, the Control Board established a minimum of fifty (50) percent of all monies secured as a result of forfeitures, after administrative costs have been removed, be held in the Operating Account to be used for day-to-day operations, with the remaining fifty (50) percent to be distributed among the local agencies as consistent with subparagraph (f.) of this paragraph eleven (11).
- f. Forfeited funds that are not processed by a Federal Agency shall be distributed as follows:
 - 1. 50% of all such non-federal forfeited funds, after payment of any administrative costs, shall be deposited in the Operating Fund. The remaining amount will be distributed to each local agency participating at the time of the seizure by dividing the total applicable amount by the number of local agency officers assigned to MDENT at the time of the seizure multiplied by the number of officers each local agency has assigned at the time of the seizure, not including any officers assigned to the Interdiction Team.
 - 2. For seizures made by the Interdiction Team, 50% of all such non-federal forfeited funds, after payment of any administrative costs, shall be deposited in the MDENT Operating Fund. The remaining amount will be distributed to each local agency which have officers assigned to the Interdiction Team at the time of the seizure by dividing the total applicable amount by the number of officers assigned to the Interdiction Team at the time of the seizure multiplied by the number of officers each local agency has assigned to the Interdiction Team at the time of the seizure.

12. PROTOCOL FOR INTERACTION WITH THE NEWS MEDIA:

- a. The Control Board shall set policy and procedures for media releases and/or press conferences.
- b. All media releases shall be made in the name of MDENT. Each release shall name all of the participating agencies.

- c. Unless special circumstances exist, individual MDENT officers will not be identified or photographed.
- d. No information about MDENT operations or individual investigations will be released to the media until approved by the official with applicable prosecutorial authority.
 - 1. If jurisdiction involves a federal prosecution, the United States Attorney of the Southern District of West Virginia must approve any release of information to the media.
 - 2. If jurisdiction involves a state prosecution, the Prosecuting Attorney in the county where the case will be prosecuted must approve any release of information to the media.

13. REPLACEMENT/REMOVAL OF OFFICERS ASSIGNED TO MDENT:

- a. All employing agencies will allow officers assigned to MDENT to complete all material assignments prior to the officer's removal from, or replacement on, MDENT, unless conditions involving willful misconduct or other extenuating circumstances exist which would adversely affect MDENT operations and/or reputation if such removal is delayed.
- b. If any MDENT officer engages in misconduct, conduct unbecoming an officer, or any activity which requires an administrative investigation to determine the propriety of disciplinary action, the employing agency shall be solely responsible for any and all disciplinary action. The Task Force Commander shall immediately notify the Control Board members and the employing agency of any such behavior of which he or she becomes aware. Notwithstanding, the Control Board may remove any officer from MDENT upon reasonable belief that the officer engaged in misconduct, conduct unbecoming, or any other improper behavior or of activities. The employing agency shall be notified of any decision by the Control Board to remove an assigned officer and the employing agency may submit the name of a replacement officer for the Control Board's consideration and approval.

14. LIABILITY AND INSURANCE OBLIGATIONS:

- a. Each employing agency shall be solely responsible for the negligent acts, omissions, and/or wrongdoing of its officers, whether alleged or established, and for any and all claims of liability related thereto. As between the parties to this MOU, unless otherwise agreed in writing, each employing agency shall be solely responsible for defending against any claim against its officer, and for payment of any and all resulting fees, costs, or damages related thereto.
- b. Unless otherwise agreed in writing, no employing agency shall be responsible for defending against or paying for any civil liability arising out of negligent acts, omissions, and/or wrongdoing of officers or other personnel assigned to

MDENT from another employing agency. For the purpose of this MOU, civil liability includes, but is not limited to, damages of any kind, attorney fees, and any and all costs and/or expenses incident to any civil lawsuit or administrative claim filed by any person, business, corporation, partnership organization, or government entity, or otherwise related to any administrative or judicial proceeding, finding, judgment, or settlement in compromise of any claim.

- c. The employing agencies to this MOU agree that each officer assigned to MDENT is solely an employee of his or her employing agency. The parties to this MOU further agree that each employing agency shall be solely responsible for providing workers compensation coverage and unemployment coverage to each and every officer assigned to MDENT by that employing agency.
- d. Each employing agency shall maintain liability insurance coverage in an amount of at least \$1,000,000 to satisfy the liability obligations herein related to claims arising from the alleged negligent, acts, omissions, and/or wrongdoing of its officers/employees assigned to MDENT, and such insurance policy shall include coverage for damage to the assigned officer/employee's vehicle and claims resulting from the assigned officer/employee's operation thereof, regardless of which agency actually owns the vehicle. In other words, and by example only, each agency shall be responsible for insuring, defending against and paying every claim or civil liability arising out of the conduct of its officer/employee, regardless of where the incident giving rise to the claim or civil liability arose and regardless of who owned any vehicle or equipment involved. Provided: That the parties recognize that the Federal Tort Claims Act shall be applicable to all liability issues relating to the actions of the officers assigned to MDENT from federal agencies.
- e. As between the parties to this Agreement, the agency employing any officer/employee assigned to MDENT will be solely responsible for any damage to property caused by the intentional or other conduct by the employing agency's officer/employee which results in any denial of insurance coverage.

15. PARTICIPATING AGENCIES: Effective July 1, 2026, the Task Force is, or can be composed of 23 officers as follows:

7 from Charleston Police Department

2 from St. Albans Police Department

1 from Nitro Police Department

1 from Dunbar Police Department

- 2 from South Charleston Police Department
- 1 from Hurricane Police Department
- 3 from Kanawha County Sheriff's Department
- 3 from Putnam County Sheriff's Department
- 1 from West Virginia State Police
- 1 from the US Drug Enforcement Agency
- 1 from Homeland Security

These officers will work directly with the agents from the Charleston area offices of the participating Federal Agencies.

16. FUNDING TERM. For the purpose of funding obtained through the DCJS, the term of this agreement shall be for the fiscal year covering the period of July 1, 2026, through June 30, 2027. Subsequent contract renewal with the DCJS for similar continued funding will serve to extend this agreement.

17. SUPERSEDING AGREEMENT. This MOU supersedes any and all prior MOU's implemented and agreed to by the participating agencies.

This MOU is hereby entered into by the participating agencies on pages 9 and 10 of this MOU, which may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

BY: _____ DATE: _____
 Amy Goodwin
 Mayor (City of Charleston)

BY: _____ DATE: _____
 Scott James
 Mayor (City of St. Albans)

BY: _____ DATE: _____
 Dave Casebolt
 Mayor (City of Nitro)

BY: _____ DATE: _____
Scott Elliot
Mayor (City of Dunbar)

BY: _____ DATE: _____
Frank Mullens
Mayor (City of South Charleston)

BY: _____ DATE: _____
Scott Edwards
Mayor (City of Hurricane)

BY: _____ DATE: _____
Joseph Crawford
Sheriff of Kanawha County

BY: _____ DATE: _____
Bobby Eggelton
Sheriff of Putnam County

BY: _____ DATE: _____
J.L Mitchell
Superintendent WV State Police

BY: _____ DATE: _____
Moore Capito
U.S. Attorney, Southern District of WV

BY: _____ DATE: _____
Benjamin Cohen
Alcohol, Tobacco, and Firearms, and Explosives

BY: _____
Mike McDonald
Federal Bureau of Investigation

DATE: _____

Resolution No. 26-064

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-064 - Authorizing approval of Amendment No. 8 of the FY 2025-2026 General
2 Fund Budget as indicated on the attached list of accounts.

3

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

5

6 That Amendment No. 8 of the FY 2025-2026 General Fund Budget as indicated on the attached
7 list of accounts is approved.

General Fund FY 2025-2026 Budget Amendment No. 08 - June 1, 2026

Revenues and Fund Balances							Current	Increase/	Amended
Account No.	Department		Account Description				Amount	(Decrease)	Amount
1001 00 00000 000 000 436902	Revenue		Trf from Other Funds - Healthcare Reserves				-	1,200,000	1,200,000
Net Increase/(Decrease) to Revenues								1,200,000	
Expenditures							Current	Increase/	Amended
Account No.	Department		Account Description				Amount	(Decrease)	Amount
1001 10 40800 494 000 510550	Retiree Health - Police		Pre-65 Medical/RX				2,225,000	540,000	2,765,000
1001 10 40800 494 000 510550	Retiree Health - Fire		Pre-65 Medical/RX				2,775,000	660,000	3,435,000
Net Increase/(Decrease) to Expenditures								1,200,000	
Description:									
To transfer funds from the Healthcare Reserve Fund into the General Fund to pay for higher than projected claims cost for the Pre-65 Retiree health plan.									

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 26-065

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-065 - Adopting the proposed Fiscal Year 2026-2027 Parking System budget as
2 indicated within the attached document.

3

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

5

6 That the proposed Fiscal Year 2026-2027 Parking System budget as indicated within the
7 attached document is approved.

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

Section 9

Parking System Revenue Fund

**City of Charleston
Municipal Budget
FY 2027
Parking System Revenue Summary**

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	FY 2026 YTD April	Estimated FY 2027
Parking Building Revenues							
Building #1 - City Service Center							
434302	Monthly	256,028	270,000		270,000	204,213	255,700
434304	Special Rates	83	100		100	-	-
434310	Meter - SMART - Credit Card	1,934	1,800		1,800	1,168	1,700
434311	Meter - SMART - Park Mobile	21,817	2,500		2,500	2,588	8,800
434312	Meter - SMART - Coin	1,864	2,000		2,000	1,943	1,900
434321	Meter - Mechanical - Park Mo	2,443	2,200		2,200	2,876	2,900
434322	Meter - Mechanical - Coin	1,679	1,700		1,700	1,547	1,600
434330	Commercial	142,531	146,300		146,300	120,224	146,200
	Total Building #1	428,378	426,600	-	426,600	334,558	418,800
Building #2 - Washington							
434301	Daily	15,621	15,000		15,000	8,564	14,500
434302	Monthly	30,545	58,000		58,000	51,363	53,300
434303	Theatre Parking	-	-		-	-	-
434330	Commercial	1,572	1,600		1,600	1,310	1,600
434331	Theatre Rental	-	-		-	-	1,000
	Total Building #2	47,738	74,600	-	74,600	61,237	70,400
Building #5 - Shanklin							
434302	Monthly	68,193	90,000		90,000	68,558	80,400
434304	Special Rates	73,878	77,000		77,000	64,074	79,000
434310	Meter - SMART - Credit Card	6,533	6,700		6,700	5,299	6,700
434311	Meter - SMART - Park Mobile	5,566	5,500		5,500	5,328	6,100
434312	Meter - SMART - Coin	20,684	20,000		20,000	12,394	16,400
434321	Meter - Mechanical - Park Mo	1,485	1,800		1,800	1,589	1,600
434322	Meter - Mechanical - Coin	2,941	4,800		4,800	3,162	3,900
	Total Building #5	179,280	205,800	-	205,800	160,402	194,100
Building #6 - Summers							
434302	Monthly	392,625	405,000		405,000	322,995	395,100
434304	Special Rates	934	1,000		1,000	529	1,000
434310	Meter - SMART - Credit Card	19,849	20,400		20,400	15,521	19,300
434311	Meter - SMART - Park Mobile	29,729	28,500		28,500	28,899	31,400
434312	Meter - SMART - Coin	16,043	17,000		17,000	15,162	17,000
434321	Meter - Mechanical - Park Mo	13,848	12,000		12,000	13,448	13,900
434322	Meter - Mechanical - Coin	11,138	12,800		12,800	7,600	11,000
	Total Building #6	484,166	496,700	-	496,700	404,154	488,700
	Total Building Revenue	1,139,563	1,203,700	-	1,203,700	960,351	1,172,000

**City of Charleston
Municipal Budget
FY 2027
Parking System Revenue Summary**

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	FY 2026 YTD April	Estimated FY 2027
Other Parking Revenue							
432000	Police Fines/Court Costs	2,450	3,000		3,000	875	1,800
432001	Boot Fees	500	700		700	850	900
432100	Overtime Meter Violations	228,653	232,100		232,100	189,827	230,600
432101	All Other Parking Violations	113,155	107,000		107,000	85,395	106,100
432703	Loading Zone Fees	29,087	25,000		25,000	19,850	17,600
434210	Meter - SMART - Credit Card	35,407	125,400		125,400	50,610	74,500
434211	Meter - SMART - Park Mobile	88,353	100,200		100,200	86,127	101,800
434212	Meter - SMART - Coin	207,184	202,500		202,500	170,195	209,200
434221	Meter - Mechanical - Park Mo	109,234	74,200		74,200	101,179	101,300
434222	Meter - Mechanical - Coin	192,481	129,400		129,400	117,912	151,600
434230	Bagged Meter Fees	34,238	25,000		25,000	59,938	44,300
434240	Business Valet	-	-		-	-	-
434250	Residential Permit Parking	(200)	5,700		5,700	5,525	5,700
434304	Special Events	46,663	41,000		41,000	35,481	48,500
434340	Parking Lots	19,970	25,780		25,780	19,405	24,500
434500	Rents/Concessions/Leases	134,570	170,000		170,000	145,444	174,000
439900	Miscellaneous Revenue	3,413	2,400		2,400	2,617	2,600
Total Other Revenue		1,245,158	1,269,380	-	1,269,380	1,091,229	1,295,000
Total Operating Revenue		2,384,720	2,473,080	-	2,473,080	2,051,580	2,467,000
Non-Operating Revenue							
437900	Gain/(Loss) Sale of Assets	3,735	-		-	22,800	-
438000	Interest on Investments	299,442	250,000		250,000	202,076	200,000
438600	Insurance Claims		2,000		2,000	400	-
439900	Cash Over/Short		-		-	60	-
Total Non-Operating Revenue		303,177	252,000	-	252,000	225,336	200,000
Total Parking System Revenue		2,687,898	2,725,080	-	2,725,080	2,276,916	2,667,000

**City of Charleston
Municipal Budget
FY 2027**

Fund 6406 Parking System Revenue Fund
Department 57100 Parking
Unit 000 Administration

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD April Actual	FY 2027 Proposed
Personal Services						
510300 Wages - Full Time Regular	814,776	822,988	-	822,988	648,121	849,996
510301 Wages - FT Overtime	-	56,100	-	56,100	14,191	58,760
510310 Wages - Irregular Part Time (IPT)	-	22,000	-	22,000	11,602	22,000
510400 FICA	60,110	-	-	-	-	-
510401 FICA - Medicare	-	13,066	-	13,066	9,406	13,496
510402 FICA - Social Security	-	55,867	-	55,867	40,217	57,707
5105** Medical & Life Insurance	214,877	258,552	-	258,552	216,082	268,485
510600 Retirement	70,412	-	-	-	-	-
510601 Public Employees Retirement	-	76,049	-	76,049	59,505	72,701
5111** Dental & Vision Insurance	11,909	12,600	-	12,600	9,539	13,146
5112** Insurance - Employee Cont	(29,173)	(38,556)	-	(38,556)	(29,286)	(39,459)
511300 OPEB - Current	40,000	40,000	-	40,000	-	40,000
Total Personal Services	1,182,911	1,318,666	-	1,318,666	979,377	1,356,832

Authorized Full Time Positions & Salary Schedule

FY 2026 Current		
Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1
Meter Mntce. & Clct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spe	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technician	N-OT/105	4
Security Custodian	N-OT/105	5
Parking Technician	N-OT/105	2
Total		21

FY 2027 Proposed		
Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1
Meter Mntce. & Clct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spe	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technician	N-OT/105	4
Security Custodian	N-OT/105	5
Parking Technician	N-OT/105	2
Total		21

**City of Charleston
Municipal Budget
FY 2027**

Fund 6406 Parking System Revenue Fund
Department 57100 Parking
Unit 000 Administration

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD April Actual	FY 2027 Proposed
Contractual Services						
521100 Telephone	12,661	17,000		17,000	5,812	15,000
521300 Utilities	248,607	210,000		210,000	221,400	250,000
521400 Travel	1,145	1,400		1,400	-	1,400
521500 Mtce & Repair - Bldg/Ground	50,383	75,000		75,000	28,699	75,000
521600 Mtce & Repair - Equipment	5,850	20,000		20,000	5,621	20,000
521700 Mtce & Repair - Auto/Truck	11,012	9,700		9,700	1,104	9,700
521800 Postage	4,235	8,000		8,000	2,816	8,000
521900 Building & Equipment Rent	40,723	37,800		37,800	13,396	37,800
521920 Parking Space Rent	-	11,000		11,000	17,010	20,000
521936 Copier Rent	-	1,200		1,200	1,018	1,200
522100 Training	2,498	1,500		1,500	1,170	1,500
522200 Dues & Subscriptions	876	1,000		1,000	1,020	1,100
522300 Professional Services	1,390	2,500		2,500	-	2,500
522600 Insurance - WC & UC	16,660	22,281		22,281	20,296	21,588
522700 Insurance - Liability	43,805	57,875		57,875	57,307	59,500
523000 Contracted Services	156,673	350,000		350,000	107,783	350,000
523200 Bank Fees	1,083	2,500		2,500	386	2,500
523200 Electronic Meter Fees	32,215	55,000		55,000	29,457	37,500
Total Contractual Services	629,815	883,756	-	883,756	514,293	914,288
Commodities						
534100 Materials & Supplies	73,084	90,000		90,000	37,036	90,000
534300 Gas, Oil & Tires	3,180	8,000		8,000	1,392	8,000
534500 Uniforms	7,417	7,500		7,500	6,922	7,500
534180 Snow Removal Materials	-	10,000		10,000	13,001	15,000
Total Commodities	83,680	115,500	-	115,500	58,351	120,500
Capital Outlay						
645900 Equipment Purchase	-	170,000		170,000	155,139	-
Total Capital Outlay	-	170,000	-	170,000	155,139	-
Contributions & Other						
556600 Contributions to Other Funds	256,412	237,158		237,158	-	275,380
Total Contributions & Other	256,412	237,158	-	237,158	-	275,380
Total Parking	2,152,818	2,725,080	-	2,725,080	1,707,159	2,667,000

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2027		FY 2028	FY 2029
		Estimated	Proposed	Estimate	Estimate
Total		-	-	-	-

**City of Charleston
Municipal Budget
Parking System Revenue Fund
FY 2027
Schedule of Cash**

FY 2025 Ending Cash Balance	6,536,462
FY 2026 Budgeted	
Operating Revenues	2,473,080
Non-Operating Revenues	252,000
Total System Revenues	2,725,080
Operating Expenses	2,317,922
Non-Operating Expenses	-
Total System Expenses	2,317,922
Excess Revenue Over Expenses	407,158
Other Cash Outlay	
Capital Expenditures	170,000
Transfers to Maintenance Fund	237,158
Total Other Outlay	407,158
Net Cash Flow - FY 2026	-
FY 2025 Projected Ending Balance	6,536,462
FY 2027 Budgeted	
Operating Revenues	2,467,000
Non-Operating Revenues	200,000
Total System Revenues	2,667,000
Operating Expenses	2,391,620
Non-Operating Expenses	-
Total System Expenses	2,391,620
Excess Revenue Over Expenses	275,380
Other Cash Outlay	
Capital Expenditures	-
Transfers to Maintenance Fund	275,380
Total Other Outlay	275,380
Net Cash Flow - FY 2027	-
FY 2027 Projected Ending Balance	6,536,462

**City of Charleston
Municipal Budget
FY 2027
Parking System**

Maintenance and Repair Fund

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Beginning Cash Balance	4,855,147	5,033,890	4,881,048	4,001,428	3,001,428	2,396,428
Revenue						
Transfers from Parking Revenue	256,412	237,158	275,380	300,000	300,000	300,000
Interest Earnings	226,748	200,000	180,000	125,000	100,000	75,000
Total Revenue	483,160	437,158	455,380	425,000	400,000	375,000
Expenses						
Major Rehabilitation						
<i>Bldg #1 Buildout for Devo Svc</i>	205,381	25,000	-	-	-	-
<i>Structural Engineering</i>	88,450	50,000	120,000	110,000	90,000	130,000
<i>Structural Rehabilitation Project</i>	-	500,000	1,200,000	1,100,000	900,000	1,300,000
<i>Bldg#2 Self-Service Access</i>	-	-	-	200,000	-	-
General Repair and Mtnce	10,586	15,000	15,000	15,000	15,000	15,000
Total Expenses	304,417	590,000	1,335,000	1,425,000	1,005,000	1,445,000
Ending Cash Balance	5,033,890	4,881,048	4,001,428	3,001,428	2,396,428	1,326,428

Resolution No. 26-066

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-066 – Authorizing the Mayor or City Manager to purchase a total of three
2 Ford F-150 Extended Cab 4x4 Trucks – two for the Charleston Public Grounds Department and
3 one for Springhill Cemetery – from Thornhill Ford in the amount of \$42,396.00 per unit, for a
4 total price of \$127,188.00, to replace vehicles 202 for Springhill and 360 & 365 for Public
5 Grounds in the regular fleet rotation schedule, where the price was determined pursuant to a
6 competitively bid Statewide contract.

7

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

9

10 That the Mayor or City Manager is authorized to purchase a total of three Ford F-150 Extended
11 Cab 4x4 Trucks from Thornhill Ford in the amount of \$42,396.00 per unit, for a total price of
12 \$127,188.00, where the price was determined pursuant to a competitively bid Statewide
13 contract.



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

CITY OF CHARLESTON

Purchase Request
Replacing Public Grounds
Trucks 360, 365

Date: 5-20-26

To: CITY MANAGER,

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

2 new Ford F-150 Extended cab 4x4 Trucks

From Thronhill Ford off state contract

Purchase justification: These are replacing Truck 360, 365

on there regular replacement cycle.

If approved, the total purchase price will be: 42,396.00
~~84,792.00~~

(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. | Thron Hill Ford | Price Quote: \$ $\begin{array}{r} 42,396.00 \\ \times 2 \\ \hline 84,792.00 \end{array}$ |
| 2. | | Price Quote: \$ _____ |
| 3. | | Price Quote: \$ _____ |
| 4. | | Price Quote: \$ _____ |
| 5. | | Price Quote: \$ _____ |

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

AND

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

OR

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Thron Hill For because:

These are getting purchased off the WV state Contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Ken Oxy Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

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

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

Vendor Contact: Charles Ellis
 Phone No.: 304-856-1289
 Email: Charles.Ellis@ThorhillAutomotive.com

Vehicle Requirements:
 Classification: Standard Pick Up Extended Cab

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	4 Wheel/All wheel with HI/Lo Range		
Passenger seating:	4 minimum (including driver)		
Doors:	4, minimum	JS	Silver
Wheelbase:	140in., minimum	M?	Black
GVWR:	6275 lbs. min, 7350 lbs. max.	UM	Black
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	YZ	White
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, 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:	Short, with installed Spray-In liner.		
Sliding rear window:	Not required.		

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 42,396.00
Flex-fuel	\$ 42,396.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

$$\begin{array}{r}
 42,396.00 \\
 \times \quad 2 \\
 \hline
 84,792.00
 \end{array}$$

***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.



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

CITY OF CHARLESTON

Purchase Request

Replacing Spring hill Cemetery truck 202

Date: 5-20-26

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: To purchase
1 new Ford F150 Extended cab 4x4 Truck From
Thronhill Ford off WV State Contract

Purchase justification: This is replacing truck 202 on
its regular replacement cycle

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

(Check One)

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

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

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

- 1. Thronhill Ford Price Quote: \$ 42,396.⁰⁰
- 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 Thronhill Ford because:

This is getting purchased off the WV state contract.

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

ITEM A (For Sole Source Procurements ONLY)

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

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

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

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

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

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

Request Submitted By: Ken Saly Department: Equipment Maintenance

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

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

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

Vendor Contact: Charles Ellis
 Phone No.: 304-856-1289
 Email: CHARLES.ELLIS@ThoenhillAutomotive.com

Vehicle Requirements:
 Classification: Standard Pick Up Extended Cab

Drive:	4 Wheel/All wheel with Hi/Lo Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	JS	Silver
Wheelbase:	140in., minimum	M?	Gray
GVWR:	6275 lbs. min, 7350 lbs. max.	UM	Black
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	YZ	White
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, 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: Short, with installed Spray-In liner.

Sliding rear window: Not required.

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 42,396.00
Flex-fuel	\$ 42,396.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

\$42,396.00

***Options:**

FOB Dealership: (Deduct)

\$	<u>0</u>
\$	<u>0</u>

FOB Other than Metro Charleston - Per Mile

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

Resolution No. 26-067

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-067 - Receiving the Work Plan Summary of the City Center Business
2 Improvement District, approving the proposed budget of the City Center Business Improvement
3 District for the 2026-2027 fiscal year, and maintaining the same levying rate of annual fees for
4 the City Center Business Improvement District on each private for-profit property owner within
5 the District.

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

8
9 That the Work Plan Summary of the City Center Business Improvement District is received; that
10 the proposed budget of the City Center Business Improvement District for the 2026-2027 fiscal
11 year, as attached as Exhibit A hereto, is approved; and that, and the rate of annual fees for the
12 City Center Business Improvement District on each private for-profit property owner within the
13 District remains levied at the equation of (total land lot size square footage x .075) + (total
14 building square footage x .03325).

City Center Business Improvement District
Fiscal Year 2026-27 Work Plan Summary and Budget
July 1, 2026 – June 30, 2027



Assessment:

Maintain the current assessment formula consisting of building square footage @ .03325 + land square footage @ .075.

Based on the current square footage data, the assessment should generate a total of \$94,383. We have budgeted \$92,500 to allow for outstanding receivables.

Work Plan Summary

Organizational:

Maintain an efficient and effective Board of Directors.

Continue to seek additional funding sources.

Continue contract with Charleston Area Alliance for part-time professional staff support.

Continue to fund one full-time BID Ambassador through the partnership with the City of Charleston.

Marketing:

Collaborate with Arts Amplified and City of Charleston on events in Slack Plaza.

Collaborate with Downtown Charleston Association on holiday event.

Maintain a Facebook Page and basic website.

Planning and beautification:

Prioritize projects outlined in the Master Plan and Economic Analysis. Using acquired resources such as HUD CDF, Governor's Office, Mayor's Seed Funding, Greater Kanawha Valley Foundation, Charleston Urban Renewal Authority, Briar Hills Garden Club and other sources to implement prioritized projects such as street lighting, enhanced security and public art.

Strategize a beautification initiative with private property owners.

Maintain all needed equipment for the BID Ambassador to use for light landscaping, trash collection, sidewalk cleaning, Slack Plaza events, etc.

Safety/Security:

Collaborate with the City of Charleston in training and guiding the BID Ambassador.

Research and strategize other safety and security initiatives for the BID

Budget on next page



**City Center Business Improvement District
Fiscal Year 2026-27 Budget**

Revenues:	Assessments	CURA/City	Charleston Area Alliance	TOTAL
Assessments - (less ~2% uncollectible)	\$92,500			\$92,500
Grant - HUD - Congressionally Directed Spending		\$ 550,000		\$550,000
Grant - CURA match for Region 3		\$ 25,000		\$25,000
Grant - Governor's Office CDS match		\$ 280,000		\$280,000
Grant - Region 3 Subrecipient		\$ 240,000		\$240,000
Carry over funds	\$60,000			\$60,000
Other resources (GKVF, Garden club, etc)			\$ 25,000	\$25,000
TOTAL	\$152,500	\$1,095,000	\$ 25,000	\$1,272,500
Expenses:				
Branding, marketing, outreach	\$4,000			\$4,000
BID Ambassador - city salary/benefits	\$68,000			\$68,000
BID Ambassador equipment and supplies	\$2,500			\$2,500
Master Plan implementation and planter materials	\$63,000	\$1,095,000	\$ 25,000	\$1,183,000
Professional staff management (CAA via MOU)	\$15,000			\$15,000
TOTAL	\$152,500	\$1,095,000	\$ 25,000	\$1,272,500

Resolution No. 26-068

Introduced in Council:

Adopted by Council:

June 1, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-068 - Authorizing the Mayor or City Manager to approve and execute
2 multiple Change Orders collectively referred to as Change Order No. 2, relating to the
3 Charleston Fire Department station renovation project in the total amount of \$57,420.81 to
4 address multiple owner-requested changes and other changes due to unforeseen conditions
5 discovered during the course of the project.

6

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

8

9 That the Mayor or City Manager is authorized to approve and execute multiple Change Orders
10 collectively referred to as Change Order No. 2, relating to the Charleston Fire Department
11 station renovation project in the total amount of \$57,420.81 to address multiple owner-
12 requested changes and other changes due to unforeseen conditions discovered during the
13 course of the project. The pricing details related to Change Order No. 2 are indicated in Exhibit
14 A. The new total contract price approved is \$4,308,183.55.