

CHARLESTON CITY COUNCIL

Regular Meeting

June 1, 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 6-1-2026

PROCLAMATIONS

1. Proclamations 6-1-2026

COMMUNICATIONS

1. 6-1-2026

MISCELLANEOUS RESOLUTIONS

1. Resolution No. 26-060 - A Resolution to certify the results of the Primary Election held for the City of Charleston on May 12, 2026.

PUBLIC HEARINGS

1. 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.

REPORTS OF STANDING COMMITTEES

FINANCE

1. 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.
2. 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.
3. 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.
4. Resolution No. 26-064 - Authorizing approval of Amendment No. 8 of the FY 2025-2026 General Fund Budget.
5. Resolution No. 26-065 - Adopting the proposed Fiscal Year 2026-2027 Parking System budget as indicated within the attached document.
6. 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.
7. 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.
8. 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.

REPORTS OF OFFICERS

1. 6-1-2026

NEW BILLS

1. 6-1-2026

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE JUNE 15, 2026 AT 7:00 PM.

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

Resolution No. 26-060

Introduced in Council

Adopted by Council

June 1, 2026

Introduced by

Joseph Jenkins

Resolution No. 26-060 – A Resolution to certify the results as reflected by the attached Report and Certificate of Results as the official and correct returns and true results of the Primary Election held for the City of Charleston on the 12th day of May, two thousand and twenty-six.

WHEREAS, the Board of Canvassers of the County of Kanawha, State of West Virginia, having carefully and impartially examined the returns of the Primary Election held in said county, in each district thereof, on the 18th day of May, 2026 and the 28th day of May, 2026, do certify that the Report and Certificate of Results, attached hereto, as the official and correct returns and true results of the Primary Election.

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

"That the Council of the City of Charleston hereby adopts the Certificate of Results as reflected by the attached Report and Certificate of Results as the official and correct returns and true results of the Primary Election held for the City of Charleston on the 12th day of May, two thousand and twenty-six."

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. 26-061

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.

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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,

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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.

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Section 9 - Assignment and Subletting.

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Section 10 - Notice.

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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

Introduced by:

Joseph Jenkins

Adopted by Council:

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 arise 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:

June 1, 2026

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

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. | <u>Thron Hill Ford</u> | Price Quote: \$ <u>84,792.00</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

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

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

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

AND

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

OR

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

June 1, 2026

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

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.

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	259,500	255,191	4,309	1.66%	306,682	51,491
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,591	23,238	353	1.50%	259,500	255,191	4,309	1.66%	306,682	51,491
Mayor - CARE Office	409-02	Regular	9,915	9,720	194	1.96%	109,060	106,833	2,227	2.04%	128,889	22,056
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,915	9,720	194	1.96%	109,060	106,833	2,227	2.04%	128,889	22,056
City Council	410	Regular	13,000	6,250	6,750	51.92%	143,000	118,500	24,500	17.13%	169,000	50,500
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	6,250	6,750	51.92%	143,000	118,500	24,500	17.13%	169,000	50,500
City Manager - Admin.	412-00	Regular	48,371	41,714	6,657	13.76%	532,078	450,775	81,303	15.28%	628,819	178,044
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	48,371	41,714	6,657	13.76%	532,078	450,775	81,303	15.28%	628,819	178,044
City Treasurer	413	Regular	10,557	10,549	9	0.08%	116,131	115,855	277	0.24%	137,246	21,391
		IPT	1,015	840	175	17.27%	11,169	10,104	1,065	9.54%	13,200	3,096
		OT	-	-	-		-	-	-		-	-
		Total	11,573	11,389	184	1.59%	127,300	125,959	1,342	1.05%	150,446	24,487
City Collector	414	Regular	67,116	60,570	6,546	9.75%	738,273	696,107	42,166	5.71%	872,504	176,397
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	67,116	60,570	6,546	9.75%	738,273	696,107	42,166	5.71%	872,504	176,397
City Clerk	415	Regular	11,770	11,539	231	1.96%	129,472	126,844	2,627	2.03%	153,012	26,168
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,770	11,539	231	1.96%	129,472	126,844	2,627	2.03%	153,012	26,168
Municipal Court	416	Regular	26,108	25,601	507	1.94%	287,193	284,277	2,916	1.02%	339,410	55,133
		IPT	769	998	(229)	-29.76%	8,462	11,102	(2,641)	-31.21%	10,000	(1,102)
		OT	2,055	1,045	1,010	49.16%	22,602	12,339	10,262	45.41%	26,711	14,372
		Total	28,932	27,644	1,288	4.45%	318,256	307,719	10,537	3.31%	376,121	68,402

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	38,845	38,489	356	0.92%	427,292	409,046	18,246	4.27%	504,982	95,936
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	6	Total	38,845	38,489	356	0.92%	427,292	409,046	18,246	4.27%	504,982	95,936
Actual	6											
Accounting	418	Regular	23,774	23,459	314	1.32%	261,509	257,750	3,759	1.44%	309,056	51,306
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	5	Total	23,774	23,459	314	1.32%	261,509	257,750	3,759	1.44%	309,056	51,306
Actual	5											
Engineering - General	420-00	Regular	41,158	31,568	9,591	23.30%	452,739	414,082	38,657	8.54%	535,055	120,973
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	41,158	31,568	9,591	23.30%	452,739	414,082	38,657	8.54%	535,055	120,973
Actual	5											
Engineering - Stormwater	420-01	Regular	11,497	6,273	5,224	45.44%	126,465	103,011	23,454	18.55%	149,459	46,448
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	2	Total	11,497	6,273	5,224	45.44%	126,465	103,011	23,454	18.55%	149,459	46,448
Actual	2											
MOECD	421	Regular	32,592	31,358	1,235	3.79%	358,515	349,756	8,759	2.44%	423,699	73,943
		IPT	800	446	354	44.27%	78,400	83,074	(4,674)	-5.96%	80,000	3,074
		OT	-	-	-		-	2,615	(2,615)		-	-
Budget	7	Total	33,392	31,803	1,589	4.76%	436,915	435,445	1,470	0.34%	503,699	77,017
Actual	7											
Human Resources	422	Regular	33,020	27,530	5,490	16.63%	363,216	346,217	16,999	4.68%	429,255	83,038
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	33,020	27,530	5,490	16.63%	363,216	346,217	16,999	4.68%	429,255	83,038
Actual	6											
Development Services	430	Regular	95,338	92,172	3,166	3.32%	1,048,713	1,021,611	27,102	2.58%	1,239,388	217,777
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	21	Total	95,338	92,172	3,166	3.32%	1,048,713	1,021,611	27,102	2.58%	1,239,388	217,777
Actual	21											
Mail Room	431	Regular	2,867	2,811	56	1.96%	31,538	30,875	662	2.10%	37,272	6,397
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	2,867	2,811	56	1.96%	31,538	30,875	662	2.10%	37,272	6,397
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
April 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%	492,108	439,160	52,948	10.76%	581,582	142,422
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	9	Total	44,737	40,565	4,172	9.32%	492,108	439,160	52,948	10.76%	581,582	142,422
Actual	8											
General Services	440	Regular	37,711	32,558	5,153	13.66%	414,818	381,399	33,419	8.06%	490,239	108,840
		IPT	-	-	-		-	-	-		-	-
		OT	6,224	2,263	3,960	63.63%	68,462	37,034	31,428	45.91%	80,910	43,876
Budget	11	Total	43,935	34,821	9,113	20.74%	483,280	418,433	64,847	13.42%	571,149	152,716
Actual	9											
Constituent Services	442-01	Regular	20,579	19,744	835	4.06%	226,366	211,969	14,398	6.36%	267,524	55,555
		IPT	2,178	2,227	(49)	-2.23%	23,958	13,715	10,243	42.75%	28,314	14,599
		OT	-	-	-		-	-	-		-	-
Budget	4	Total	22,757	21,971	786	3.45%	250,324	225,684	24,641	9.84%	295,838	70,154
Actual	4											
Morris Square Property	500	Regular	5,586	5,574	12	0.21%	61,449	60,308	1,142	1.86%	72,622	12,314
		IPT	-	-	-		-	-	-		-	-
		OT	154	151	3	2.08%	1,692	1,763	(71)	-4.17%	2,000	237
Budget	2	Total	5,740	5,725	15	0.26%	63,142	62,070	1,071	1.70%	74,622	12,552
Actual	2											
Public Works	566	Regular	17,921	17,569	351	1.96%	197,126	193,886	3,240	1.64%	232,967	39,081
		IPT	-	-	-		-	-	-		-	-
		OT	385	28	357	92.78%	4,231	512	3,719	87.91%	5,000	4,488
Budget	4	Total	18,305	17,597	708	3.87%	201,357	194,397	6,959	3.46%	237,967	43,570
Actual	4											
Public Grounds - Adm.	567-00	Regular	76,284	68,750	7,534	9.88%	839,127	792,301	46,826	5.58%	991,696	199,395
		IPT	-	-	-		-	-	-		-	-
		OT	2,292	7,212	(4,920)	-214.68%	25,211	100,090	(74,879)	-297.01%	29,795	(70,295)
Budget	27	Total	78,576	75,962	2,614	3.33%	864,339	892,391	(28,053)	-3.25%	1,021,491	129,100
Actual	24											
Public Grounds - C/T	567-01	Regular	3,144	3,741	(597)	-19.00%	34,584	44,183	(9,599)	-27.76%	40,872	(3,311)
		IPT	-	-	-		-	-	-		-	-
		OT	188	147	41	21.61%	2,068	1,150	918	-100.00%	2,444	1,294
Budget	1	Total	3,332	3,889	(557)	-16.71%	36,652	45,333	(8,681)	-23.68%	43,316	(2,017)
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	768,456	740,169	28,288	3.68%	8,453,019	7,997,432	455,588	5.39%	9,989,932	1,992,500
		OT	187,503	236,835	(49,333)	-26.31%	2,334,417	2,826,306	(491,889)	-21.07%	2,726,415	(99,891)
		Reimb.	(3,077)	-	(3,077)	-100.00%	(33,846)	-	(33,846)	-100.00%	(40,000)	(40,000)
		Total	952,882	977,004	(24,122)	-2.53%	10,753,590	10,823,738	(70,148)	-0.65%	12,676,347	1,852,609
Budget	173											
Actual	154											
Police - Civilian	700-01	Regular	73,262	71,943	1,320	1.80%	805,886	818,455	(12,568)	-1.56%	952,411	133,956
		IPT	4,231	1,254	2,977	70.36%	46,538	11,749	34,789	74.75%	55,000	43,251
		OT	8,015	8,929	(914)	-11.40%	88,162	93,501	(5,340)	-6.06%	104,191	10,690
		Total	85,508	82,125	3,383	3.96%	940,586	923,705	16,881	1.79%	1,111,602	187,897
Budget	23											
Actual	23											
Fire - Uniform	706-00	Regular	664,434	714,740	(50,306)	-7.57%	8,649,401	9,218,525	(569,124)	-6.58%	10,319,009	1,100,484
		OT	111,425	105,823	5,602	5.03%	1,695,466	1,341,562	353,904	20.87%	1,947,678	606,116
		Reimb.	(923)	-	(923)	-100.00%	(10,154)	-	(10,154)	-100.00%	(12,000)	(12,000)
		Total	774,936	820,563	(45,627)	-5.89%	10,334,714	10,560,088	(225,374)	-2.18%	12,254,687	1,694,599
Budget	169											
Actual	158											
Fire - Civilian	706-01	Regular	7,851	7,470	381	4.85%	86,358	84,285	2,072	2.40%	102,059	17,774
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	423	(192)	-83.12%	2,538	1,390	1,148	45.23%	3,000	1,610
		Total	8,081	7,893	189	2.34%	88,896	85,675	3,221	3.62%	105,059	19,384
Budget	2											
Actual	2											
Traffic	712	Regular	38,226	37,654	573	1.50%	420,491	405,686	14,805	3.52%	496,944	91,258
		IPT	423	-	423	100.00%	4,654	-	4,654	100.00%	5,500	5,500
		OT	1,078	770	308	28.54%	11,857	30,399	(18,542)	-156.37%	14,013	(16,386)
		Total	39,727	38,424	1,303	3.28%	437,002	436,085	917	0.21%	516,457	80,372
Budget	10											
Actual	10											
Emergency Services	716	Regular	6,525	6,397	128	1.96%	71,773	70,322	1,451	2.02%	84,823	14,501
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,525	6,397	128	1.96%	71,773	70,322	1,451	2.02%	84,823	14,501
Budget	1											
Actual	1											
Street	750	Regular	208,176	161,395	46,780	22.47%	2,289,933	1,831,070	458,863	20.04%	2,706,284	875,214
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	17,465	10,384	7,082	40.55%	264,119	322,324	(58,205)	-22.04%	299,050	(23,274)
		Total	225,641	171,779	53,862	23.87%	2,554,052	2,153,394	400,658	15.69%	3,005,334	851,940
Budget	72											
Actual	56											
Equipment Maintenance	754	Regular	62,823	57,183	5,640	8.98%	691,054	696,705	(5,651)	-0.82%	816,700	119,995
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	5,009	770	4,239	84.63%	55,095	66,638	(11,543)	-20.95%	65,112	(1,526)
		Total	67,832	57,953	9,879	14.56%	746,149	763,343	(17,194)	-2.30%	881,812	118,469
Budget	19											
Actual	19											

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	187,423	178,063	9,360	4.99%	2,061,654	2,088,024	(26,370)	-1.28%	2,436,500	348,476
		IPT	-	-	-		-	-	-		-	-
Budget	66	OT	22,489	13,247	9,242	41.09%	247,375	115,692	131,683	53.23%	292,352	176,660
Actual	63	Total	209,912	191,310	18,601	8.86%	2,309,029	2,203,716	105,313	4.56%	2,728,852	525,136
Parks & Recreation	900	Regular	103,362	99,555	3,806	3.68%	1,136,979	1,049,772	87,207	7.67%	1,343,703	293,931
		IPT	14,168	11,425	2,743	19.36%	247,940	205,600	42,340	17.08%	354,200	148,600
Budget	32	OT	4,849	1,845	3,004	61.96%	53,343	41,547	11,797	22.11%	63,042	21,495
Actual	29	Total	122,379	112,825	9,554	7.81%	1,438,263	1,296,919	141,344	9.83%	1,760,945	464,026
Public Arts	906	Regular	5,182	5,080	102	1.96%	56,998	55,836	1,162	2.04%	67,361	11,525
		IPT	1,538	-	1,538	100.00%	16,923	748	16,176	95.58%	20,000	19,253
Budget	1	OT	-	-	-		-	-	-		-	-
Actual	1	Total	6,720	5,080	1,640	24.41%	73,921	56,584	17,337	23.45%	87,361	30,778
Spring Hill Cemetery	952	Regular	31,011	28,160	2,852	9.20%	341,123	311,884	29,239	8.57%	403,145	91,261
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
Budget	9	OT	940	184	756	80.42%	10,344	2,504	7,840	75.79%	12,225	9,721
Actual	9	Total	31,952	28,344	3,608	11.29%	351,467	314,388	37,079	10.55%	415,370	100,982
General Fund		Regular	2,852,211	2,739,151	113,060	3.96%	32,714,941	31,837,933	877,008	2.68%	38,760,101	6,922,168
		IPT	25,123	17,189	7,933	31.58%	438,044	336,092	101,952	23.27%	566,214	230,122
		OT	370,300	390,056	(19,756)	-5.34%	4,886,982	4,997,365	(110,382)	-2.26%	5,673,938	676,573
Budget	760	Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	-	(44,000)	100.00%	(52,000)	(52,000)
Actual	697	Total	3,243,634	3,146,396	97,238	3.00%	37,995,967	37,171,389	824,578	2.17%	44,948,253	7,776,864

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,629	2,997	631	17.40%	39,914	32,920	6,994	17.52%	47,171	14,252
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	114	(114)		-	(114)
Budget	1	Total	3,629	2,997	631	17.40%	39,914	33,034	6,880	17.24%	47,171	14,137
Actual	1											
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	42,308	40,471	1,836	4.34%	50,000	9,529
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	3,846	3,683	163	4.24%	42,308	40,471	1,836	4.34%	50,000	9,529
Actual	1											
CARE Fund	409-02	Regular	25,643	21,099	4,544	17.72%	282,077	230,291	51,786	18.36%	333,364	103,073
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	25,643	21,099	4,544	17.72%	282,077	230,291	51,786	18.36%	333,364	103,073
Actual	6											
Coliseum & Conv. Center	910-01	Regular	50,576	34,041	16,535	32.69%	556,338	445,930	110,408	19.85%	657,490	211,560
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	713	1,594	69.09%	25,385	7,607	17,777	70.03%	30,000	22,393
Budget	14	Total	52,884	34,755	18,129	34.28%	581,722	453,537	128,185	22.04%	687,490	233,953
Actual	9											
Parking System	571	Regular	63,307	62,466	841	1.33%	696,374	678,606	17,769	2.55%	822,988	144,382
		IPT	4,315	682	3,633	84.20%	47,469	13,019	34,450	72.57%	56,100	43,081
		OT	1,692	351	1,341	79.24%	18,615	14,331	4,285	23.02%	22,000	7,669
Budget	21	Total	69,314	63,499	5,816	8.39%	762,459	705,956	56,503	7.41%	901,088	195,132
Actual	21											
Total		Regular	2,999,212	2,863,437	135,775	4.53%	34,331,952	33,266,150	1,065,802	3.10%	40,671,114	7,404,964
		IPT	29,438	17,871	11,567	39.29%	485,513	349,111	136,403	28.09%	622,314	273,203
		OT	374,300	391,121	(16,820)	-4.49%	4,930,982	5,019,417	(88,434)	-1.79%	5,725,938	706,521
		Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	-	(44,000)	100.00%	(52,000)	(52,000)
Budget	804	Total	3,398,950	3,272,429	126,521	3.72%	39,704,448	38,634,678	1,069,770	2.69%	46,967,366	8,332,688
Actual	735											

Vacancy Report:

City Manager	1	General Services	2	CARE Fund	1
City Collector	1	Public Works (all)	22	Coliseum	5
Engineering	2	Police - Uniform	19	Total All	69
Human Resources	1	Fire - Uniform	11		
Information Systems	1	Parks & Recreation	3		

63

Current Month covers 2 pay periods (3/22/2026 - 4/18/2026)

YTD covers 22 pay periods (6/15/2025 - 4/18/2026)

CITY OF CHARLESTON
Payroll Variance Analysis
May 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	283,091	278,428	4,663	1.65%	306,682	28,254
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,591	23,238	353	1.50%	283,091	278,428	4,663	1.65%	306,682	28,254
Mayor - CARE Office	409-02	Regular	9,915	9,720	194	1.96%	118,974	116,554	2,421	2.03%	128,889	12,335
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,915	9,720	194	1.96%	118,974	116,554	2,421	2.03%	128,889	12,335
City Council	410	Regular	13,000	18,500	(5,500)	-42.31%	156,000	137,000	19,000	12.18%	169,000	32,000
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	18,500	(5,500)	-42.31%	156,000	137,000	19,000	12.18%	169,000	32,000
City Manager - Admin.	412-00	Regular	48,371	41,714	6,657	13.76%	580,448	492,489	87,960	15.15%	628,819	136,330
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	48,371	41,714	6,657	13.76%	580,448	492,489	87,960	15.15%	628,819	136,330
City Treasurer	413	Regular	10,557	10,549	9	0.08%	126,689	126,403	285	0.23%	137,246	10,843
		IPT	1,015	918	97	9.59%	12,185	11,022	1,163	9.54%	13,200	2,178
		OT	-	-	-		-	-	-		-	-
		Total	11,573	11,467	106	0.92%	138,873	137,425	1,448	1.04%	150,446	13,021
City Collector	414	Regular	67,116	62,432	4,683	6.98%	805,388	758,539	46,849	5.82%	872,504	113,965
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	67,116	62,432	4,683	6.98%	805,388	758,539	46,849	5.82%	872,504	113,965
City Clerk	415	Regular	11,770	11,539	231	1.96%	141,242	138,384	2,858	2.02%	153,012	14,628
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,770	11,539	231	1.96%	141,242	138,384	2,858	2.02%	153,012	14,628
Municipal Court	416	Regular	26,108	25,937	172	0.66%	313,302	310,214	3,087	0.99%	339,410	29,196
		IPT	769	1,362	(593)	-77.06%	9,231	12,464	(3,234)	-35.03%	10,000	(2,464)
		OT	2,055	1,085	970	47.19%	24,656	13,424	11,232	45.55%	26,711	13,287
		Total	28,932	28,384	548	1.90%	347,189	336,103	11,085	3.19%	376,121	40,018

CITY OF CHARLESTON
Payroll Variance Analysis
 May 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	38,845	38,489	356	0.92%	466,137	447,535	18,602	3.99%	504,982	57,447
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	6	Total	38,845	38,489	356	0.92%	466,137	447,535	18,602	3.99%	504,982	57,447
Actual	6											
Accounting	418	Regular	23,774	23,459	314	1.32%	285,282	281,209	4,074	1.43%	309,056	27,847
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	5	Total	23,774	23,459	314	1.32%	285,282	281,209	4,074	1.43%	309,056	27,847
Actual	5											
Engineering - General	420-00	Regular	41,158	27,241	13,917	33.81%	493,897	441,324	52,573	10.64%	535,055	93,731
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	41,158	27,241	13,917	33.81%	493,897	441,324	52,573	10.64%	535,055	93,731
Actual	5											
Engineering - Stormwater	420-01	Regular	11,497	10,599	898	7.81%	137,962	113,610	24,352	17.65%	149,459	35,849
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	2	Total	11,497	10,599	898	7.81%	137,962	113,610	24,352	17.65%	149,459	35,849
Actual	2											
MOECD	421	Regular	32,592	31,267	1,325	4.07%	391,107	381,023	10,084	2.58%	423,699	42,676
		IPT	800	478	322	40.29%	79,200	83,552	(4,352)	-5.49%	80,000	3,552
		OT	-	-	-		-	2,615	(2,615)		-	-
Budget	7	Total	33,392	31,745	1,648	4.93%	470,307	467,190	3,117	0.66%	503,699	46,228
Actual	7											
Human Resources	422	Regular	33,020	28,439	4,580	13.87%	396,235	374,656	21,580	5.45%	429,255	54,599
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	7	Total	33,020	28,439	4,580	13.87%	396,235	374,656	21,580	5.45%	429,255	54,599
Actual	7											
Development Services	430	Regular	95,338	91,673	3,664	3.84%	1,144,050	1,113,284	30,766	2.69%	1,239,388	126,104
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	21	Total	95,338	91,673	3,664	3.84%	1,144,050	1,113,284	30,766	2.69%	1,239,388	126,104
Actual	20											
Mail Room	431	Regular	2,867	2,811	56	1.96%	34,405	33,686	719	2.09%	37,272	3,586
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	2,867	2,811	56	1.96%	34,405	33,686	719	2.09%	37,272	3,586
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
May 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	40,178	4,559	10.19%	536,845	479,338	57,507	10.71%	581,582	102,244
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	9	Total	44,737	40,178	4,559	10.19%	536,845	479,338	57,507	10.71%	581,582	102,244
Actual	8											
General Services	440	Regular	37,711	34,377	3,333	8.84%	452,528	415,776	36,752	8.12%	490,239	74,463
		IPT	-	-	-		-	-	-		-	-
		OT	6,224	3,456	2,768	44.47%	74,686	40,490	34,196	45.79%	80,910	40,420
Budget	11	Total	43,935	37,833	6,101	13.89%	527,214	456,266	70,949	13.46%	571,149	114,883
Actual	10											
Constituent Services	442-01	Regular	20,579	19,744	835	4.06%	246,945	231,713	15,232	6.17%	267,524	35,811
		IPT	2,178	2,087	91	4.16%	26,136	15,802	10,334	39.54%	28,314	12,512
		OT	-	-	-		-	-	-		-	-
Budget	4	Total	22,757	21,832	925	4.07%	273,081	247,515	25,566	9.36%	295,838	48,323
Actual	4											
Morris Square Property	500	Regular	5,586	5,477	110	1.96%	67,036	65,784	1,251	1.87%	72,622	6,838
		IPT	-	-	-		-	-	-		-	-
		OT	154	728	(574)	-373.23%	1,846	2,491	(645)	-34.93%	2,000	(491)
Budget	2	Total	5,740	6,205	(465)	-8.10%	68,882	68,275	607	0.88%	74,622	6,347
Actual	2											
Public Works	566	Regular	17,921	17,718	202	1.13%	215,046	211,604	3,442	1.60%	232,967	21,363
		IPT	-	-	-		-	-	-		-	-
		OT	385	28	357	92.72%	4,615	540	4,076	88.31%	5,000	4,460
Budget	4	Total	18,305	17,747	559	3.05%	219,662	212,144	7,518	3.42%	237,967	25,823
Actual	4											
Public Grounds - Adm.	567-00	Regular	76,284	70,023	6,262	8.21%	915,412	862,324	53,088	5.80%	991,696	129,372
		IPT	-	-	-		-	-	-		-	-
		OT	2,292	8,271	(5,979)	-260.89%	27,503	108,361	(80,858)	-294.00%	29,795	(78,566)
Budget	27	Total	78,576	78,294	282	0.36%	942,915	970,685	(27,770)	-2.95%	1,021,491	50,806
Actual	24											
Public Grounds - C/T	567-01	Regular	3,144	3,977	(833)	-26.49%	37,728	48,160	(10,432)	-27.65%	40,872	(7,288)
		IPT	-	-	-		-	-	-		-	-
		OT	188	-	188	100.00%	2,256	1,150	1,106	49.04%	2,444	1,294
Budget	1	Total	3,332	3,977	(645)	-19.36%	39,984	49,310	(9,326)	-23.32%	43,316	(5,994)
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
May 2026

Department		Type	Current Month				Year To Date				Annual		
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available	
Police - Uniform	700-00	Regular	768,456	707,843	60,613	7.89%	9,221,476	8,705,275	516,201	5.60%	9,989,932	1,284,657	
		OT	187,503	258,073	(70,570)	-37.64%	2,521,919	3,084,379	(562,459)	-22.30%	2,726,415	(357,964)	
	Budget	173	Reimb.	(3,077)	-	(3,077)	-100.00%	(36,923)	-	(36,923)	-100.00%	(40,000)	(40,000)
	Actual	152	Total	952,882	965,916	(13,034)	-1.37%	11,706,472	11,789,653	(83,181)	-0.71%	12,676,347	886,694
Police - Civilian	700-01	Regular	73,262	74,625	(1,363)	-1.86%	879,149	893,080	(13,932)	-1.58%	952,411	59,331	
		IPT	4,231	1,254	2,977	70.36%	50,769	13,003	37,766	74.39%	55,000	41,997	
	Budget	23	OT	8,015	9,258	(1,243)	-15.51%	96,176	102,759	(6,583)	-6.84%	104,191	1,432
	Actual	23	Total	85,508	85,137	371	0.43%	1,026,094	1,008,842	17,252	1.68%	1,111,602	102,760
Fire - Uniform	706-00	Regular	921,384	717,543	203,841	22.12%	9,570,786	9,936,068	(365,283)	-3.82%	10,319,009	382,941	
		OT	111,425	232,413	(120,988)	-108.58%	1,806,891	1,573,975	232,916	12.89%	1,947,678	373,703	
	Budget	169	Reimb.	(923)	-	(923)	-100.00%	(11,077)	-	(11,077)	-100.00%	(12,000)	(12,000)
	Actual	158	Total	1,031,886	949,956	81,931	7.94%	11,366,600	11,510,043	(143,443)	-1.26%	12,254,687	744,644
Fire - Civilian	706-01	Regular	7,851	7,470	381	4.85%	94,208	91,755	2,453	2.60%	102,059	10,304	
		IPT	-	-	-	-	-	-	-	-	-	-	
	Budget	2	OT	231	273	(42)	-	2,769	1,663	1,106	3,000	1,337	
	Actual	2	Total	8,081	7,742	339	4.19%	96,978	93,418	3,560	3.67%	105,059	11,641
Traffic	712	Regular	38,226	33,067	5,159	13.50%	458,718	438,753	19,964	4.35%	496,944	58,191	
		IPT	423	-	423	100.00%	5,077	-	5,077	100.00%	5,500	5,500	
	Budget	10	OT	1,078	535	543	50.35%	12,935	30,934	(17,999)	-139.15%	14,013	(16,921)
	Actual	9	Total	39,727	33,602	6,125	15.42%	476,730	469,687	7,042	1.48%	516,457	46,770
Emergency Services	716	Regular	6,525	6,397	128	1.96%	78,298	76,719	1,579	2.02%	84,823	8,104	
		IPT	-	-	-	-	-	-	-	-	-	-	
	Budget	1	OT	-	-	-	-	-	-	-	-	-	
	Actual	1	Total	6,525	6,397	128	1.96%	78,298	76,719	1,579	2.02%	84,823	8,104
Street	750	Regular	208,176	159,265	48,911	23.49%	2,498,108	1,990,335	507,773	20.33%	2,706,284	715,949	
		IPT	-	-	-	-	-	-	-	-	-	-	
	Budget	72	OT	17,465	13,424	4,041	23.14%	281,585	335,748	(54,164)	-19.24%	299,050	(36,698)
	Actual	54	Total	225,641	172,689	52,952	23.47%	2,779,693	2,326,083	453,610	16.32%	3,005,334	679,251
Equipment Maintenance	754	Regular	62,823	57,953	4,870	7.75%	753,877	754,658	(781)	-0.10%	816,700	62,042	
		IPT	-	-	-	-	-	-	-	-	-	-	
	Budget	19	OT	5,009	868	4,141	82.67%	60,103	67,506	(7,403)	-12.32%	65,112	(2,394)
	Actual	19	Total	67,832	58,821	9,011	13.28%	813,980	822,164	(8,184)	-1.01%	881,812	59,648

CITY OF CHARLESTON
Payroll Variance Analysis
May 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	187,423	187,292	131	0.07%	2,249,077	2,275,316	(26,239)	-1.17%	2,436,500	161,184
		IPT	-	-	-		-	-	-		-	-
	Budget 66	OT	22,489	13,539	8,949	39.79%	269,863	129,231	140,632	52.11%	292,352	163,121
	Actual 63	Total	209,912	200,831	9,080	4.33%	2,518,940	2,404,547	114,393	4.54%	2,728,852	324,305
Parks & Recreation	900	Regular	103,362	93,069	10,293	9.96%	1,240,341	1,142,841	97,500	7.86%	1,343,703	200,862
		IPT	21,252	10,021	11,231	52.85%	269,192	215,620	53,572	19.90%	354,200	138,580
	Budget 32	OT	4,849	4,076	773	15.94%	58,193	45,623	12,570	21.60%	63,042	17,419
	Actual 29	Total	129,463	107,166	22,297	17.22%	1,567,726	1,404,085	163,641	10.44%	1,760,945	356,860
Public Arts	906	Regular	5,182	5,080	102	1.96%	62,179	60,916	1,263	2.03%	67,361	6,445
		IPT	1,538	-	1,538	100.00%	18,462	748	17,714	95.95%	20,000	19,253
	Budget 1	OT	-	-	-		-	-	-		-	-
	Actual 1	Total	6,720	5,080	1,640	24.41%	80,641	61,664	18,977	23.53%	87,361	25,698
Spring Hill Cemetery	952	Regular	31,011	28,060	2,952	9.52%	372,134	339,943	32,191	8.65%	403,145	63,202
		IPT	-	-	-	#DIV/0!	-	-	-	0.00%	-	-
	Budget 9	OT	940	235	705	74.97%	11,285	2,740	8,545	75.72%	12,225	9,485
	Actual 9	Total	31,952	28,295	3,657	11.44%	383,418	342,683	40,736	10.62%	415,370	72,687
General Fund		Regular	3,109,161	2,726,766	382,395	12.30%	35,824,101	34,564,698	1,259,403	3.52%	38,760,101	4,195,403
		IPT	32,207	16,120	16,087	49.95%	470,251	352,211	118,040	25.10%	566,214	214,003
		OT	370,300	546,263	(175,963)	-47.52%	5,257,283	5,543,628	(286,345)	-5.45%	5,673,938	130,310
	Budget 760	Reimb.	(4,000)	-	(4,000)	100.00%	(48,000)	-	(48,000)	100.00%	(52,000)	(52,000)
	Actual 693	Total	3,507,668	3,289,148	218,520	6.23%	41,503,635	40,460,537	1,043,098	2.51%	44,948,253	4,487,716

CITY OF CHARLESTON
Payroll Variance Analysis
May 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,629	2,869	760	20.95%	43,543	35,788	7,754	17.81%	47,171	11,383
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	114	(114)		-	(114)
		Total	3,629	2,869	760	20.95%	43,543	35,903	7,640	17.55%	47,171	11,269
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	46,154	44,154	1,999	4.33%	50,000	5,846
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,683	163	4.24%	46,154	44,154	1,999	4.33%	50,000	5,846
CARE Fund	409-02	Regular	25,643	21,099	4,544	17.72%	307,720	251,390	56,331	18.31%	333,364	81,974
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,099	4,544	17.72%	307,720	251,390	56,331	18.31%	333,364	81,974
Coliseum & Conv. Center	910-01	Regular	50,576	34,336	16,241	32.11%	606,914	480,265	126,649	20.87%	657,490	177,225
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
		OT	2,308	292	2,016	87.34%	27,692	7,899	19,793	71.47%	30,000	22,101
		Total	52,884	34,628	18,256	34.52%	634,606	488,165	146,442	23.08%	687,490	199,325
Parking System	571	Regular	63,307	63,813	(506)	-0.80%	759,681	742,419	17,262	2.27%	822,988	80,569
		IPT	4,315	677	3,639	84.32%	51,785	13,696	38,089	73.55%	56,100	42,404
		OT	1,692	1,585	107	6.32%	20,308	15,916	4,392	21.63%	22,000	6,084
		Total	69,314	66,075	3,239	4.67%	831,774	772,031	59,743	7.18%	901,088	129,057
Total		Regular	3,256,162	2,852,565	403,597	12.39%	37,588,113	36,118,715	1,469,399	3.91%	40,671,114	4,552,399
		IPT	36,522	16,796	19,726	54.01%	522,036	365,907	156,129	29.91%	622,314	256,407
		OT	374,300	548,141	(173,840)	-46.44%	5,305,283	5,567,557	(262,275)	-4.94%	5,725,938	158,381
		Reimb.	(4,000)	-	(4,000)	100.00%	(48,000)	-	(48,000)	100.00%	(52,000)	(52,000)
		Total	3,662,984	3,417,502	245,483	6.70%	43,367,432	42,052,179	1,315,253	3.03%	46,967,366	4,915,187

Vacancy Report:

City Manager	1	Public Works (all)	24	CARE Fund	1
City Collector	1	Police - Uniform	21	Coliseum	5
Engineering	2	Fire - Uniform	11	Total All	73
Development Services	1	Traffic Engineering	1		
Information Systems	1	Parks & Recreation	3		
General Services	1	Total General Fund	67		

Bill No. 8081

Introduced in Council:

June 1, 2026

Introduced by:

Chad Robinson

Adopted by Council:

Referred to:

**Public Safety and
Ordinance and Rules**

1 **Bill No. 8081** - A BILL to amend the Municipal Code of the City of Charleston and
2 enact a new section, Section 78-63, relating to creation of the Trespass Enforcement
3 Authorization Program.
4

5 **Now, therefore, be it ordained by the Council of the City of Charleston:** That
6 Division 2 of Article II of Chapter 78 of the Municipal Code of the City of Charleston, as
7 amended, is hereby amended and reenacted by adding thereto Section 78-63 to read
8 as follows:
9

10 **Sec. 78-63. - Trespass Enforcement Authorization Program.**
11

12 (a) A property owner, building owner, property manager or person having legal control
13 of real property (the "participant") or their legal representative can authorize the
14 Charleston Police Department to enforce, in absolute police discretion, the trespass
15 ordinance set forth in Section 78-62 of this Code on their property. To have the
16 possibility of enforcement pursuant to this division, the person must:
17

18 (1) Provide notice to the Charleston Police Department, on the form to be provided by
19 the City and which shall include a sworn and notarized affidavit from the participant
20 attesting thereto, of the participant's desire to participate in the Trespass Enforcement
21 Authorization Program by filing such notice and affidavit with the Records Division of the
22 Charleston Police Department;
23

24 (2) Declare the notice and affidavit to be a business record kept in the normal course of
25 business, and agree to appear in court to testify; and
26

27 (3) Post the property with conspicuous signage of sufficient notice declaring the
28 property to be under the Trespass Enforcement Authorization Program. The term
29 "conspicuous signage" means a sign that is at least one square foot in size with lettering
30 that is at least two inches in height and contains the following language or words of
31 similar notice:
32

33 NO TRESPASS AT ANY TIME [or at specific designated times as stated]
34

35 PRIVATE PROPERTY

36
37 THE CHARLESTON POLICE DEPARTMENT IS AUTHORIZED TO ENTER THE
38 PREMISES AND ARREST ANY VIOLATORS

39 TRESPASS ENFORCEMENT AUTHORIZATION PROGRAM
40

41
42 The term "sufficient notice" means the conspicuous sign or signs are posted on the
43 subject property where they reasonably may be seen.
44

45 (b) When property has been posted by the participant with conspicuous signage of
46 sufficient notice declaring the property to be under the trespass enforcement
47 authorization program, it shall be prima facie evidence that consent to enter or remain
48 upon the premises of another is absent, denied, or withdrawn.
49

50 (c) It shall be unlawful to deface, damage or remove any sign placed in accordance
51 with this section.
52

53 (d) Any authorization granted by the participant pursuant to the Trespass Enforcement
54 Authorization Program may be withdrawn at any time by the participant by providing
55 actual notice to the Charleston Police Department in writing. In addition, the
56 authorization granted by the participant shall become immediately null and void upon
57 written notice of any transfer of ownership or control of the subject real property, and the
58 participant has a duty to notify the Department of any such transfer.
59
60

1 **Bill No. 8082**

2 **Introduced in Council**

Passed by Council:

3 **June 1, 2026**

4 **Introduced by:**

Referred to:

5 **Emmett Pepper**
6 **Bruce King**

Planning, Streets and Traffic

7
8
9 **Bill No. 8082** - A Bill to amend and reenact Ordinance number 1800, passed by Council
10 June 7, 1976, relating to Removing the designation of Staunton Avenue, S.E. as an
11 established “through” street; Stop Signs at the intersection of Staunton Avenue, S.E. and
12 44th Street, S.E. by requiring vehicles eastbound on Staunton Avenue, S.E. to stop and
13 requiring vehicles westbound on Staunton Avenue, S.E. to stop; and amending the Traffic
14 Control Map and Traffic Control File, established by the code of the City of Charleston,
15 West Virginia, two thousand and three, as amended, Traffic Laws, Section 263, Division
16 2, Article 4, Chapter 114, to conform therewith.

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

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

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

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

31
32 Section 4. All prior Ordinances, inconsistent with this Ordinance are hereby repealed
33 to the extent of said inconsistency.