CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

September 16, 2025 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:
https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes September 2, 2025
   City Council Regular Meeting (42).docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Legislative Update and Discussion – Delegate Joe Funkhouser

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report - August
2. Community Development Status Report - August
   August 2025 CDD Report.pdf
   August Permits Issued Report.pdf
3. Public Works Status Report -August
   Public Works August .pdf
4. Finance Department Status Report - August
   August 2025 AP Council Report.pdf
   August 2025 General Fund Budget Report.pdf
   August 2025 Capital Fund Budget Report.pdf
5. Parks and Recreation Status Report- August
   September Directors Report.docx 1.docx
6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

1. Ranson PD Chaplain Swearing - In Pastor Marsceau

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Appointment to Ranson Board of Zoning Appeals– Term Ending January 1, 2026
   Wildrick .pdf
2. Resolution 2025 - 16 FY2026 General Budget Revision #2
   FY 26 General Funds Revision#2 Resolution 2025-XX.docx
   FY2026 General Fund Budget Revision #2 9-16-2025.pdf
   FY2026 General Fund Budget Revision #2 LGS Worksheet 9-16-2025.pdf
3. Resolution 2025-17 FY2026 Capital Improvement Fund Budget Revision #1
   FY 26 Capital Fund Revision#1 Resolution 2025-17.docx
   FY2026 Capital Fund Budget Revision #1 9-16-2025.pdf
4. Audit Committee Appointment for FY2025 & FY2026 Engagement
   Chief Inspector Audit Notice Rcvd 9-2-2025.pdf
5. Policy Proposal for Formal Complaints
   Formal Complaint Policy and Form.pdf

VIII. ADJOURNMENT

IX. INFORMATION ONLY

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes September 2, 2025

ATTACHMENTS:

City Council Regular Meeting (42).docx

CITY COUNCIL REGULAR MEETING
September 2, 2025

~ MINUTES~

I. CALL TO ORDER

Kenneth Suits, Mayor	**Present**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Present**
Herbie McDaniel	**Present**
Stephanie Fagan	**Present**
Jaden Bound	**Present**

II. APPROVAL OF MINUTES

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Yes**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Yes**

III. CITIZEN'S PRESENTATIONS/PETITIONS

Joe Bosco, President of the Briar Run Homeowners Association (HOA), addressed the Mayor and Council to discuss the annexation of Briar Run Estates and inquired about the next steps in the process.

Lieutenant Dan Turner spoke to the Mayor and Council regarding the Stipend Program aimed at increasing volunteerism. City of Ranson has approved $100,000.00 for the program in the Fiscal Year 2026 budget.

IV. CITY MANAGER/STAFF REPORTS

1. City Manager Report

City manager Todd Wilt informed the mayor and council vacancies for the Building Commission and Board of Zoning appeals both opening we were advertised in the local paper

and Ranson Website. Land Water convention Grant for Marcus Field was awarded for about 50 % of the cost $750,000.000 from the grant and $750,000.00 from the city.
City Manager spoke regarding the annexation and the money spent for the last meeting. Originally in July City manager reached out to the city's engineering company to request the meets and bounds of the proposed area around Briar Run and other connecting properties that cost was just under $10,000.00. City manager asks before we move forward with a cost are we looking into just Briar Run or other parcels to be annexed into the city with Briar Run. Colandrea said to maybe look into the parcels North of Angus MacDonald Farm property to be used for a connection to Country Club Road and Old West Virginia Road and have access to Curry Road. Mrs. Fagan ask where the McDonald farm stand on this annexation "does the McDonald Farm want to be annexed in the city of Ranson". Council Member Fagan stated Annexation and taking people's property is a big deal and feels that this process should not be rushed. Mr. Wilt informed Council Colandrea that property does not give access to Curry Rd. Mr. Wilt said the property to give access to Curry Rd is Mocking Bird LLC. Mr. Colandrea said he thinks this is another issue, Mocking Bird LLC has trailers on the property, and council member Colandrea says that it is against the Ranson Codes. Although Mr. Colandrea is open to discussion regarding McDonald farm and Mockingbird LLC.

2. Chief of Police Status Report

Bobby Miller handed out Police report to the council for the month of August. Chief Miller announced the officers will be fitted for their new uniforms on September 9, 2025. Also, there is a hiring advertisement out on linked, Facebook and looking for other ways to get the advertisement out. Testing is scheduled for September 27, 2025 at the Ranson Civic Center. Traffic Trailor is at the intersection to get some speed data, and the chief will be prepared to go over the findings with Councilman Custer.

V. COMMUNICATIONS FROM THE MAYOR

Mayor Ken Suits informed the council that he is collaborating with region 9 to explore the feasibility of funding a study for a potential walking bridge across Route 9 and the Home Depot area. Additionally, the mayor has begun looking into a Brownfield rehabilitation grant for Coles Storage. If property owners agree, the city could spend between $12,000 and $20,000 on Phase 1 of the project.

Mayor Suits also announced that the task committee met on Wednesday, August 27, 2025. During the meeting, it was decided that the mayor will serve as the Public Information Officer (PIO), with City Manager Todd Wilt as the first alternate and Public Works Director Bill Silveous as the second alternate. Sergeant Watson will work on compiling a binder with relevant information. Council Member Fagan also suggested that the Civic Center begin exploring improvements to make the facility more accessible in the event of future disasters.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

No Council Announcements at this time

VII. COUNCIL BUSINESS

1. Resolution 2025-15 FY 2026 Coal Severance Fund

The final FY2025 quarterly distribution was received and recorded as of June 30, 2025. This accrual adjustment yielded an increase of $5,335 to the FY2026 carryover (previously reported as $352,371), bringing the total carryover to $357,706. Additionally, the 2025Q2 Coal Severance Tax Deposit increased the FY2025 tax revenue to $17,666, so this proposed revision adjusts the FY2026 budgeted tax revenue to $17,500 from the previously budgeted amount of $15,000.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Second**
Jaden Bound	**Yes**

2. City of Ranson, Social Media Policy - Proposed Update

The City of Ranson's social media policy was updated to include a provision addressing "off-topic comments that disrupt meaningful discussion." Mayor Suits explained that this language was intentionally left in place to protect freedom of speech. However, Council Members Colandrea and Bound expressed the view that social media activity should still be monitored to ensure that discussions remain constructive and on-topic.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Second**

3. Purdue Pharma/Sackler Family Settlement Announcement and Procedures

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**Yes**
Jaden Bound	**Second**

4. Consideration of Policy Requiring Written Complaints Prior to Staff Action

Council Member Colandrea submitted a request regarding the handling of written complaints, stating that the intent of the policy is to distinguish between legitimate complaints and calls made to spread gossip. He emphasized the importance of having formal, documented complaints to ensure transparency. Mayor Suits questioned how every complaint could be recorded effectively. Council Member Bound noted that complaints received at the end of the workday risk being forgotten if not properly documented. Council Member Fagan expressed concern about requiring identification, stating that anonymous callers should feel safe when reporting issues. Despite differing views, Council Member Colandrea reiterated his request that official forms be used for submitting complaints.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**No**
Jaden Bound	**Second**

5. Consideration of Policy on Redacting Identifying Information from Public Agendas to Prevent Fraud and Abuse

Council Member Colandrea informed the council that scam artists have been collecting information and contacting permit applicants, falsely claiming that there is a fee required to obtain a permit. In an effort to curb these fraudulent activities, Mr. Colandrea proposed redacting email addresses associated with active permits. However, Mayor Suits expressed concern that this approach could raise transparency issues. In response, Council Member Colandrea clarified that his intent is not to reduce transparency, but rather to take steps too slow down the spread of these scams and protect residents from being misled.

Kenneth Suits, Mayor	**Abstain**
Tommy Custer	**Absent**
Jaelyn Wratchford	**Absent**
Andy Colandrea	**Motion**
Herbie McDaniel	**Yes**
Stephanie Fagan	**No**
Jaden Bound	**Second**

VIII. ADJOURNMENT

The meeting was adjourned at 9:28 PM. The motion to adjourn was made by Councilmember Stephanie Fagan and seconded by Councilmember Andy Colandrea the next Council meeting is scheduled for September 16, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

Kenneth Suits, Mayor

Darla Armstrong, City Clerk

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AGENDA ITEM III.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITIZEN'S PRESENTATIONS/PETITIONS**

SUBJECT: Legislative Update and Discussion – Delegate Joe Funkhouser

Mr. Funkhouser will address the Mayor and City Council to discuss recent legislative changes and to identify any requests the Council would like him to present to the Legislature on their behalf.

ATTACHMENTS:

AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Chief Of Police Status Report - August

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Community Development Status Report - August

ATTACHMENTS:

August 2025 CDD Report.pdf
August Permits Issued Report.pdf

City of Ranson

Community Development Department

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 724-5452
Email: permits@ransonwv.us

TO: Ranson City Council

FROM: Reiley Stanley, Community Development Director

RE: Community Development Department Report – August2025

Permitting:

- Staff received 86 permit applications:
  - 35 – regular permit applications (roof, sign, etc.)
  - 31– townhome permit applications
  - 15– single family permit applications
  - 2 – duplex permit applications (1 duplex; permit for each side)
  - 2 – rental registration
  - 1 – site development

- Staff issued 77 permits totaling $10,910,833.24 in valuation.
  - 42 were for new homes totaling $10,526,000 in valuation.
  - Permit fees collected totaled $435,986.86
  - U&O fees collected totaled $3,400
  - City Service fees collected totaled $42,000

Code Enforcement:

- Staff started 9 new code cases (property maintenance, tall grass, work without a permit)

Inspections:

- Staff performed 1263 permit inspections. This is 77 more than last month.
  - Patrick Coulter performed 569 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 246 inspections
  - Gary Englebert (contracted) performed 283 inspections
  - Reiley Stanley performed 165 site, sidewalk, final, and zoning inspections.
- Department Staff also performed 12 code enforcement inspections.

Planning & Zoning:

  - There was no Planning Commission meeting held in September.
  - There are currently 32 planning projects in the system.

Permits Issued By Permit Type

Between 8/1/2025 & 8/31/2025

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	25-906	231 ELLERY ST RANSON, WV 25438	$3,000.00	$50.00	$0.00	$0.00
	25-950	479 NATIONAL ST RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	25-968	96 GLENBROOK RD RANSON, WV 25438	$4,000.00	$40.00	$0.00	$0.00
	25-1000	208 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1001	216 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1002	220 HUNTWELLWEST BLVD RANSON, WV 25438	$7,200.00	$72.00	$0.00	$0.00
	25-1053	93 JOUETT ST RANSON, WV 25438	$9,000.00	$90.00	$0.00	$0.00
	Total Permit Type: 7		**$42,100.00**	**$441.00**	**$0.00**	**$0.00**
Demolition (R)	25-1054	425 E 6TH AVE RANSON, WV 25438	$19,200.00	$200.00	$0.00	$0.00
	Total Permit Type: 1		**$19,200.00**	**$200.00**	**$0.00**	**$0.00**
Driveway (R)	25-1012	105 EVITTS DR RANSON, WV 25438	$400.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$400.00**	**$25.00**	**$0.00**	**$0.00**
Electrical Only (R)	25-997	122 W 4TH AVE RANSON, WV 25438	$3,325.00	$33.25	$0.00	$0.00
	25-999	115 E 10TH AVE RANSON, WV 25438	$73,268.28	$732.68	$0.00	$0.00
	25-1007	1241 CEDAR VALLEY RD RANSON, WV 25438	$33,702.00	$337.02	$0.00	$0.00
	25-1008	7 ANTHEM ST RANSON, WV 25438	$950.00	$25.00	$0.00	$0.00
	25-1017	27 SHERMAN AVE RANSON, WV 25438	$31,498.96	$314.99	$0.00	$0.00
	Total Permit Type: 5		**$142,744.24**	**$1,442.94**	**$0.00**	**$0.00**
Mechanical Only (R)	25-484	421 BURNS ST RANSON, WV 25438	$11,005.00	$110.05	$0.00	$0.00
	25-1014	404 S MILDRED ST RANSON, WV 25438	$11,245.00	$112.45	$0.00	$0.00
	Total Permit Type: 2		**$22,250.00**	**$222.50**	**$0.00**	**$0.00**
New Single Family (R)	25-916	293 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,454.60	$100.00	$1,000.00
	25-917	238 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,659.50	$100.00	$1,000.00
	25-918	246 ECLIPSE ST CHARLES TOWN, WV 25414	$0.00	$10,826.90	$100.00	$1,000.00
	25-920	372 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,562.60	$100.00	$1,000.00
	25-921	301 ECLIPSE ST CHARLES TOWN, WV 25414	$235,000.00	$10,562.60	$100.00	$1,000.00
	25-924	64 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$11,181.80	$100.00	$1,000.00
	25-925	35 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$10,722.90	$100.00	$1,000.00
	25-926	63 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$11,289.60	$100.00	$1,000.00
	25-927	76 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$10,822.40	$100.00	$1,000.00
	25-946	80 PETERS AVE RANSON, WV 25438	$341,000.00	$10,349.50	$100.00	$1,000.00

	25-949	80 JOUETT ST RANSON, WV 25438	$359,000.00	$10,877.00	$100.00	$1,000.00
	25-959	43 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$11,132.40	$100.00	$1,000.00
	25-960	44 FOREST GROVE AVE RANSON, WV 25438	$300,000.00	$10,574.40	$100.00	$1,000.00
	25-971	45 ASPEN GROVE LN RANSON, WV 25438	$300,000.00	$10,754.70	$100.00	$1,000.00
	25-974	143 HOPKINS ST RANSON, WV 25438	$334,000.00	$10,355.50	$100.00	$1,000.00
	25-1006	93 JOUETT ST RANSON, WV 25438	$429,000.00	$10,922.70	$100.00	$1,000.00
	25-1049	53 ASPEN GROVE LN RANSON, WV 25438	$300,000.00	$10,760.70	$100.00	$1,000.00
	25-1051	47 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$11,092.70	$100.00	$1,000.00
	25-1052	52 WHISPERING BROOK LN RANSON, WV 25438	$300,000.00	$11,092.70	$100.00	$1,000.00
	Total Permit Type: 19		**$5,403,000.00**	**$204,995.20**	**$1,900.00**	**$19,000.00**
Patio (R)	25-934	394 NATIONAL ST RANSON, WV 25438	$10,400.00	$104.00	$0.00	$0.00
	Total Permit Type: 1		**$10,400.00**	**$104.00**	**$0.00**	**$0.00**
Renovation (C)	25-912	217 OAK LEE DR RANSON, WV 25438	$5,950.00	$119.00	$0.00	$0.00
	Total Permit Type: 1		**$5,950.00**	**$119.00**	**$0.00**	**$0.00**
Renovation (R)	25-651	404 S MILDRED ST RANSON, WV 25438	$13,968.00	$139.68	$0.00	$0.00
	25-958	122 W 4TH AVE RANSON, WV 25438	$8,477.00	$169.54	$100.00	$0.00
	Total Permit Type: 2		**$22,445.00**	**$309.22**	**$100.00**	**$0.00**
Replacement Windows (C)	25-1011	733 N MILDRED ST RANSON, WV 25438	$6,000.00	$120.00	$0.00	$0.00
	Total Permit Type: 1		**$6,000.00**	**$120.00**	**$0.00**	**$0.00**
Replacement Windows (R)	25-1022	506 N MARSHALL ST RANSON, WV 25438	$2,909.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$2,909.00**	**$25.00**	**$0.00**	**$0.00**
Roof (R)	25-948	1349 MARE ST RANSON, WV 25438	$5,400.00	$50.00	$0.00	$0.00
	25-982	207 PRESTON PL RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	25-983	408 RAILROAD AVE RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	25-989	100 VALLEY BRANCH DR RANSON, WV 25438	$0.00	$50.00	$0.00	$0.00
	25-1021	501 N MARSHALL ST RANSON, WV 25438	$2,300.00	$25.00	$0.00	$0.00
	Total Permit Type: 5		**$7,700.00**	**$225.00**	**$0.00**	**$0.00**
Site Development (R)	25-1019	2B Shenandoah Springs Ranson, WV 25438	$0.00	$0.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$0.00**	**$0.00**	**$0.00**

Townhouse (R)	25-961	200 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-962	204 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-963	208 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-964	212 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	25-965	287 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	25-966	291 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-967	295 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-969	299 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	25-970	303 SHORT BRANCH DR RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	25-976	200 HUNTWELLWEST BLVD RANSON, WV 25438	$284,000.00	$9,745.80	$50.00	$1,000.00
	25-977	204 HUNTWELLWEST BLVD RANSON, WV 25438	$272,000.00	$10,363.60	$100.00	$1,000.00
	25-978	208 HUNTWELLWEST BLVD RANSON, WV 25438	$296,000.00	$10,385.40	$100.00	$1,000.00
	25-979	216 HUNTWELLWEST BLVD RANSON, WV 25438	$297,000.00	$10,400.90	$100.00	$1,000.00
	25-980	220 HUNTWELLWEST BLVD RANSON, WV 25438	$300,000.00	$10,385.40	$100.00	$1,000.00
	25-981	212 HUNTWELLWEST BLVD RANSON, WV 25438	$274,000.00	$10,363.60	$100.00	$1,000.00
	25-985	1266 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,739.10	$50.00	$1,000.00
	25-986	1264 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,735.60	$50.00	$1,000.00
	25-987	1262 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,745.60	$50.00	$1,000.00
	25-988	1260 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,735.60	$50.00	$1,000.00
	25-992	1258 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,735.60	$50.00	$1,000.00
	25-993	1256 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,739.10	$50.00	$1,000.00
	25-994	1254 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,745.60	$50.00	$1,000.00
	25-995	1252 RED CLOVER LN RANSON, WV 25438	$200,000.00	$9,735.60	$50.00	$1,000.00
	Total Permit Type: 23		**$5,123,000.00**	**$226,706.10**	**$1,400.00**	**$23,000.00**
Wall or Fence (R)	25-984	1142 STALLION ST RANSON, WV 25438	$4,700.00	$25.00	$0.00	$0.00
	25-991	117 E 7TH AVE RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	25-1003	85 PETERS AVE RANSON, WV 25438	$4,000.00	$25.00	$0.00	$0.00
	25-1005	398 BURNS ST RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	25-1016	Red Clover Lane Ranson, WV 25438	$90,190.00	$901.90	$0.00	$0.00
	25-1045	204 E 7TH AVE RANSON, WV 25438	$800.00	$25.00	$0.00	$0.00
	25-1055	500 BURNS ST RANSON, WV 25438	$545.00	$25.00	$0.00	$0.00
	Total Permit Type: 7		**$102,735.00**	**$1,051.90**	**$0.00**	**$0.00**
Total	**Total Permits: 77**		**$10,910,833.24**	**$435,986.86**	**$3,400.00**	**$42,000.00**

AGENDA ITEM IV.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Public Works Status Report -August

ATTACHMENTS:

Public Works August .pdf

RANSON

AT THE CENTER OF OPPORTUNITY.

Department of Public Works

Status Report 8/16/25 - 9/10/25

PUBLIC WORKS MISSION STATEMENT

The City of Ranson Public Works Department will meet the needs of our community by professionally managing the public infrastructure and ensuring a safe, clean and healthy environment.

- Conducting our business openly, honestly and ethically.
- Behaving professionally at atl times.
- Valuing the relationship with our customers.
- Enhancing the sense of Community with neighboring communities.
- Communicating and cooperating to achieve the goals of the Department and the City.
- Providing our services equally to all our customers, both internally and externally.
- Using the fewest resources possible while still accomplishing our goals.
- Being stewards for responsible development.
- Striving to surpass expectations of the community.

Work Order Summarv List

City of Rans(

Selected Date Range for Co mpletion Dates:8/16/2025 - 9/10/2025 Order By Status, Location

WOID	Location	BldgJU nit	Deferred By	Request Date	Target Completion Date	La bor	To

Priority Assigned To Area Description Reason WO Age Actual Completion Date Craft Area Number Deferred UntilHours COS
Created Dateffime Last Status Change Date

Description Action Taken
Requester Name

Status: Complete

6135 Streets 8/812025 9 $1,990
Mediun Randy Cook 10 8/18/2025
8/812025 8/20/2025
1:00:03 PM

203 E ærk Ave (Gravel on shoulder) ?

dug up grass an weeds and regravded

Robert I-bw kins

6143 PW EQUIPMENT

S850 Bo bcat8/18/2025 $0.
M ed it-m Ro bert Hawkins 8/18/2025
8/18/2025 8/18/2025
10:34:48 AM

Rear camera not w orking checked wiring on rear camera, cleaned and fix connecbr.

Robert Hawkins

6146 PW VEHICLE 2024 Ford F350 Truck 8/19/2025 $0.
Medit.rn Robert Hawkins 8/19/2025
8119/2025 8/19/2025
8:33:38 AM

Wd flap broken drivers side

Repaired mud flQ

Robert I-kw kins

6149 Streels 8/19/2025 1 $22.
Mediun Randy Cook 8120/2025 8/19/2025
12:32:45 PM 8/2012025

please take dow n banner A.A.H.

Randy Cook took down bmnff

6151 Streets 8118/2025 8/20/2025 12 $320.
Mediun Randy Cook 2 8/20/2025
8/20/2025
PM

remove tree from alley and off of fence and residence yard

Randy Cook cut tree up and removed

6152 Streets 8/20/2025 8/20/2025 9 $240.
Meditrn Randy Cook 8/2012025
8/20/2025
2:51:34 PM

please cut alley #8-5-5b back Randy Cook

cut alley back

6153 Streets 8118/2025 3 $80.
Med i un Randy Q)0k 2 8/2012025
8120/2025 8/2012025
2 ..55.34 PM

please repair curb parking area at 151 ærk Ave

repaired cub

Randy Cook

6158 City Hail 8/22/2025 Sol Mediun Keith Pierson 8/22/2025

8/22/2025 8/22/2025

2:27:04PM

hot w ater heater on second floor leaking hot water heater replaced with new one

Requester Name

6162 PD VEHICLE PD UNIT #14 2015 8/25/2025 $0

PD VEHICLE

Low Ro bert Hawkins 2 8/2712025

Vehicle Maintenmce 8125/2025 8/2712025

bkeds a battery replacement and battery disconnect. 2:53:13 PM

Replaced battery. installed battery kit) swiå

6165 PW VEHICLE Truck #34 Ford F550 812712025 $0

Medium Ro bert Hawkins -2 8/2512025

8/27/2025 8/25/2025

Needs backup camera installed 8 .08.48AM

Robert Haw kins Installed backup camsa Travis bhBride

6166 PD VEHICLE PD UNIT #12 2021 8127/2025 8129/2025

Medium Ro bert Hawkins 2 812912025

Veh icle Mainten mce 8/2712025

12:15:53 PM

1) aleck shocks/struts. Feels like the rear is bottomng out.2) Radb does not pow er down w hen tuming the car off, rermving the key and opening the door. Waited 45 rrins and still on. Atterrpted several reboots by starting the vehicle. Pow er button w itl not operate either. Rep laced rear strlß

Travis N'tBride

6191 PW EQUIPMENT 9/3/2025

Mediu•n Ro bert Hawkins 9/2/2025

9/3/2025 912/2025

#9 ISUZU RUCK. TIRE LEAKING AIR FRONT 9: 12:06 AM in two spots.

RIGHT Front right tire was ıad tire plugged apple vdl%t ire

Robert I-bw kins leaking

6192 PD VEHICLE zzout PD UNIT #19 9/4/2025 $0

High Robert Hawkins 4 9/8/2025

Vehicle Maintenmce 9/4/2025 9/8/2025

9:59:51 AM

$0

Work Order Summarv List

Selected Date Range for Completion Dates:8/16/2025- 9/10/2025 Order By Status, Location

WOID Location BtdgJUnit Deferred By Request Date Target Completion Date La bor
Priority Assigned To Area Description Reason WO Age Actual Completion Date Cran Area Number Deferred Until Hours Cos
Created Datemme Last Status Change Date
Description Action Taken

$01

Car 19, Dodge ÄJrango - 1+s battery issue, aust jump battery to start every day , Service was performed by J&KAUTO Checked draw and recharged batterys

Travis PvtBride

6194 PW EQUIPMENT 9/5/2025 $0-
Med i un Robert Hawkins 9/5/2025
9/5/2025 9/5/2025
8:47:12AM

Scag Ttger cat 2 rmw er. battery needs replaced

Replaced battery in moær

6196 PÖVEHICLE 917/2025 $0
Medit-rn Ro bert Hawkins 2 9/9/2025
Vehicle Maintenmce 917/2025 9/9/2025
Oil change needed. Can he leave it N%nday night so it can done Tues, Wed or Thursday? 7.05.24AM
Service complete at 4594 next service at 9594 Tire rotation comple>

Robert
I-hw kins

Count: 15 Work Orders Av g .Age of wo°s 1 Total for Complete 34 $2,6522
Count: 15 Work Orders Avg• Age of WO's 1 Grand Total 34 $2,652

Chuck Lynch

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Finance Department Status Report - August

Staff is providing the following items for your review:

· Accounts Payable Council Report for August 2025

· General Fund Budget Report through August 2025

· Capital Improvement Fund Budget Report through August 2025

As a reminder, the July and August 2025 collections pertaining to Fiscal Year 2025 were accrued to the prior year for audit reporting purposes. This impacts starting revenues for primarily the tax collections (B&O, Hotel Tax, Utility Tax, Ad Valorem, etc.), payroll, reimbursements, lottery/table game distributions, and other miscellaneous items.

ATTACHMENTS:

August 2025 AP Council Report.pdf
August 2025 General Fund Budget Report.pdf
August 2025 Capital Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
340 CAR WASH	8/12/25	P&Z #22 CAR WASH 7/1/25	GENERAL FUND	PLANNING & ZONING	13.00
				TOTAL:	13.00
7-ELEVEN	8/12/25	SEALANDER FUEL 7/6/25	GENERAL FUND	POLICE DEPARTMENT	57.04
	8/12/25	HOSBY-BROWN FUEL 7/4-19/25	GENERAL FUND	POLICE DEPARTMENT	81.53
	8/12/25	COOK FUEL 7/22/25	GENERAL FUND	STREETS & TRANSPORT	80.48
	8/12/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	24.64
	8/12/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	5.11
				TOTAL:	248.80
84 LUMBER	8/12/25	PW NEW BLDG FRAMING PACKAG	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	18,148.99
				TOTAL:	18,148.99
8X8, INC	8/06/25	PHONES JUL 25	GENERAL FUND	CITY HALL	504.48
				TOTAL:	504.48
ABC PEST CONTROL	8/19/25	PD PEST CONTROL AUG 25	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	8/12/25	P&R CRANES LN 6/23/25	PARKS & RECREATION	Parks & Recreation	176.00
	8/12/25	P&R PT LANCE SLUSHER 6/23/	PARKS & RECREATION	Parks & Recreation	176.00
	8/12/25	P&R PT WEST END PARK 6/23/	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	528.00
ADOBE CREATIVE CLOUD	8/12/25	EB ADOBE SUB 7/26-8/25/25	GENERAL FUND	CITY ADMINISTRATION	26.73
				TOTAL:	26.73
ADVANCE AUTO PARTS	8/12/25	PW SMALL ENG OIL X5	GENERAL FUND	STREETS & TRANSPORT	31.05
	8/12/25	P&R #23 OIL FILTER X4	PARKS & RECREATION	Parks & Recreation	23.80
	8/12/25	P&R #23 AIR FILTER X1	PARKS & RECREATION	Parks & Recreation	13.45
	8/12/25	P&R #23 CABIN FILTER X1	PARKS & RECREATION	Parks & Recreation	9.20
				TOTAL:	77.50
AFLAC	8/05/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	8/05/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	8/05/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	8/05/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	8/05/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	8/05/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,290.18
ALL ABOUT FABRIC	8/12/25	MCBRIDE REPAIR PANTS X4	GENERAL FUND	POLICE DEPARTMENT	48.00
				TOTAL:	48.00
AMAZON.COM	8/12/25	K SUITS DESK CHAIR	GENERAL FUND	MAYOR'S OFFICE	279.99
	8/12/25	MAYOR FLR LAMP	GENERAL FUND	MAYOR'S OFFICE	69.99
	8/12/25	K SUITS FLOOR FAN	GENERAL FUND	MAYOR'S OFFICE	62.97
	8/12/25	AS DATE STAMP	GENERAL FUND	PLANNING & ZONING	12.45
	8/12/25	CH BATTERIES AAA X24	GENERAL FUND	CITY HALL	18.49
	8/12/25	CH BATTERIES 9V X12	GENERAL FUND	CITY HALL	15.99
	8/12/25	CH BATTERIES AA X24	GENERAL FUND	CITY HALL	18.64
	8/12/25	FIN FOLDERS X100	GENERAL FUND	CITY HALL	23.51
	8/12/25	BA HD WEB CAMERA	GENERAL FUND	CITY HALL	10.69
	8/12/25	P&Z TP, SUGAR	GENERAL FUND	CITY HALL	55.34
	8/12/25	CH NAPKINS X200	GENERAL FUND	CITY HALL	4.50
	8/12/25	CH CUPS X300	GENERAL FUND	CITY HALL	20.89

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/12/25	CH LED BULBS X12	GENERAL FUND	CITY HALL	23.18
	8/12/25	CH TOILET PAPER X48	GENERAL FUND	CITY HALL	33.88
	8/12/25	CH COPY PAPER X20 REAMS	GENERAL FUND	CITY HALL	81.92
	8/12/25	CH ADDING TAPE X12	GENERAL FUND	CITY HALL	15.99
	8/12/25	CH PAPER TOWELS X30	GENERAL FUND	CITY HALL	31.83
	8/12/25	CH TRASH BAGS X56	GENERAL FUND	CITY HALL	13.94
	8/12/25	PM TONER X2	GENERAL FUND	CITY HALL	23.99
	8/12/25	CH 1ST FLR SILVERWARE	GENERAL FUND	CITY HALL	18.99
	8/12/25	CH TISSUES X10	GENERAL FUND	CITY HALL	17.81
	8/12/25	CH BANKER BOXES X12	GENERAL FUND	CITY HALL	40.98
	8/12/25	CH PAPER CLIPS X700	GENERAL FUND	CITY HALL	9.96
	8/12/25	CH PT, PLASTIC FORKS	GENERAL FUND	CITY HALL	75.81
	8/12/25	CVB BANKER BOXES X12	PARKS & RECREATION	Parks & Recreation	38.73
	8/12/25	P&R FOLDERS X100	PARKS & RECREATION	Parks & Recreation	22.99
	8/12/25	P&R ENVELOPES X100	PARKS & RECREATION	Parks & Recreation	8.99
	8/12/25	P&R LEGAL PADS X10	PARKS & RECREATION	Parks & Recreation	43.82
	8/12/25	P&R CHAIR STORAGE RACK X1	PARKS & RECREATION	Parks & Recreation	469.98
	8/12/25	P&R CHAIR STORAGE RACKS X3	PARKS & RECREATION	Parks & Recreation	1,409.94
	8/12/25	P&R BENCHES X2	PARKS & RECREATION	Parks & Recreation	1,401.40
				TOTAL:	4,377.58
AMERICAN EXPRESS - MERCH FEES	8/05/25	JULY2025 AMEX TRANSACTION	GENERAL FUND	CITY HALL	3.97
				TOTAL:	3.97
AMERICAN PRODUCERS SUPPLY	8/12/25	BROWN PT ROLLS X2CASES	PARKS & RECREATION	Parks & Recreation	137.66
	8/12/25	TOILET PAPER X1CASE	PARKS & RECREATION	Parks & Recreation	62.25
	8/12/25	WET MOP X2	PARKS & RECREATION	Parks & Recreation	25.98
	8/12/25	CLEANING RAGS X1BOX	PARKS & RECREATION	Parks & Recreation	62.75
	8/12/25	TRASH BAGS X1BOX	PARKS & RECREATION	Parks & Recreation	101.96
	8/12/25	STEEL FLEX LINER X1	PARKS & RECREATION	Parks & Recreation	35.09
				TOTAL:	425.69
ANDERSON TRUCK EQUIPMENT	8/06/25	PW DUMP TRK BED	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	19,178.00
				TOTAL:	19,178.00
APPLE VALLEY WASTE	8/12/25	PW P/U JUN 25	GENERAL FUND	STREETS & TRANSPORT	574.80
				TOTAL:	574.80
ASK HEATING & AIR CONDITIONING	8/14/25	CH SVC CALL 6/12/25	GENERAL FUND	CITY HALL	150.00
	8/14/25	CH SRV CALL 6/16/25	GENERAL FUND	CITY HALL	150.00
	8/14/25	CH SVC CALL 6/18/25	GENERAL FUND	CITY HALL	150.00
	8/14/25	CH SVC CALL 6/23-27/25	GENERAL FUND	CITY HALL	680.40
				TOTAL:	1,130.40
ATLANTIC MACHINERY INC	8/06/25	PW #9 GUT BRM X2	GENERAL FUND	STREETS & TRANSPORT	360.00
	8/06/25	PW #9SUC SEALS X1	GENERAL FUND	STREETS & TRANSPORT	236.21
				TOTAL:	596.21
AUTO ZONE	8/12/25	PW EXHAUST FLUID X4-SHOP	GENERAL FUND	STREETS & TRANSPORT	36.66
	8/12/25	PW GASKT MAKER X1	GENERAL FUND	STREETS & TRANSPORT	14.39
	8/12/25	PW AC KIT X1	GENERAL FUND	STREETS & TRANSPORT	29.69
	8/12/25	PW BRAKE FLUID, GLUE	GENERAL FUND	STREETS & TRANSPORT	40.28
				TOTAL:	121.02
AUTOAUTH SERVICE	8/12/25	PW GATEWAY SOFTWARE UPDATE	GENERAL FUND	STREETS & TRANSPORT	60.00
				TOTAL:	60.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BAGEL CHICKS	8/12/25	MAYOR MEET/GREET 7/1/25	GENERAL FUND	MAYOR'S OFFICE	69.95
				TOTAL:	69.95
BCN TELECOM INC	8/19/25	CH INTERNET AUG 25	GENERAL FUND	CITY HALL	531.24
	8/19/25	PD INTERNET AUG 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	8/19/25	PW INTERNET AUG 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	8/19/25	CVB INTERNET AUG 25	PARKS & RECREATION	Parks & Recreation	149.40
	8/19/25	P&R INTERNET AUG 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BP	8/12/25	CUSTER FUEL 7/1-29/25	GENERAL FUND	POLICE DEPARTMENT	115.32
	8/12/25	MCBRIDE FUEL 7/3-29/25	GENERAL FUND	POLICE DEPARTMENT	371.08
	8/12/25	SWARTZ FUEL 7/5-25/25	GENERAL FUND	POLICE DEPARTMENT	176.05
	8/12/25	WATSON FUEL 7/7-23/25	GENERAL FUND	POLICE DEPARTMENT	326.19
	8/12/25	HOSBY-BROWN FUEL 7/10-25/2	GENERAL FUND	POLICE DEPARTMENT	177.35
				TOTAL:	1,165.99
BREEZY HR INC	8/12/25	HR CONSULTING 7/20-8/20/25	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	8/01/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	8/15/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	8/29/25	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
				TOTAL:	1,060.95
BURR PARK LIBERTY	8/12/25	D ARMSTRONG FUEL 7/1/25	GENERAL FUND	CITY ADMINISTRATION	86.78
	8/12/25	LYNCH FUEL 6/30-7/27/25	GENERAL FUND	POLICE DEPARTMENT	175.36
	8/12/25	SWARTZ FUEL 7/18/25	GENERAL FUND	POLICE DEPARTMENT	59.79
				TOTAL:	321.93
CHARLES TOWN UTILITIES GENERAL FUND	8/12/25	CH WATER 5/15-6/15/25	GENERAL FUND	CITY HALL	165.68
	8/12/25	PD WATER 5/15-6/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	8/12/25	MAINT SHOP WATER 5/15-6/15	GENERAL FUND	STREETS & TRANSPORT	249.81
	8/12/25	PW WATER 5/15-6/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	8/12/25	LANCASTER WATER 5/15-6/15/	GENERAL FUND	STREET LIGHTS	56.16
	8/12/25	CC WATER 5/15-6/15/25	PARKS & RECREATION	Parks & Recreation	305.15
	8/12/25	LANCE SLUSH WATER 5/15-6/1	PARKS & RECREATION	Parks & Recreation	56.16
	8/12/25	CVB WATER 5/15-6/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	8/12/25	MF SEWER 5/30-6/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,031.92
CHATGPT SUBSCRIPTION	8/12/25	WILT OPEN AI SUB 7/25	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CHERYL A WEBB	8/19/25	KICKBALL T-SHIRTS X17	GENERAL FUND	CITY ADMINISTRATION	255.00
				TOTAL:	255.00
CIVICPLUS	8/21/25	ORDBANK /1/25-7/31/26	GENERAL FUND	CITY ADMINISTRATION	1,678.24
	8/12/25	OL HSTNG 10/1/25-9/30/26	GENERAL FUND	CITY ADMINISTRATION	992.25
				TOTAL:	2,670.49
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	8/12/25	CH COP OVG 7/1-31/25	GENERAL FUND	CITY HALL	105.53
	8/12/25	CH COP CONT 8/1-31/25	GENERAL FUND	CITY HALL	34.73
	8/06/25	PD COPY OVG 6/30-7/30/25	GENERAL FUND	POLICE DEPARTMENT	17.56
	8/12/25	PW COPY OVG 7/1-31/25	GENERAL FUND	STREETS & TRANSPORT	11.30
				TOTAL:	169.12

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CONSTANT CONTACT	8/12/25	EMAILS JUL 25	PARKS & RECREATION	Parks & Recreation	131.00
				TOTAL:	131.00
CREAMERS TIRE & AUTO SERVICE CENTER	8/12/25	PD #12 TIRE REPAIR X1	GENERAL FUND	POLICE DEPARTMENT	31.25
				TOTAL:	31.25
DEPARTMENT OF TAX & REVENUE	8/29/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,953.00
	8/29/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	261.00
	8/29/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,062.00
	8/29/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,698.00
				TOTAL:	12,974.00
DIRTY GIRL	8/12/25	CH CLNING 7/27-8/10/25	GENERAL FUND	CITY HALL	800.00
	8/12/25	PD CLNING 7/29-8/7/25	GENERAL FUND	POLICE DEPARTMENT	350.00
	8/12/25	PW CLNING 7/29-8/7/25	GENERAL FUND	STREETS & TRANSPORT	250.00
	8/12/25	CVB CLNING 7/25-8/6/25	PARKS & RECREATION	Parks & Recreation	300.00
	8/12/25	P&R CLNING 7/25-8/8/25	PARKS & RECREATION	Parks & Recreation	400.00
				TOTAL:	2,100.00
DL MORGAN JR INC	8/12/25	PW YARD CONCRETE 7/21/25	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	8,592.00
				TOTAL:	8,592.00
ETS CORPORATION	8/04/25	JULY2025 MERCH FEES - MGO	GENERAL FUND	CITY HALL	2,978.45
				TOTAL:	2,978.45
FEDEX	8/12/25	MCBRIDE EVIDENCE SHIPPED 7	GENERAL FUND	POLICE DEPARTMENT	24.91
				TOTAL:	24.91
FIRST CITIZEN BANK & TRUST CO	8/06/25	P&Z COPIER JUL 25	GENERAL FUND	CITY HALL	322.00
				TOTAL:	322.00
FISHER AUTO PARTS INC	8/12/25	PD #5 DRIVE BELT X1	GENERAL FUND	POLICE DEPARTMENT	21.55
	8/12/25	PD #5 & #7 BATTERIES X2	GENERAL FUND	POLICE DEPARTMENT	39.62
	8/12/25	PW BATTERY TESTER X1	GENERAL FUND	STREETS & TRANSPORT	139.95
	8/12/25	PW #15 BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	152.45
				TOTAL:	353.57
FRONTIER	8/12/25	CH FIRE ALARM AUG 25	GENERAL FUND	CITY HALL	132.63
	8/12/25	CH FAX LINE AUG 25	GENERAL FUND	CITY HALL	133.79
	8/19/25	CH ELEVATOR AUG 25	GENERAL FUND	CITY HALL	96.00
	8/22/25	PD FAX LINE AUG 25	GENERAL FUND	POLICE DEPARTMENT	187.41
				TOTAL:	549.83
GALLS INC	8/12/25	PD CAPTAIN INSIGNIA X2	GENERAL FUND	POLICE DEPARTMENT	32.57
				TOTAL:	32.57
GASKINSSERVICE	8/14/25	PW TOPSOIL 5 LOADS	GENERAL FUND	STREETS & TRANSPORT	2,250.00
				TOTAL:	2,250.00
GOVERNMENT FINANCE OFFICERS ASSOCIATIO	8/12/25	BA FY26 DUES	GENERAL FUND	CITY HALL	170.00
				TOTAL:	170.00
HARBOR FREIGHT TOOLS	8/12/25	PW SHOP OIL JUG X1	GENERAL FUND	STREETS & TRANSPORT	11.99
	8/12/25	PW SHOP CIRCUIT TESTER X1	GENERAL FUND	STREETS & TRANSPORT	79.99
	8/12/25	PW SHOP HEAT SHRINK TUBING	GENERAL FUND	STREETS & TRANSPORT	6.99
	8/12/25	PW WRENCH SET	GENERAL FUND	STREETS & TRANSPORT	39.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/12/25	PW DRILLING HAMMER	GENERAL FUND	STREETS & TRANSPORT	14.99
	8/12/25	PW TIRE INFLATOR	GENERAL FUND	STREETS & TRANSPORT	34.99
				TOTAL:	188.94
HDL COMPANIES	8/12/25	B&O COLLECTION JUL25	GENERAL FUND	CITY HALL	38.98
				TOTAL:	38.98
HOLCIM MAR	8/12/25	PW NEW BLDG ROCK DUST LOAD	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	127.78
				TOTAL:	127.78
HOME DEPOT	8/12/25	PD KEYS X4	GENERAL FUND	POLICE DEPARTMENT	19.88
	8/12/25	PW COUPLING X2	GENERAL FUND	STREETS & TRANSPORT	11.56
	8/12/25	PW PLUMBING PARTS	GENERAL FUND	STREETS & TRANSPORT	38.84
	8/12/25	PW LIQUID NAIL X2	GENERAL FUND	STREETS & TRANSPORT	13.44
	8/12/25	PW CHALK KIT X2	GENERAL FUND	STREETS & TRANSPORT	27.94
	8/12/25	PW RAKES X2	GENERAL FUND	STREETS & TRANSPORT	59.96
	8/12/25	PW FUEL KIT SMALL ENG	GENERAL FUND	STREETS & TRANSPORT	16.97
	8/12/25	PW INSECT REPL X2/GAS CAN	GENERAL FUND	STREETS & TRANSPORT	50.18
	8/12/25	PW PAINT ROLLER TRAYS X9	GENERAL FUND	STREETS & TRANSPORT	39.99
	8/12/25	PW BRUSHES, BUCKET,ROLLERS	GENERAL FUND	STREETS & TRANSPORT	60.54
	8/12/25	PW BLACKTOP PATCH X60LBS	GENERAL FUND	STREETS & TRANSPORT	129.42
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,417.78
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	416.16
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	134.76
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	52.25
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	58.00
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	56.10
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	44.15
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	26.06
	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	8.40
	8/12/25	PW NEW BLDG CONCRETE MATER	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	350.14
	8/12/25	PW BLDG .27 CAL RED STRIP	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	23.98
	8/12/25	PW BLDG STAPLES X5000	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	12.97
	8/12/25	PW BLDG 2" PLAS RNDCAPS X1	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	11.53
	8/12/25	PW BLDG WASHERS X100	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	26.48
	8/12/25	CVB TOTES BANNER STORAGE X	PARKS & RECREATION	Parks & Recreation	12.13
	8/12/25	P&R LANCE SLUSHER BENCH AN	PARKS & RECREATION	Parks & Recreation	31.11
				TOTAL:	3,150.72
INTERNAL REVENUE SERVICE	8/01/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,978.66
	8/04/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	767.27
	8/15/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,268.69
	8/29/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,923.37
	8/01/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,192.78
	8/04/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	327.11
	8/15/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,350.97
	8/29/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,811.63
	8/01/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,682.17
	8/04/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	76.50
	8/15/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,719.17
	8/29/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,826.88
	8/29/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	8/29/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	8/29/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	310.02
	8/29/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	72.48
	8/01/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	631.40

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/04/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	327.11
	8/15/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	631.40
	8/29/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	631.40
	8/01/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	147.66
	8/04/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	76.50
	8/15/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	147.66
	8/29/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	147.66
	8/29/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	8/29/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	8/01/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	911.07
	8/15/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	906.33
	8/29/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	903.92
	8/01/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	213.08
	8/15/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	211.97
	8/29/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	211.40
	8/01/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	8/15/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	8/29/25	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	8/01/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	8/15/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	8/29/25	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	8/01/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,383.90
	8/15/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,555.16
	8/29/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,515.30
	8/01/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	791.39
	8/15/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	831.44
	8/29/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	822.12
	8/01/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,600.00
	8/15/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,591.67
	8/29/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,604.78
	8/01/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	374.19
	8/15/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.25
	8/29/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	375.32
				TOTAL:	90,912.41
INTERNATIONAL CODE COUNCIL	8/12/25	KH LEGAL ADMIN/ENFRC TRNG	GENERAL FUND	PLANNING & ZONING	69.00
	8/12/25	PW NAT ELE CODE BK	GENERAL FUND	STREETS & TRANSPORT	167.50
				TOTAL:	236.50
INTERNATIONAL INSTITUTE OF MUNICIPAL C	8/12/25	DA FY26 MEMBERSHIP	GENERAL FUND	CITY ADMINISTRATION	195.00
				TOTAL:	195.00
J&K PRECISION	8/12/25	PD #13 TIMING CHAIN REPAIR	GENERAL FUND	POLICE DEPARTMENT	3,842.46
	8/12/25	PD #13 OIL X6	GENERAL FUND	POLICE DEPARTMENT	27.00
				TOTAL:	3,869.46
JACKSON CONCRETE CORP	8/14/25	PW BLDG SLAB POUR 8/11/25	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	4,674.00
				TOTAL:	4,674.00
JACQUELINE C SHADLE, COUNTY CLERK	8/12/25	DEED BK 7/9/25	GENERAL FUND	PLANNING & ZONING	6.50
				TOTAL:	6.50
JEFFERSON COUNTY CHAMBER OF COMMERCE,	8/12/25	RA MBRSHP LUNCHEON JUL 25	GENERAL FUND	PLANNING & ZONING	28.00
	8/12/25	RA FY26 MBRSHP DUES	GENERAL FUND	PLANNING & ZONING	100.00
				TOTAL:	128.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEFFERSON COUNTY COMMISSION-AMBULANCE	8/21/25	TRIFECTA AMBL FEE FY26	GENERAL FUND	CITY HALL	200.00
				TOTAL:	200.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	8/06/25	CAD/MOB 5/6-6/5/25	GENERAL FUND	POLICE DEPARTMENT	438.83
				TOTAL:	438.83
JEFFERSON COUNTY CVB	8/06/25	HOTEL TAX COL JUL 25	GENERAL FUND	INVALID DEPARTMENT	22,930.62
				TOTAL:	22,930.62
JEFFERSON PUBLISHING CO. INC	8/12/25	NPH CRANES LN REZONE 6/12/	GENERAL FUND	PLANNING & ZONING	61.62
	8/12/25	NPH PATRIOT FED CU 6/12/25	GENERAL FUND	PLANNING & ZONING	45.22
	8/12/25	NPH PRE PNT SUB REV 6/12/2	GENERAL FUND	PLANNING & ZONING	45.22
	8/12/25	NPH SLEEPY HOLLOW 6/12/25	GENERAL FUND	PLANNING & ZONING	46.86
	8/12/25	NPH MADISON GREENS P1 6/12	GENERAL FUND	PLANNING & ZONING	45.22
	8/12/25	NPH RED CLOVER MED P1 6/12	GENERAL FUND	PLANNING & ZONING	37.02
	8/12/25	BLD COMMISSION OPENING 6/2	GENERAL FUND	PLANNING & ZONING	50.14
	8/12/25	NPH CRANES LN 6/26/25	GENERAL FUND	PLANNING & ZONING	46.86
	8/12/25	NPH WAR ADMIRAL BLVD 6/26/	GENERAL FUND	PLANNING & ZONING	25.90
	8/12/25	BLD COMMISSION OPENING 7/3	GENERAL FUND	PLANNING & ZONING	55.06
	8/12/25	PLAN COMMISSION OPEN 7/10/	GENERAL FUND	PLANNING & ZONING	55.06
	8/12/25	CITY COUNCIL VACANCY 7/10/	GENERAL FUND	ELECTIONS	26.82
	8/12/25	P&R BOARD OPENING 7/10/25	PARKS & RECREATION	Parks & Recreation	33.74
				TOTAL:	574.74
JEFFERSON RENTALS	8/12/25	PW HANDHELD BLOWERS X2	GENERAL FUND	STREETS & TRANSPORT	479.98
	8/12/25	PW OIL X4 GAL	GENERAL FUND	STREETS & TRANSPORT	45.98
	8/12/25	PW TRIM LINE X2	GENERAL FUND	STREETS & TRANSPORT	87.98
				TOTAL:	613.94
JEFFERSON SECURITY BANK	8/01/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
	8/15/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
	8/29/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	595.00
				TOTAL:	1,785.00
JOHN HANCOCK	8/01/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,017.53
	8/15/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,255.91
	8/29/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	9,255.91
	8/01/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47
	8/15/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	208.94
	8/29/25	STANLEY 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	104.47
	8/01/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	426.26
	8/15/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	475.23
	8/29/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	560.55
	8/01/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	8/15/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	8/29/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	559.25
	8/01/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/15/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/29/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/01/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/15/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/29/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	487.10
	8/01/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	8/15/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	8/29/25	401a Payment	GENERAL FUND	PLANNING & ZONING	706.43
	8/01/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/15/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	8/29/25	457b payment	GENERAL FUND	PLANNING & ZONING	549.65
	8/01/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	8/15/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	8/29/25	401a Payment	GENERAL FUND	CITY HALL	511.84
	8/01/25	457b payment	GENERAL FUND	CITY HALL	511.84
	8/15/25	457b payment	GENERAL FUND	CITY HALL	511.84
	8/29/25	457b payment	GENERAL FUND	CITY HALL	511.84
	8/01/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,416.15
	8/15/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,527.51
	8/29/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,527.51
	8/01/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,416.15
	8/15/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,527.51
	8/29/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,527.51
	8/01/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	8/15/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	8/29/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	8/01/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	8/15/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	8/29/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
				TOTAL:	63,080.55
KEN SUITS	8/12/25	REIMB FIRESTICK PURCHASE	GENERAL FUND	MAYOR'S OFFICE	32.09
				TOTAL:	32.09
KIMLEY - HORN AND ASSOCIATES INC.	8/22/25	RANSON MAP ZN UPDT JUN 25	GENERAL FUND	PLANNING & ZONING	22,965.00
	8/21/25	RNSN ZN MAP UPDT JUL 25	GENERAL FUND	PLANNING & ZONING	9,630.00
	8/21/25	P&Z FY26 SVC JUL 25	GENERAL FUND	PLANNING & ZONING	12,022.20
				TOTAL:	44,617.20
LEAF	8/12/25	PW COPIER LEASE JUL 25	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	123.00
LINCOLN FINANCIAL GROUP	8/05/25	AUG25 OPT LIFE EE PREMIUMS	GENERAL FUND	NON-DEPARTMENTAL	339.50
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,182.19
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	665.10
	8/05/25	AUG25 OPT LIFE EE PREMIUMS	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	8/05/25	AUG LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,324.42
LONG FENCE	8/21/25	MARCUS FIELD FENCE	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	40,040.00
				TOTAL:	40,040.00
LOWE'S	8/12/25	PW 4" PIPE X4	GENERAL FUND	STREETS & TRANSPORT	120.84
	8/12/25	PW 16 GUAGE WIRE	GENERAL FUND	STREETS & TRANSPORT	13.98
	8/12/25	PW PVC FITTING COMBO	GENERAL FUND	STREETS & TRANSPORT	24.08
				TOTAL:	158.90
MARLIN LEASING CORPORATION	8/19/25	PD COP LEASE 8/5-9/4/25	GENERAL FUND	POLICE DEPARTMENT	416.87
				TOTAL:	416.87
MATTHEW W. ANDERSON, PE, PLLC	8/12/25	INSPECTIONS 6/18/2025	GENERAL FUND	PLANNING & ZONING	500.00
	8/12/25	INSPECTIONS 7/1-2/25	GENERAL FUND	PLANNING & ZONING	1,375.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/12/25	INSPECTIONS 7/7-9/25	GENERAL FUND	PLANNING & ZONING	1,125.00
	8/12/25	INSPECTIONS 7/14-18/25	GENERAL FUND	PLANNING & ZONING	1,625.00
	8/12/25	INSPECTIONS 7/23-25/25	GENERAL FUND	PLANNING & ZONING	1,000.00
				TOTAL:	5,625.00
MCP INSPECTIONS	8/07/25	INSPECTIONS 7/14-18/25	GENERAL FUND	PLANNING & ZONING	1,750.00
	8/07/25	INSPECTIONS 7/21-25/25	GENERAL FUND	PLANNING & ZONING	2,000.00
	8/19/25	INSPECTIONS 7/28-8/1/25	GENERAL FUND	PLANNING & ZONING	1,900.00
	8/19/25	INSPECTIONS 8/4-8/8/25	GENERAL FUND	PLANNING & ZONING	2,050.00
				TOTAL:	7,700.00
METLIFE	8/01/25	AUG 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	347.43
	8/01/25	AUG 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	327.66
	8/01/25	AUG 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	159.59
	8/01/25	AUG 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,320.55
	8/01/25	AUG 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	1,022.52
	8/01/25	AUG 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	97.47
				TOTAL:	3,275.22
METROPOLITAN COMPOUNDS	8/12/25	PW GRAFFITI REMOVER X2	GENERAL FUND	STREETS & TRANSPORT	1,397.40
				TOTAL:	1,397.40
MOTOROLA SOLUTIONS, INC	8/19/25	PD CAD MN SEP 25-AUG 26	GENERAL FUND	POLICE DEPARTMENT	13,141.02
				TOTAL:	13,141.02
NAPA AUTO PARTS	8/12/25	PW 5W-20 OIL X1	GENERAL FUND	STREETS & TRANSPORT	96.88
				TOTAL:	96.88
NCR PAYMENT SOLUTIONS, FL, LLC	8/12/25	PSI PMT PORT SUP JUL 25	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
ORACLE ELEVATOR HOLDCO, INC	8/12/25	CH ELEVATOR REPAIR PARTS	GENERAL FUND	CITY HALL	1,577.95
	8/12/25	CH ELEVATOR MAINT JUL 25	GENERAL FUND	CITY HALL	159.66
				TOTAL:	1,737.61
ORIENTAL TRADING COMPANY	8/12/25	CSTM LOGO CRYN BOXS X 96	GENERAL FUND	PLANNING & ZONING	75.98
	8/12/25	RANSON STCKRS X 288	GENERAL FUND	PLANNING & ZONING	24.99
	8/12/25	PENCIL ASSRTMNT X 576	GENERAL FUND	PLANNING & ZONING	139.96
	8/12/25	PLSTC PENS X 144	GENERAL FUND	PLANNING & ZONING	68.94
				TOTAL:	309.87
PAYMENTECH - MERCH FEES	8/04/25	JULY2025 TYLER CITY CC FEE	GENERAL FUND	CITY HALL	588.01
				TOTAL:	588.01
PEIA	8/05/25	AUG 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	5,101.48
	8/05/25	AUG 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	6,264.90
	8/05/25	AUG 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,448.92
	8/05/25	AUG 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	21,263.18
	8/05/25	AUG 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	16,182.80
	8/05/25	AUG 2025 PEIA LIFE INS PRE	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	8/05/25	AUG 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,510.04
				TOTAL:	55,793.12
PITNEY BOWES PURCHASE POWER	8/21/25	POSTAGE JUL 25	GENERAL FUND	CITY HALL	401.00
				TOTAL:	401.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RANSON POST OFFICE	8/12/25	PD MAILING 7/3/25	GENERAL FUND	POLICE DEPARTMENT	6.10
				TOTAL:	6.10
RCS SECURITY	8/12/25	CC ENTRY BADGES X26	GENERAL FUND	CITY HALL	182.00
	8/12/25	CH FIRE MONT 8/1-10/31/25	GENERAL FUND	CITY HALL	66.00
	8/12/25	CC HEAT DETECTOR INSTALL	PARKS & RECREATION	Parks & Recreation	110.50
	8/12/25	CC PULL STATION ADDRESS	PARKS & RECREATION	Parks & Recreation	340.00
	8/12/25	CC FIRE MONT 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	66.00
	8/12/25	CC CELL COMM 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	36.00
	8/12/25	CC MONT SVC 8/1-10/31/25	PARKS & RECREATION	Parks & Recreation	54.00
				TOTAL:	854.50
RUCKMAN ENGINEERING PLC	8/14/25	PRMT RVW 7/21-8/5/25	GENERAL FUND	PLANNING & ZONING	640.00
				TOTAL:	640.00
SCPDC	8/06/25	MY GOV JUL 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHEETZ	8/12/25	COULTER FUEL 7/15-28/25	GENERAL FUND	PLANNING & ZONING	84.31
	8/12/25	CUSTER FUEL 7/24/25	GENERAL FUND	POLICE DEPARTMENT	68.40
	8/12/25	LANCASTER FUEL 7/6-8/25	GENERAL FUND	POLICE DEPARTMENT	88.16
	8/12/25	SEALANDER FUEL 7/3-29/25	GENERAL FUND	POLICE DEPARTMENT	300.26
	8/12/25	LUTMAN FUEL 7/3-17/25	GENERAL FUND	POLICE DEPARTMENT	93.30
	8/12/25	HARDER FUEL 7/1-30/25	GENERAL FUND	STREETS & TRANSPORT	669.21
	8/12/25	DIX FUEL 7/1-29/25	GENERAL FUND	STREETS & TRANSPORT	290.80
	8/12/25	LONGERBEAM FUEL 7/1-16/25	GENERAL FUND	STREETS & TRANSPORT	396.09
	8/12/25	SMITH FUEL 7/22/25	GENERAL FUND	STREETS & TRANSPORT	91.00
	8/12/25	SILVEOUS FUEL 7/8-18/25	GENERAL FUND	STREETS & TRANSPORT	188.62
	8/12/25	R HAWKINS FUEL 7/15/25	GENERAL FUND	STREETS & TRANSPORT	86.81
	8/12/25	MICHAEL FUEL 6/30-7/22/25	PARKS & RECREATION	Parks & Recreation	117.25
				TOTAL:	2,474.21
SOUTHERN STATES	8/12/25	PW SMALL ENG BULB CAP X4	GENERAL FUND	STREETS & TRANSPORT	19.96
	8/12/25	PW WEEDEATER CARBURETOR	GENERAL FUND	STREETS & TRANSPORT	39.99
	8/12/25	PW STIHL PARTS	GENERAL FUND	STREETS & TRANSPORT	12.99
	8/12/25	PW CHAINS X4	GENERAL FUND	STREETS & TRANSPORT	91.96
				TOTAL:	164.90
SP TOPDON USA	8/12/25	PW BATTERY TOOL	GENERAL FUND	STREETS & TRANSPORT	30.94
				TOTAL:	30.94
STANLEY MARTIN COMPANIES	8/07/25	SURETY RELEASE 25-49	DEVELOPMENT BONDS	NON-DEPARTMENTAL	1,500.00
				TOTAL:	1,500.00
SUNOCO	8/12/25	LYNCH FUEL 7/25/25	GENERAL FUND	POLICE DEPARTMENT	36.44
	8/12/25	SEALANDER FUEL 7/18/25	GENERAL FUND	POLICE DEPARTMENT	60.01
	8/12/25	MILLER FUEL 7/30/25	GENERAL FUND	POLICE DEPARTMENT	79.21
	8/12/25	DIX FUEL 7/23/25	GENERAL FUND	STREETS & TRANSPORT	36.00
	8/12/25	LONGERBEAM FUEL 7/2-29/25	GENERAL FUND	STREETS & TRANSPORT	274.54
	8/12/25	WHITE FUEL 7/7-30/25	GENERAL FUND	STREETS & TRANSPORT	394.68
				TOTAL:	880.88
SUPERIOR LAUNDRIES INC.	8/06/25	PD MATS 7/2/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	8/06/25	PD MATS 7/9/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	8/06/25	PD MATS 7/16/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	8/06/25	PD MATS 7/23/25	GENERAL FUND	POLICE DEPARTMENT	23.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/06/25	PD MATS 7/30/25	GENERAL FUND	POLICE DEPARTMENT	23.99
	8/06/25	PW MATS 7/2/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	8/06/25	PW MATS 7/9/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	8/06/25	PW MATS 7/16/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	8/06/25	PW MATS 7/23/25	GENERAL FUND	STREETS & TRANSPORT	16.33
	8/06/25	PW MATS 7/30/25	GENERAL FUND	STREETS & TRANSPORT	16.33
				TOTAL:	201.60
TEK ADVISORS LLC	8/06/25	CH IT JOBS JUL 25	GENERAL FUND	CITY HALL	4,361.80
	8/06/25	COMP MAINT AUG 25	GENERAL FUND	CITY HALL	7,076.87
	8/06/25	PD IT JOBS JUL 25	GENERAL FUND	POLICE DEPARTMENT	606.49
	8/06/25	PW IT JOBS JUL 25	GENERAL FUND	STREETS & TRANSPORT	166.25
	8/06/25	P&R IT JOBS JUL 25	PARKS & RECREATION	Parks & Recreation	261.25
				TOTAL:	12,472.66
THOS SOMERVILLE CO	8/12/25	PW NEW BLDG PLUMBING SUPPL	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	211.46
				TOTAL:	211.46
TIMOTHY P. STRANKO, ESQ	8/21/25	LEGAL RETAINER AUG 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TRACTOR SUPPLY	8/12/25	PW THREAD SEALANT X1	GENERAL FUND	STREETS & TRANSPORT	14.99
	8/12/25	PW GREASE GUN X1	GENERAL FUND	STREETS & TRANSPORT	59.99
	8/12/25	P&R COTTER PINS X9	PARKS & RECREATION	Parks & Recreation	17.91
				TOTAL:	92.89
TRAVELERS INSURANCE	8/14/25	UMBRELLA 7/1/25-7/1/26	GENERAL FUND	CITY HALL	2,153.75
				TOTAL:	2,153.75
TROPHIES PLUS	8/21/25	COUNCIL SHIRTS X12	GENERAL FUND	CITY COUNCIL	472.00
				TOTAL:	472.00
TRUIST MERCHANT SERVICES	8/15/25	JULY2025 PD OFFLINE CC FEE	GENERAL FUND	CITY HALL	294.58
				TOTAL:	294.58
UNITED WAY OF THE EASTERN PANHANDLE	8/06/25	JUL 25 TEEN CT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	435.74
				TOTAL:	435.74
US BANK	8/12/25	JUL 2025 PCARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	64,497.80
				TOTAL:	64,497.80
VISION SERVICE PLAN	8/05/25	AUG 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	59.32
	8/05/25	AUG 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	67.20
	8/05/25	AUG 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.67
	8/05/25	AUG 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	267.54
	8/05/25	AUG 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	203.04
	8/05/25	AUG 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	657.28
WALMART	8/12/25	BULLETIN BOARD X2	GENERAL FUND	POLICE DEPARTMENT	39.94
	8/12/25	WHITEBOARD X1	GENERAL FUND	POLICE DEPARTMENT	39.99
	8/12/25	PICTURE HANGER X12	GENERAL FUND	POLICE DEPARTMENT	9.24
	8/12/25	PUSH PINS X100	GENERAL FUND	POLICE DEPARTMENT	7.32
	8/12/25	DRY ERASE PENS X4	GENERAL FUND	POLICE DEPARTMENT	10.32
	8/12/25	WHITEBOARD X1	GENERAL FUND	POLICE DEPARTMENT	19.89
	8/12/25	BANKER BOXES X20	GENERAL FUND	POLICE DEPARTMENT	37.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	8/12/25	FILE FOLDERS X20	GENERAL FUND	POLICE DEPARTMENT	42.44
	8/12/25	HAND CLEANER X1	GENERAL FUND	POLICE DEPARTMENT	12.77
	8/12/25	WASP SPRAY X1	GENERAL FUND	POLICE DEPARTMENT	4.77
	8/12/25	EXPANDING FILES X30	GENERAL FUND	POLICE DEPARTMENT	97.77
	8/12/25	ENVELOPES X100	GENERAL FUND	POLICE DEPARTMENT	19.74
	8/12/25	FILE ORGANIZER X1	GENERAL FUND	POLICE DEPARTMENT	12.99
				TOTAL:	354.66
WEIS	8/12/25	EMP HANDBK MTG 7/1/25	GENERAL FUND	CITY ADMINISTRATION	9.49
	8/12/25	SIGULINSKY FUEL 7/3-11/25	GENERAL FUND	POLICE DEPARTMENT	127.35
	8/12/25	EMERGENCY SUPPLIES STORM 7	PARKS & RECREATION	Parks & Recreation	18.26
				TOTAL:	155.10
WEST VA MUNICIPAL LEAGUE	8/12/25	K SUITS WVML CONF AUG 25	GENERAL FUND	MAYOR'S OFFICE	450.00
	8/12/25	A COLANDREA WVML CONF AUG	GENERAL FUND	CITY COUNCIL	450.00
	8/12/25	S FAGAN WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	450.00
	8/12/25	CUSTER WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	550.00
	8/12/25	J BOUND WVML CONF AUG 25	GENERAL FUND	CITY COUNCIL	450.00
	8/12/25	D ARMSTONG WVML CONF AUG	GENERAL FUND	CITY ADMINISTRATION	300.00
	8/12/25	T WILT WVML CONF AUG 25	GENERAL FUND	CITY ADMINISTRATION	300.00
				TOTAL:	2,950.00
WEST VIRGINIA AMERICAN WATER	8/12/25	MF WATER 6/3-7/1/25	PARKS & RECREATION	Parks & Recreation	114.28
	8/12/25	MF IRRIGATION WATER 6/3-7/	PARKS & RECREATION	Parks & Recreation	511.54
	8/12/25	MF IRRIGATION WATER 6/3-7/	PARKS & RECREATION	Parks & Recreation	1,000.00
				TOTAL:	1,625.82
WV STATE TREASURER'S OFFICE	8/01/25	JUL2025 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	3,048.78
				TOTAL:	3,048.78
**PAYROLL EXPENSES	8/01/2025 - 8/31/2025		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	5,000.04
			GENERAL FUND	CITY ADMINISTRATION	34,501.56
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	42,539.39
			GENERAL FUND	CITY HALL	30,709.93
			GENERAL FUND	POLICE DEPARTMENT	161,466.73
			GENERAL FUND	STREETS & TRANSPORT	74,738.80
			PARKS & RECREATION	Parks & Recreation	28,531.57
				TOTAL:	380,388.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	804,138.38
201 CAPITAL IMPROVEMENT	93,610.99
900 PARKS & RECREATION	40,365.82
903 DEVELOPMENT BONDS	1,500.00
GRAND TOTAL:	939,615.19

TOTAL PAGES: 13

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of Ranson, WV
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 8/01/2025 THRU 8/31/2025

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 8/01/2025 THRU 8/31/2025

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2026
General Fund Budget
August 2025 Financials

16.6% through Budget Year

	Current Budget FY2026 7-15-2025	Year to Date	Budget Balance	% of Budget Received
FY25 Carryover Fund Balance	*2,562,464*	*2,562,464*	-	100%
Revenue Summary				
Taxes	5,579,988	141,801	(5,438,187)	3%
Fines & Forfeitures	400,000	28,323	(371,677)	7%
Licenses & Permits	906,000	140,664	(765,336)	16%
Intergovernmental	1,025,000	-	(1,025,000)	0%
Miscellaneous	66,500	5,926	(60,574)	9%
Total Revenues	***10,539,952***	***2,879,178***	***(7,660,774)***	***27%***
Expenditure Summary				
Mayor's Office	16,560	3,733	12,827	23%
City Council	67,800	13,616	54,184	20%
City Administrator	596,515	89,858	506,657	15%
Police Judge's Office	51,300	4,091	47,209	8%
Contribution to Commissions	313,000	-	313,000	0%
Regional Development Authority	9,400	9,399	1	100%
Planning & Zoning	1,178,650	143,389	1,035,261	12%
Elections	11,500	27	11,473	0%
City Hall	1,307,000	223,847	1,083,153	17%
Contribution/Transfer	771,982	-	771,982	0%
Contingency	1,053,995	-	1,053,995	0%
Police Department	3,056,700	420,524	2,636,176	14%
Streets Department	1,425,550	246,148	1,179,402	17%
Street Lights	130,000	19,345	110,655	15%
Parks & Recreation	300,000	26,260	273,740	9%
Convention & Visitor's Bureau	250,000	26,260	223,740	11%
Total Expenditures	***10,539,952***	***1,226,497***	***9,313,455***	***12%***
Revenue Over Expenses		***1,652,680***		

FY 2026 General Fund Budget Revenues

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY25 Carryover Fund Balance	**2,562,464**	2,562,464	**-**	**2,562,464**	**-**	*100%*
001.301.100	*Ad Valorem Tax Current Year**	*1,743,738*	*-*	*56,052*	*56,052*	*1,687,686*	*3%*
001.301.102	*Property Tax Prior Years**	*125,000*	*-*	*14,860*	*14,860*	*110,140*	*12%*
001.301.106	*Supplemental Taxes**	*50,000*	*-*	*6,271*	*6,271*	*43,729*	*13%*
001.302.100	*Tax Penalties and Interest**	*20,000*	*-*	*1,803*	*1,803*	*18,197*	*9%*
001.303.100	Gas and Oil Severance Tax Current Year	20,000	-	-	-	20,000	*0%*
001.304.100	*Utility Tax**	*300,000*	*-*	*9,606*	*9,606*	*290,394*	*3%*
001.305.100	*B&O Tax**	*2,750,000*	*-*	*-*	*-*	*2,750,000*	*0%*
001.306.100	*Wine and Liquor Tax**	*70,000*	*-*		*-*	*70,000*	*0%*
001.307.100	Animal Tax	1,250	-	689	689	562	*55%*
001.308.100	*Hotel/Motel Tax**	*500,000*	*-*	*52,520*	*52,520*	*447,480*	*11%*
001.320.100	Fines, Fees, and Court Costs	400,000	18,808	9,465	28,273	371,727	*7%*
001.321.100	Parking Tickets	-	25	25	50	(50)	*N/A*
001.325.100	Business Licenses	30,000	5,270	2,937	8,207	21,793	*27%*
001.326.100	Building Permits	750,000	60,285	68,164	128,449	621,551	*17%*
001.328.100	*Franchise Tax**	*45,000*	*-*	*-*	*-*	*45,000*	*0%*
001.329.100	Rental Registration	1,000	100	40	140	860	*14%*
001.330.100	*IRP Fees**	*80,000*	*-*	*3,867*	*3,867*	*76,133*	*5%*
001.369.100	Contributions from Other Funds (Sales Tax)	1,000,000	-	-	-	1,000,000	*0%*
001.374.100	*Payroll Reimbursement**	*25,000*	*-*	*-*	*-*	*25,000*	*0%*
001.380.100	Interest Gained on Investments	25,000	2,379	-	2,379	22,621	*10%*
001.382.100	*Refunds & Rebates**	*25,000*	*211*	*-*	*211*	*24,789*	*1%*
001.383.100	Sale of Fixed Asset	5,000	-	-	-	5,000	*0%*
001.386.100	Insurance Claim	5,000	-	2,416	2,416	2,584	*48%*
001.389.100	Accident Reports	5,000	460	340	800	4,200	*16%*
001.399.100.	Miscellaneous	1,000	-	-	-	1,000	*0%*
001.399.102	Yard Sale Fees	250	40	55	95	155	*38%*
001.399.103	Fingerprint Fee	250	15	10	25	225	*10%*
	Total Revenues	***10,539,952***	***2,650,057***	***229,120***	***2,879,178***	***7,660,774***	***27%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
409 - Mayor's Office							
001.409.101	Mayor Salary	12,000	1,000	1,000	2,000	10,000	17%
001.409.104	Mayor FICA	960	77	77	153	807	16%
001.409.214	Mayor Travel	2,000	450	492	942	1,058	47%
001.409.226	Mayor Insurance Bonds	100	-	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	-	500	0%
001.409.341	Mayor Departmental Supplies	500	515	123	638	(138)	128%
001.409.568	Mayor Contributions	500		-	-	500	0%
	Total	**16,560**	**2,041**	***1,692***	***3,733***	***12,827***	***23%***
410 - City Council							
001.410.101	City Council Salary (6 members)	60,000	4,167	5,000	9,167	50,833	15%
001.410.104	City Council FICA	4,800	319	383	701	4,099	15%
001.410.214	City Council Travel	2,000	1,700	1,576	3,276	(1,276)	164%
001.410.230	City Council Contracted Services	500	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	500	-	472	472	28	94%
	Total	**67,800**	**6,185**	**7,431**	**13,616**	**54,184**	**20%**
412 - City Administration Office							
001.412.103	City Administration Salary (4 FT employees)	343,000	17,885	34,502	52,386	290,614	15%
001.412.104	City Administration FICA	26,765	1,430	2,741	4,171	22,594	16%
001.412.105	City Administration Insurance	94,000	5,890	5,732	11,622	82,378	12%
001.412.106	City Administration Retirement	33,500	1,789	2,923	4,711	28,789	14%
001.412.211	City Administration Phone	1,500	43	43	86	1,414	6%
001.412.214	City Administration Travel	4,000	-	902	902	3,098	23%
001.412.220	City Administration Ads/Legal Publications	2,500	-	-	-	2,500	0%
001.412.221	City Administration Training	2,500	600	-	600	1,900	24%
001.412.222	City Administration Dues and Subscriptions	3,500	251	196	448	3,052	13%
001.412.223	City Administration Professional Services	25,000	189	189	378	24,622	2%
001.412.226	City Administration Insurance and Bonds	250	-	-	-	250	0%
001.412.230	City Administration Contracted Services	20,000	-	-	-	20,000	0%
001.412.341	City Adminstration Supplies and Materials	5,000	9	465	475	4,525	9%
001.412.343	City Administration Gas Oil Tires	500	87	112	199	301	40%
001.412.345	City Administration Uniforms	2,000	-	-	-	2,000	0%
001.412.353	City Administration Computer Software	32,500	11,184	2,697	13,881	18,619	43%
	Total	**596,515**	**39,357**	**50,502**	***89,858***	***506,657***	***15%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
416 - Police Judge's Office							
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	1,900	1,900	3,800	21,200	15%
001.416.104	Police Judge FICA	2,000	145	145	291	1,709	15%
001.416.211	Police Judge/Court Phone	5,000	-	-	-	5,000	0%
001.416.213	Police Judge/Court Utilities	5,000	-	-	-	5,000	0%
001.416.215	Police Judge/Court Building Maintenance/Repairs	2,500	-	-	-	2,500	0%
001.416.219	Police Judge/Court Equip Rentals	3,500	-	-	-	3,500	0%
001.416.223	Police Judge Professional Services	7,000	-	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	-	300	0%
001.416.341	Police Judge/Court Supplies	1,000	-	-	-	1,000	0%
	Total	**51,300**	**2,045**	***2,045***	***4,091***	***47,209***	***8%***
424 - Contributions							
001.424.568	*Contributions - Dispersed*						
	PANTRAN	15,000	-	-	-	15,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	-	200,000	0%
	Independent Fire Dept	19,000	-	-	-	19,000	0%
	Citizen Fire Dept.	14,000	-	-	-	14,000	0%
	Charles Town Library	5,000	-	-	-	5,000	0%
	Jefferson County P&R - Fireworks	5,000	-	-	-	5,000	0%
	Mini-Grant Program	50,000	-	-	-	50,000	0%
	Community Sponsorship	5,000	-	-	-	5,000	0%
	Total	**313,000**	**-**	**-**	**-**	***313,000***	***0%***
435 - Regional Development Authority							
001.435.222	Region 9 Planning & Development Council	**9,400**	9,399	-	9,399	1	100%

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
437 - Planning and Zoning							
001.437.103	Planning & Zoning Salary (7 FT employees)	501,000	26,937	42,385	69,322	431,678	14%
001.437.104	Planning and Zoning FICA	40,150	2,172	3,358	5,530	34,620	14%
001.437.105	Planning and Zoning Insurance	134,000	7,293	7,030	14,323	119,677	11%
001.437.106	Planning and Zoning Retirement	45,500	2,391	3,768	6,159	39,341	14%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	110	154	264	4,736	5%
001.437.110	Planning and Zoning Fringe Benefits	750	500	-	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	66	66	131	1,869	7%
001.437.214	Planning and Zoning Travel	3,000	-	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	-	500	0%
001.437.218	Planning and Zoning Postage	1,000	-	-	-	1,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	514	82	596	3,404	15%
001.437.221	Planning and Zoning Training	10,000	97	-	97	9,903	1%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	100	-	100	1,400	7%
001.437.223	Planning and Zoning Professional Services	400,000	32,087	13,215	45,302	354,698	11%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	7	12	19	982	2%
001.437.341	Planning and Zoning Supplies and Materials	10,000	335	-	335	9,665	3%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	84	86	170	2,330	7%
001.437.345	Planning and Zoning Uniforms	3,500	-	-	-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	540	-	540	12,460	4%
	Total	**1,178,650**	**73,233**	***70,156***	***143,389***	***1,035,261***	***12%***
438 - Elections							
001.438.220	Elections Advertising	750	27	-	27	723	4%
001.438.230	Elections Contracted Services (Poll workers)	7,000	-	-	-	7,000	0%
001.438.341	Elections Supplies and Materials	3,750	-	-	-	3,750	0%
	Total	**11,500**	**27**	**-**	**27**	**11,473**	**0%**

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
440 - City Hall							
001.440.103	City Hall Salary (4 FT employees)	270,000	19,128	30,710	49,838	220,162	18%
001.440.104	City Hall FICA	21,500	1,536	2,467	4,003	17,497	19%
001.440.105	City Hall Insurance	72,000	5,121	4,911	10,033	61,967	14%
001.440.106	City Hall Retirement	27,000	1,913	3,071	4,984	22,016	18%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	-	5,000	0%
001.440.211	City Hall Telephone	25,000	1,583	1,820	3,404	21,596	14%
001.440.212	City Hall Printing	7,500	83	106	189	7,311	3%
001.440.213	City Hall Utilities	25,000	1,141	1,421	2,562	22,438	10%
001.440.214	City Hall Travel	2,000	-	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	1,578	1,033	2,611	12,389	17%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	25	25	475	5%
001.440.218	City Hall Postage / Meter	7,000	-	401	401	6,599	6%
001.440.219	City Hall Building and Equipment Rents	11,000	835	513	1,347	9,653	12%
001.440.220	City Hall Advertising / Legal Publications	5,000	-	138	138	4,862	3%
001.440.221	City Hall Training	5,000	-	-	-	5,000	0%
001.440.222	City Hall Dues and Subscriptions	10,000	2,126	-	2,126	7,874	21%
001.440.223	City Hall Professional Services	100,000	4,500	4,500	9,000	91,000	9%
001.440.224	City Hall Audit Costs	40,000	-	-	-	40,000	0%
001.440.226	City Hall Insurance and Bonds (Travelers)	298,500	70,568	2,154	72,721	225,779	24%
001.440.230	City Hall Contracted Services	160,000	13,666	13,881	27,547	132,453	17%
001.440.232	City Hall Bank Charges	65,000	10,851	4,198	15,048	49,952	23%
001.440.341	City Hall Supplies and Materials	30,000	738	1,159	1,897	28,103	6%
001.440.343	City Hall Oil, Gas & Tires	500	-	-	-	500	0%
001.440.345	City Hall Uniforms	2,000	-	-	-	2,000	0%
001.440.353	City Hall Computer Software	100,000	8,168	6,000	14,168	85,832	14%
001.440.570	City Hall Miscellaneous Fees	2,000	1,804	-	1,804	196	90%
	Total	**1,307,000**	**145,340**	***78,507***	***223,847***	***1,083,153***	***17%***
444 - Contributions to Other Funds							
1.444.566	Contributions to Others Funds						
	Municipal Capital Improvement	771,982	-	-	-	771,982	0%
	Total	**771,982**	**-**	**-**	**-**	***771,982***	***0%***
699 - Contingencies							
1.699.000	Contingencies	1,053,995	-	-	-	1,053,995	0%
	Total	**1,053,995**	**-**	**-**	**-**	***1,053,995***	***0%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
700 - Police							
001.700.103	Police Salary (19 FT Officers & 2 FT Admin + RR)	1,750,000	109,829	149,424	259,253	1,490,747	15%
001.700.104	Police FICA	145,500	10,088	12,899	22,988	122,512	16%
001.700.105	Police Insurance	442,000	24,152	24,033	48,186	393,814	11%
001.700.106	Police Retirement	163,500	9,242	14,942	24,184	139,316	15%
001.700.108	Police Overtime / Extra Help	150,000	17,638	12,043	29,681	120,319	20%
001.700.110	Police Fringe Benefits	4,750	-	-	-	4,750	0%
001.700.211	Police Telephone	7,500	460	434	894	6,606	12%
001.700.212	Police Printing	500	-	-	-	500	0%
001.700.213	Police Utilities	22,500	703	644	1,347	21,153	6%
001.700.214	Police Travel	10,000	-	-	-	10,000	0%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	-	2,500	0%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	30,000	3,935	1,874	5,809	24,191	19%
001.700.218	Police Postage	1,000	31	37	68	932	7%
001.700.219	Police Building and Equipment Rents	7,000	434	417	851	6,149	12%
001.700.220	Police Advertising / Legal Publication	750	-	-	-	750	0%
001.700.221	Police Training	10,000	-	150	150	9,850	2%
001.700.222	Police Dues and Subscriptions	1,500	-	-	-	1,500	0%
001.700.223	Police Professional Services	32,500	-	246	246	32,255	1%
001.700.226	Police Insurance and Bonds	200	-	-	-	200	0%
001.700.230	Police Contracted Services	30,000	3,189	1,249	4,439	25,561	15%
001.700.233	Police Investigation Fees	1,000	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	100,000	436	3,049	3,485	96,515	3%
001.700.341	Police Supplies and Materials	25,000	375	194	569	24,431	2%
001.700.343	Police Gas Oil Tires	75,000	2,420	2,584	5,003	69,997	7%
001.700.345	Police Uniforms	12,000	81	150	231	11,769	2%
001.700.353	Police Software	31,000	-	13,141	13,141	17,859	42%
	Total	**3,056,700**	**183,013**	**237,511**	***420,524***	***2,636,176***	***14%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
750 - Streets							
001.750.103	Streets Salary (10 FT employees)	683,000	68,214	74,393	142,607	540,393	21%
001.750.104	Streets FICA	54,000	5,547	5,918	11,465	42,535	21%
001.750.105	Streets Insurance	229,000	18,392	18,073	36,466	192,534	16%
001.750.106	Streets Retirement	66,000	4,625	7,289	11,915	54,085	18%
001.750.108	Streets Overtime / Extra Help	17,500	158	346	503	16,997	3%
001.750.110	Streets Fringe Benefits	2,500	2,500	-	2,500	-	100%
001.750.211	Streets Telephone	6,750	498	498	997	5,753	15%
001.750.213	Streets Utilities	10,000	570	694	1,263	8,737	13%
001.750.214	Streets Travel	1,000	-	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	-	-	5,000	0%
001.750.216	Streets Maintenance / Repair Equipment	15,000	40	-	40	14,960	0%
001.750.217	Streets Maintenance / Repair Vehicles	20,000	749	99	847	19,153	4%
001.750.219	Streets Building and Equipment Rents	5,000	139	134	273	4,727	5%
001.750.221	Streets Training	2,500	168	-	168	2,333	7%
001.750.222	Streets Dues	500	-	-	-	500	0%
001.750.223	Streets Professional Services	500	-	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	-	300	0%
001.750.230	Streets Contracted Services	200,000	10,845	10,440	21,285	178,715	11%
001.750.341	Streets Supplies and Materials	65,000	6,399	3,688	10,087	54,913	16%
001.750.343	Streets Gas Oil Tires	30,000	2,605	1,639	4,244	25,756	14%
001.750.345	Streets Uniforms	5,000	-	-	-	5,000	0%
001.750.353	Streets Software	7,000	1,488	-	1,488	5,512	21%
	Total	**1,425,550**	**122,936**	***123,212***	***246,148***	***1,179,402***	***17%***
751 - Street Lights							
001.751.213	Street Lights - Utilities	130,000	9,457	9,889	19,345	110,655	15%
	Total	**130,000**	**9,457**	**9,889**	***19,345***	***110,655***	***15%***

FY 2026 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2026 7-15-2025*	*Jul-25*	*Aug-25*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
900 - Parks & Recreation							
001.900.568	Parks & Recreation Pass through Hotel Tax	250,000	-	26,260	26,260	223,740	11%
001.900.568.001	Parks & Recreation Operational Contribution	50,000	-	-	-	50,000	0%
	Total	***300,000***	***-***	***26,260***	***26,260***	***273,740***	***9%***
901 - Convention & Visitors Bureau (CVB)							
001.901.568	CVB Pass through Hotel Tax	250,000	-	26,260	26,260	223,740	11%
	Total	**250,000**	***-***	***26,260***	***26,260***	***223,740***	***11%***
	Total Expenses	***10,539,952***	***593,033***	***633,464***	***1,226,497***	***9,313,455***	***12%***
	Revenue Over Expenses	***-***	***2,057,024***	***(404,344)***	***1,652,680***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - August 31, 2025
16.6% through Budget Year

	FY26 APPROVED BUDGET 4-15-25	*JULY 2025*	*AUG 2025*	*YEAR TO DATE*	*Budget Balance*	*% Budget Rcvd/Spent*
Carryover Balance	8,000,000	-	-	-	8,000,000	0%
201.350.100 City Service Fees	300,000	39,000	48,000	87,000	213,000	29%
201.369.100 Contributions from Other Funds	600,000	-	-	-	600,000	0%
201.376.000 Table Games Income	175,000	-	19,849	19,849	155,151	11%
201.380.100 Interest Income	70,000	10,038	1,989	12,027	57,973	17%
201.397.100 Video Lottery Income	600,000	-	1,091	1,091	598,909	0%
TOTAL REVENUES	***9,745,000***	***49,038***	***70,928***	***119,966***	***9,625,034***	***1%***
EXPENDITURES						
Bank Charges	200	18	19	37	163	18%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES						
Computer Replacement Program (201-975.459.001)	50,000	-	-	-	50,000	0%
Condemnation of Properties (201-975.459.002)	25,000	-	-	-	25,000	0%
Total - General Government	*75,200*	*18*	*19*	*37*	*75,163*	*0%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES						
3 Patrol Vehicles (201-976.459.001)	168,000	-	-	-	168,000	0%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	-	-	-	75,000	0%
Three In-Car Camera Systems (201-976.459.002)	37,500	-	-	-	37,500	0%
Three CAD units (201-976.459.002)	10,000	-	-	-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-	-	-	8,000	0%
Radios (201-976.459.003)	15,000	-	-	-	15,000	0%
Radars (201-976.459.003)	7,500	-	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	-	-	-	15,000	0%
Existing Police Dept Improvements (201-976.459.005)	100,000	-	-	-	100,000	0%
New Police Department Building (201-976.459.005)	750,000	-	-	-	750,000	0%
Total - Public Safety	*1,186,000*	-	-	-	*1,186,000*	*0%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2026 - August 31, 2025
16.6% through Budget Year

	FY26 APPROVED BUDGET 4-15-25	JULY 2025	AUG 2025	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES						
Street Construction & Repairs						
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	-	-	1,300,000	0%
Stormwater Engineering/Repairs						
SWM/Engineering & Construction	50,000	-	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	300,000	-	-	-	300,000	0%
Miscellaneous Other Capital Projects						
City Hall Roof (201-977.459.011)	20,000	-	-	-	20,000	0%
Trifecta Place (201-977.459.013)	500,000	-	-	-	500,000	0%
PW Capital Budget Items						
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	-	-	-	300,000	0%
Alley Construction & Preservation (201-977.459.002)	50,000	-	-	-	50,000	0%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	-	-	-	50,000	0%
Street Light Replacement (201-977.459.005)	75,000	6,726	-	6,726	68,274	9%
2 Ford Trucks (201-977.459.006)	138,000	-	-	-	138,000	0%
Large Dump Truck (201-977.459.008)	126,000	19,178	-	*19,178*	106,822	15%
Equipment (201-977.459.009)	75,000	-	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	150,000	33,124	16,924	50,048	99,952	33%
Total - Streets & Transportation	*3,234,000*	*59,028*	*16,924*	*75,952*	*3,158,048*	*2%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES						
Civic Center Improvements (201-979.459.001)	40,000	-	-	-	40,000	0%
Marcus Fields Improvements (201-979.459.002)	815,000	-	40,040	40,040	774,960	5%
Total - Parks & Recreation	*855,000*	-	*40,040*	*40,040*	*814,960*	*5%*
Contingencies	4,394,800	-	-	-	4,394,800	0%
TOTAL EXPENSES	***5,350,200***	***59,046***	***56,982***	***116,029***	***5,234,171***	***2%***
REVENUES OVER EXPENSES	***4,394,800***	***(10,009)***	***13,946***	***3,937***		

AGENDA ITEM IV.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Parks and Recreation Status Report- August

ATTACHMENTS:

September Directors Report.docx 1.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams y W

Ranson Parks and Recreation Board
Directors Report
August/Sept

Meetings

- Ongoing meetings with Jefferson County Parks and Recreation to plan fall and winter collaboration events at the Civic Center and Marcus Field.
- Weekly meetings with the City Manager regarding Parks and Recreation matters.
- Directors' meeting.
- Meeting with Charles Town Parks and Recreation staff.
- Conference call with the local soccer club to discuss potential collaboration.
- Planning meetings for the upcoming Job Fair.
- Planning meeting for the Monster Bash event.
- Discussions regarding future use and development of Marcus Field.
- Multiple SmartRec software implementation meetings and training courses.
- Career Fair planning meetings.
- Met with potential rental partners regarding facility use.
- Announced the theme for the upcoming Christmas Parade: **"Almost Heaven Holidays."**
- Participated in professional development training.
- Ongoing discussions on fall and winter Skills and Drills Camps.
- Initial discussions on forming a new Sports Club.

Events

- Harvest Pointe Church
- Adult Soccer
- Pickleball
- Various Parties
- Red Cross Blood Drive
- Travel Soccer
- Travel Basketball
- Project Linus
- Girl Scout Meetings
- Homeward Calling Church

- Summer Camps
- Summer Tennis
- Church Revival at Cranes Lane
- African American Heritage Festival
- Hosted band for the parade
- Home School volleyball games
- Eastern Panhandle Clothing Swap
- Ranson Police Testing at Civic Center
- Home School groups
- Tile Floor cleaning
- Semi Pro football

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: City Manager Report

The City Manager will present a report addressing matters of relevance to the City Council. Council action is not anticipated or requested on these matters.

ATTACHMENTS:

AGENDA ITEM V.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COMMUNICATIONS FROM THE MAYOR**

SUBJECT: Ranson PD Chaplain Swearing - In Pastor Marsceau

Pastor Marsceau is a 1983 graduate of Appalachian Bible College and has served in full-time ministry for over 40 years, including 13 years as a youth pastor. He currently serves on the Board of Directors at Appalachian Bible College.

ATTACHMENTS:

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Appointment to Ranson Board of Zoning Appeals– Term Ending January 1, 2026

This appointment will fill the remainder of an unexpired term, which runs through January 1, 2026.

The Board of Zoning Appeals is responsible for hearing and deciding appeals related to any order, requirement, decision, or determination made under the city's zoning code and its administration.

To be eligible for this position, applicants must have been a resident of the City of Ranson for at least three years prior to appointment, must not be a member of the Planning Commission, and must not hold any other elective or appointive office within the city.

ATTACHMENTS:

Wildrick .pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
www.cityclerk@ransonwv.us

Board, Commission, and Committee Application

Completing this application is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions, and Committees appointed by the City Council. All appointments remain at the discretion of the City Council.

Name: Wesley Wildrick

Address: [redacted] **Zip:** 25438

Telephone Home: [redacted] **Email:** [redacted]

Occupation: Information Management Specialist **Employer:** Department of State

Do you reside in the City Limits of Ranson? Yes [X] No [ ] **If so, how long?** 5 Years

Political Affiliation: Republican [ ] Independent [X] Democrat [ ] Other [ ]

Education: Elementary [ ] High School [ ] College [X] Graduate School [ ]

Degrees/Majors/Course of Study: Bachelors of Science in Computer Engineering

Please list Certifications, Licenses, or other Vocational Training received:

Please list volunteer and other community experience (list by date): 2008 Worked for County road Commission, 2009-2012 held regular community events with fraternity,

If appointed, could you meet: Mornings [ ] Afternoons [X] Evenings [X]

If appointed, could you meet: Mon. [X] Tues. [X] Wed. [X] Thurs. [X] Fri. [X]

Check *all areas* in which you have experience and *three (3) areas* only in which you are interested.

EXP.	INT.		EXP.	INT.		EXP.	INT.	
[ ]	[X]	Recreation	[ ]	[ ]	Business Management	[ ]	[ ]	Urban Concerns
[ ]	[ ]	Law/Police Matters	[ ]	[ ]	Cultural Activities	[X]	[ ]	Fund Raising
[ ]	[X]	Environment	[ ]	[X]	Planning/Zoning	[ ]	[ ]	Construction Trades
[ ]	[ ]	Public Relations	[X]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[X]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[ ]	[ ]	Education Training

Please check three (3) of the City's Boards, Commissions, or Committees for which you would like to be considered for appointment.

[x] Planning Commission	[x] Convention/Visitors Bureau
[x] Board of Zoning Appeals	[x] Parks and Recreation Comm.
[ ] Police Civil Service Comm.	[ ] Building Code Appeals Board
[ ] Building Commission	[ ] Council At- Large

What Board, Commission or Committee have you served (or are serving) on? N/A

References

Name: Christopher Tarvin	**Phone No.:** [redacted]
Name: Juan Rodriguez	**Phone No.:** [redacted]

Please explain why you are a good candidate for the position:

I have a passion for helping others. I have worked in the public sector for the entirety of my career and get great joy from giving back to my fellow citizens. I would like the opportunity to help my community thrive and grow to meet the increasing need for infrastructure to account for the influx of new residents.

Application and any additional Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438.

AGENDA ITEM VII.2

RANSON
AT THE CENTER OF OPPORTUNITY.

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025 - 16 FY2026 General Budget Revision #2

As discussed at the July 15th, 2025 Council Meeting, the General Fund Carryover Balance for FY2026 is being revised again to account for the FY2025 revenue accruals and final expense submissions. Revenue accruals are processed for collections received in July and August that are associated with the prior fiscal year. Typically, this accounting methodology is applied to tax collections and refunds/reimbursements.

The accrual process yielded an additional revenue budget balance of $1,089,900 as of June 2025. The final FY25 expense submissions received in July and August 2025 increased the expense budget balance by $115,315; however, general ledger adjustments pertaining to the end of year payroll accrual and component unit transfers associated with the CVB dissolution offset the expense increase. Factoring in those GL adjustments, the final expense balance for June 2025 decreased by $331,166. Overall, the net effect on the budget balance as of June 30th, 2025, is an increase of $1,421,068, bringing the total FY2026 carryover figure to $3,983,532.

Enclosed is a copy of the Budget Revision #2 document, as well as the state worksheet and resolution to authorize the revision. Included in the budget document is a multitude of adjustments that are denoted with a yellow highlighted field and an accompanying note detailing the adjustment. To summarize, the primary adjustments are:

Revenues

1. Decrease of $500,000 to the Sales Tax Contributions line given robust revised Carryover figure.

Expenses

1. Allotment of $1,000 to the Mayor department supplies budget to account for Mayor Suits office items and monthly meeting supplies.

2. Allotment of $5,500 to the City Council departmental budget to account for training opportunities and associated travel costs, as well as newly elected supplies.

3. Allotment of $35,000 for the Contribution to Independent Fire Company line to account for stipend initiative funding request discussed in March 2025.

$65,000 remaining earmark housed in Contingencies line for future consideration. 4. Allotment of $4,000 to the Planning & Zoning departmental budget to account for postage costs associated with annexation notification mailings. 5. Allotment of $428,178 to the Contributions To Other Funds budget line. This amount is the excess budget balance that could not be rolled over into the Contingencies line due to 10% cap. The proposed allotment would be directed at the Capital Fund, given WV Code §8-37-3. 6. Allotment of $92,107 to the Contingencies line for a total of $1,146,102 (10% total budget cap). 7. Allotment of $40,250 to the Police Department budget to account for uniform modernization initiative requested by Chief Miller, as well as hiring advertisement expenses. 8. Allotment of $21,000 to the Public Works departmental budget to account for the roadway landscaping revamp contract and anticipated winter uniform expenses for laborers hired in April 2025. 9. Allotment of $294,033 to the Parks & Rec Contribution budget line to account for the Ranson CVB dissolution net cash transfer

totaling $344,033. Executed Articles of Dissolution dated January 21, 2025, states assets are to be conveyed to City of Ranson entity, so we must recognize funds in General City budget prior to transferring to Ranson Parks & Rec. If approved, these revised figures would bring the total FY2025 General Fund budget from $10,539,952 to $11,461,020 (an increase of $921,068).

COUNCIL ACTION:

1. Review General Fund Budget revision #2 and Staff recommendation for fund

balance.

2. Call for Motion to accept the budget revision as presented.

3. Take vote and record results.

4. If approved, direct Staff to submit revision with resolution to State.

ATTACHMENTS:

FY 26 General Funds Revision#2 Resolution 2025-XX.docx
FY2026 General Fund Budget Revision #2 9-16-2025.pdf
FY2026 General Fund Budget Revision #2 LGS Worksheet 9-16-2025.pdf

Resolution 2025-16

At a regular session of the municipal council, held September 16, 2025, the following order was made and entered:

SUBJECT: The second revision of the FY2026 General Fund Budget of the City of Ranson.

The following resolution was offered:
RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on the General Fund Budget Document and associated revision files, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ , the vote thereon was as follows:

_____	Yes	No	Absent
Mayor Ken Suits			
_____	Yes	No	Absent
Stephanie Fagan			
_____	Yes	No	Absent
Andy Colandrea			
_____	Yes	No	Absent
Jaden Bound			
_____	Yes	No	Absent
Tommy Custer			
_____	Yes	No	Absent
Herbie McDaniel			
_____	Yes	No	Absent
Jaelyn Wratchford			

WHEREUPON, Mayor Ken Suits, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Manager is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

FY 2026
General Fund Budget
Budget Revision #2 Summary

V1 - 9/11/2025

	FY2025 Ending Budget	Final Balance 6-30-2025	Current Budget FY2026	Budget Revision 2	Proposed Budget
Prior Year Carryover Fund Balance	4,881,368	*4,517,402*	*2,562,464*	***1,421,068***	***3,983,532***
Revenue Summary					
Taxes	6,891,480	*7,874,154*	5,579,988	-	5,579,988
Fines & Forfeitures	400,000	*392,417*	400,000	-	400,000
Licenses & Permits	1,506,500	*1,515,734*	906,000	-	906,000
Intergovernmental	415,800	*422,718*	1,025,000	**(500,000)**	**525,000**
Miscellaneous	108,500	*111,759*	66,500	-	66,500
Total Revenues	***14,203,648***	***14,834,184***	***10,539,952***	***921,068***	***11,461,020***
Expenditure Summary					
Mayor's Office	16,560	*13,417*	16,560	**1,000**	**17,560**
City Council	67,800	*64,947*	67,800	**5,500**	**73,300**
City Administrator	452,750	*388,342*	596,515	-	596,515
Police Judge's Office	34,300	*29,831*	51,300	-	51,300
Contribution to Commissions	191,241	*190,342*	313,000	**35,000**	**348,000**
Regional Development Authority	5,150	*5,107*	9,400	-	9,400
Planning & Zoning	951,875	*883,755*	1,178,650	**4,000**	**1,182,650**
Elections	41,000	*32,671*	11,500	-	11,500
City Hall	1,446,250	*1,149,670*	1,307,000	-	1,307,000
Contribution/Transfer	4,615,768	*4,045,610*	771,982	**428,178**	**1,200,160**
Contingency	1,420,364	-	1,053,995	**92,107**	**1,146,102**
Police Department	2,889,150	*2,686,146*	3,056,700	**40,250**	**3,096,950**
Police Special Duty	9,290	*9,051*	-	-	-
Streets Department	1,377,150	*1,147,979*	1,425,550	**21,000**	**1,446,550**
Street Lights	135,000	*127,075*	130,000	-	130,000
Parks & Recreation	325,000	*261,596*	300,000	**294,033**	**594,033**
Convention & Visitor's Bureau	225,000	*261,596*	250,000	-	250,000
Other GL Adjustments		*(446,481)*			
Total Expenditures	***14,203,648***	***10,850,653***	***10,539,952***	***921,068***	***11,461,020***
Revenue Over Expenses	-	***3,983,532***	-	-	-

FY2026 Revenues

Account	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
	FY25 Carryover Fund Balance	4,881,368	*4,517,402*	2,562,464	***1,421,068***	**3,983,532**	*2,562,464*	***FY2025 Balance as of 9/1/2025***
001.301.100	Ad Valorem Tax Current Year	1,620,230	*1,585,257*	1,743,738	-	1,743,738	*56,052*	
001.301.102	Property Tax Prior Years	125,000	*102,605*	125,000	-	125,000	*14,860*	
001.301.106	Supplemental Taxes	45,000	*51,585*	50,000	-	50,000	*6,271*	
001.302.100	Tax Penalties and Interest	15,000	*14,671*	20,000	-	20,000	*1,803*	
001.303.100	Gas and Oil Severance Tax Current Year	20,000	*20,000*	20,000	-	20,000	-	
001.304.100	Utility Tax	290,000	*325,995*	300,000	-	300,000	*9,606*	
001.305.100	B&O Tax	4,250,000	*5,174,300*	2,750,000	-	2,750,000	-	
001.306.100	Wine and Liquor Tax	75,000	*75,318*	70,000	-	70,000	-	
001.307.100	Animal Tax	1,250	*1,231*	1,250	-	1,250	*689*	
001.308.100	Hotel/Motel Tax	450,000	*523,191*	500,000	-	500,000	*52,520*	
001.320.100	Fines, Fees, and Court Costs	400,000	*392,202*	400,000	-	400,000	*28,273*	
001.321.100	Parking Tickets	50	*215*	-	-	-	*50*	
001.325.100	Business Licenses	25,000	*33,215*	30,000	-	30,000	*8,207*	
001.326.100	Building Permits	1,350,000	*1,343,652*	750,000	-	750,000	*128,449*	
001.328.100	Franchise Tax	45,000	*46,076*	45,000	-	45,000	-	
001.329.100	Rental Registration	1,500	*1,140*	1,000	-	1,000	*140*	
001.330.100	IRP Fees	85,000	*91,652*	80,000	-	80,000	*3,867*	
001.368.100	Contributions From Other Entities	15,000	*15,000*	-	-	-	-	
001.369.100	Contr. from Other Funds (Sales Tax)	350,000	*350,000*	1,000,000	***(500,000)***	**500,000**	-	***Given robust carryover figure, funding needs are lower.***
001.369.200	Contributions from Other Funds (ARPA Revenue Loss Allowance XFR)	8,800	*8,771*	-	-	-	-	
001.374.100	Payroll Reimbursement	42,000	*48,947*	25,000	-	25,000	-	
001.380.100	Interest Gained on Investments	30,000	*32,380*	25,000	-	25,000	*2,379*	
001.382.100	Refunds & Rebates	30,000	*35,118*	25,000	-	25,000	*211*	
001.383.100	Sale of Fixed Asset	20,000	*17,700*	5,000	-	5,000	-	
001.386.100	Insurance Claim	20,000	*16,884*	5,000	-	5,000	*2,416*	
001.389.100	Accident Reports	5,000	*5,716*	5,000	-	5,000	*800*	
001.399.100	Miscellaneous	3,000	*3,465*	1,000	-	1,000	-	
001.399.102	Yard Sale Fees	250	*285*	250	-	250	*95*	
001.399.103	Fingerprint Fee	250	*210*	250	-	250	*25*	
	Total Revenues	***14,203,698***	***14,834,184***	***10,539,952***	***921,068***	***11,461,020***	***2,879,178***	

FY2026 Expenditures

Account Number	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
409 - Mayor's Office								
001.409.101	Mayor Salary	12,000	*12,000*	12,000	-	12,000	*2,000*	
001.409.104	Mayor FICA	960	*918*	960	-	960	*153*	
001.409.214	Mayor Travel	2,000	-	2,000	-	2,000	*942*	
001.409.226	Mayor Insurance Bonds	100	-	100	-	100	-	
001.409.230	Mayor Contracted Services	500	-	500	-	500	-	
001.409.341	Mayor Departmental Supplies	500	*299*	500	***1,000***	**1,500**	*638*	**Office Supplies, Monthly Mayor Meeting Supplies**
001.409.568	Mayor Contributions	500	*200*	500	-	500	-	
	Total	***16,560***	***13,417***	***16,560***	***1,000***	**17,560**	***3,733***	
410 - City Council								
001.410.101	City Council Salary	60,000	*60,000*	60,000	-	60,000	*9,167*	
001.410.104	City Council FICA	4,800	*4,590*	4,800	-	4,800	*701*	
001.410.214	City Council Travel	2,000	-	2,000	***4,000***	**6,000**	*3,276*	**WVML Registration & Travel Costs YTD Balance**
001.410.230	City Council Contracted Services	500	-	500	-	500	-	
001.410.341	City Council Departmental Supplies	500	*357*	500	***1,500***	**2,000**	*472*	**Business Cards, Name plates, shirts, etc.**
	Total	**67,800**	***64,947***	***67,800***	***5,500***	**73,300**	***13,616***	
412 - City Administration Office								
001.412.103	City Administration Salary (4 FT employees)	243,000	*235,986*	343,000	-	343,000	*52,386*	
001.412.104	City Administration FICA	19,750	*18,841*	26,765	-	26,765	*4,171*	
001.412.105	City Administration Insurance	61,000	*60,086*	94,000	-	94,000	*11,622*	
001.412.106	City Administration Retirement	29,500	*22,926*	33,500	-	33,500	*4,711*	
001.412.211	City Administration Phone	1,250	*363*	1,500	-	1,500	*86*	
001.412.214	City Administration Travel	5,000	*3,263*	4,000	-	4,000	*902*	
001.412.220	City Administration Ads/Legal Publications	2,500	*40*	2,500	-	2,500	-	
001.412.221	City Administration Training	2,500	*2,523*	2,500	-	2,500	*600*	
001.412.222	City Administration Dues and Subscriptions	3,500	*1,957*	3,500	-	3,500	*448*	
001.412.223	City Administration Professional Services	25,000	*13,768*	25,000	-	25,000	*378*	
001.412.226	City Administration Insurance and Bonds	250	-	250	-	250	-	
001.412.230	City Administration Contracted Services	20,000	-	20,000	-	20,000	-	
001.412.341	City Administration Supplies and Materials	5,000	*3,686*	5,000	-	5,000	*475*	
001.412.343	City Administration Gas Oil Tires	500	*373*	500	-	500	*199*	
001.412.345	City Administration Uniforms	1,500	*238*	2,000	-	2,000	-	
001.412.353	City Administration Computer Software	32,500	*24,292*	32,500	-	32,500	*13,881*	
	Total	***452,750***	***388,342***	***596,515***	**-**	**596,515**	***89,858***	
416 - Police Judge's Office								
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	*23,612*	25,000	-	25,000	*3,800*	
001.416.104	Police Judge FICA	2,000	*1,806*	2,000	-	2,000	*291*	
001.416.211	Court Building Phone	-	-	5,000	-	5,000	-	
001.416.213	Court Building Utilities	-	-	5,000	-	5,000	-	
001.416.215	Court Building Repairs/Maintenance	-	-	2,500	-	2,500	-	
001.416.219	Court Building & Equipment Rentals	-	-	3,500	-	3,500	-	
001.416.223	Police Judge Professional Services	7,000	*4,213*	7,000	-	7,000	-	
001.416.226	Police Judge Insurance and Bonds	300	*200*	300	-	300	-	
001.416.341	Court Building Supplies & Materials	-	-	1,000	-	1,000	-	
	Total	***34,300***	***29,831***	***51,300***	**-**	**51,300**	***4,091***	

FY2026 Expenditures

Account Number	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
424 - Contributions								
001.424.568	Contributions - Dispersed							
	PANTRAN	15,000	*15,000*	15,000	-	15,000	-	
	Ranson Bus Route Initiative	-	-	200,000	-	200,000	-	
	Independent Fire Dept	19,000	*19,000*	19,000	***35,000***	**54,000**	-	***March 4th and 18th stipend program request/discussion; $65K remaining earmark within Contingencies line***
	Citizen Fire Dept.	14,000	*14,000*	14,000	-	14,000	-	
	Charles Town Library	5,000	*5,000*	5,000	-	5,000	-	
	Jefferson County P&R - Fireworks	5,000	*5,000*	5,000	-	5,000	-	
	Mini-Grant Program	58,000	*58,000*	50,000	-	50,000	-	
	2023 Ranson Community Distribution Program	65,538	*65,539*	-	-	-	-	
	Community Sponsorship	9,703	*8,803*	5,000	-	5,000	-	
	Total	***191,241***	***190,342***	***313,000***	***35,000***	**348,000**	-	
435 - Regional Development Authority								
001.435.222	Region 9 Planning & Development Council	**5,150**	***5,107***	**9,400**	-	**9,400**	***9,399***	
437 - Planning and Zoning								
001.437.103	Planning and Zoning Salary (7 FT staff)	354,000	*357,193*	501,000	-	501,000	*69,322*	
001.437.104	Planning and Zoning FICA	29,000	*28,229*	40,150	-	40,150	*5,530*	
001.437.105	Planning and Zoning Insurance	75,000	*73,531*	134,000	-	134,000	*14,323*	
001.437.106	Planning and Zoning Retirement	42,500	*30,970*	45,500	-	45,500	*6,159*	
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	*1,908*	5,000	-	5,000	*264*	
001.437.110	Planning and Zoning Fringe Benefits	250	*250*	750	-	750	*500*	
001.437.211	Planning and Zoning Telephone	2,000	*879*	2,000	-	2,000	*131*	
001.437.214	Planning and Zoning Travel	2,000	*672*	3,000	-	3,000	-	
001.437.217	Planning and Zoning Vehicle Repair	500	*214*	500	-	500	-	
001.437.218	Planning and Zoning Postage	1,000	*11*	1,000	***4,000***	**5,000**	-	***Pending Annexation Certified Mailing Cost Allotment***
001.437.220	Planning and Zoning Legal Publications	4,000	*2,121*	4,000	-	4,000	*596*	
001.437.221	Planning and Zoning Training	7,500	*4,590*	10,000	-	10,000	*97*	
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	*100*	1,500	-	1,500	*100*	
001.437.223	Planning and Zoning Professional Services	400,000	*372,750*	400,000	-	400,000	*45,302*	
001.437.226	Planning and Zoning Insurance & Bonds	125	-	250	-	250	-	
001.437.230	Planning and Zoning Contracted Services	1,000	*589*	1,000	-	1,000	*19*	
001.437.341	Planning and Zoning Supplies and Materials	8,500	*1,298*	10,000	-	10,000	*335*	
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	*1,236*	2,500	-	2,500	*170*	
001.437.345	Planning and Zoning Uniforms	2,500	*732*	3,500	-	3,500	-	
001.437.353	Planning and Zoning Computer Software	13,000	*6,485*	13,000	-	13,000	*540*	
	Total	***951,875***	***883,755***	***1,178,650***	***4,000***	**1,182,650**	***143,389***	
438 - Elections								
001.438.220	Elections Advertising	750	*282*	750	-	750	*27*	
001.438.230	Elections Contracted Service (Poll workers)	35,250	*28,513*	7,000	-	7,000	-	
001.438.341	Elections Supplies and Materials	5,000	*3,239*	3,750	-	3,750	-	
	Total	**41,000**	***32,671***	***11,500***	**-**	**11,500**	***27***	

FY2026 Expenditures

Account Number	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
440 - City Hall								
001.440.103	City Hall Salary (4 FT employees)	270,000	*249,003*	270,000	-	270,000	*49,838*	
001.440.104	City Hall FICA	22,250	*19,918*	21,500	-	21,500	*4,003*	
001.440.105	City Hall Insurance	50,500	*43,503*	72,000	-	72,000	*10,033*	
001.440.106	City Hall Retirement	32,500	*22,686*	27,000	-	27,000	*4,984*	
001.440.108	City Hall Overtime / Extra Help	5,000	*895*	5,000	-	5,000	-	
001.440.211	City Hall Telephone	25,000	*21,169*	25,000	-	25,000	*3,404*	
001.440.212	City Hall Printing	7,500	*2,458*	7,500	-	7,500	*189*	
001.440.213	City Hall Utilities	25,000	*18,725*	25,000	-	25,000	*2,562*	
001.440.214	City Hall Travel	1,500	*926*	2,000	-	2,000	-	
001.440.215	City Hall Maintenance / Repair Building	20,000	*13,402*	15,000	-	15,000	*2,611*	
001.440.216	City Hall Maintenance / Repair Equipment	500	-	500	-	500	-	
001.440.217	City Hall Vehicle Repair	500	-	500	-	500	*25*	
001.440.218	City Hall Postage / Meter	8,000	*5,138*	7,000	-	7,000	*401*	
001.440.219	City Hall Building and Equipment Rents	11,000	*8,352*	11,000	-	11,000	*1,347*	
001.440.220	City Hall Advertising / Legal Publications	5,000	*2,631*	5,000	-	5,000	*138*	
001.440.221	City Hall Training	5,500	*460*	5,000	-	5,000	-	
001.440.222	City Hall Dues and Subscriptions	10,000	*1,971*	10,000	-	10,000	*2,126*	
001.440.223	City Hall Professional Services	110,000	*61,823*	100,000	-	100,000	*9,000*	
001.440.224	City Hall Audit Costs	109,500	*108,760*	40,000	-	40,000	-	
001.440.226	City Hall Insurance and Bonds (Travelers)	291,500	*284,237*	298,500	-	298,500	*72,721*	
001.440.230	City Hall Contracted Services	200,000	*157,312*	160,000	-	160,000	*27,547*	
001.440.232	City Hall Bank Charges	65,000	*64,831*	65,000	-	65,000	*15,048*	
001.440.341	City Hall Supplies and Materials	36,000	*12,905*	30,000	-	30,000	*1,897*	
001.440.343	City Hall Oil, Gas & Tires	500	*114*	500	-	500	-	
001.440.345	City Hall Uniforms	2,000	-	2,000	-	2,000	-	
001.440.353	City Hall Computer Software	130,000	*48,451*	100,000	-	100,000	*14,168*	
001.440.570	City Hall Miscellaneous Fees	2,000	-	2,000	-	2,000	*1,804*	
	Total	***1,446,250***	***1,149,670***	***1,307,000***	**-**	**1,307,000**	***223,847***	
444 - Contributions to Other Funds								
1.444.566	Contributions to Others Funds							
	Municipal Capital Improvement	2,935,405	*2,935,405*	771,982	***428,178***	**1,200,160**	-	***Excess Revision Balance***
	Municipal Stabilization	1,680,363	*1,110,205*	-	-	-	-	*Stabilization Fund at 30% cap of GF budget, cannot XFR $*
	Total	***4,615,768***	***4,045,610***	***771,982***	***428,178***	**1,200,160**	**-**	
699 - Contingencies								
1.699.000	Contingencies	1,420,364	-	1,053,995	***92,107***	**1,146,102**	-	***Per WVSAO, contingencies cannot exceed 10% total operating budget so the cap for contingencies is $1,146,102***
	Total	***1,420,364***	**-**	***1,053,995***	***92,107***	**1,146,102**	**-**	

FY2026 Expenditures

Account Number	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
700 - Police								
001.700.103	Police Salary (19 FT Officers & 2 FT Admin + RR Captain Severance)	1,574,950	*1,569,426*	1,750,000	-	1,750,000	*259,253*	***Recruitment/Retention Bonuses housed in Salaries line, current budget can accommodate hiring 4 referred certified officers with full maximum benefits starting 10/01/2025***
001.700.104	Police FICA	140,950	*138,102*	145,500	-	145,500	*22,988*	
001.700.105	Police Insurance	352,500	*337,297*	442,000	-	442,000	*48,186*	
001.700.106	Police Retirement	179,250	*143,566*	163,500	-	163,500	*24,184*	
001.700.108	Police Overtime / Extra Help	200,000	*169,271*	150,000	-	150,000	*29,681*	
001.700.110	Police Fringe Benefits	4,750	-	4,750	-	4,750	-	
001.700.211	Police Telephone	7,500	*5,254*	7,500	-	7,500	*894*	
001.700.212	Police Printing	500	-	500	-	500	-	
001.700.213	Police Utilities	20,000	*17,990*	22,500	-	22,500	*1,347*	
001.700.214	Police Travel	10,000	*3,889*	10,000	-	10,000	-	
001.700.215	Police Maintenance / Repair Building	12,500	*6,924*	2,500	-	2,500	-	
001.700.216	Police Maintenance / Repair Equipment	1,500	-	1,000	-	1,000	-	
001.700.217	Police Vehicle Maintenance	35,000	*25,978*	30,000	-	30,000	*5,809*	
001.700.218	Police Postage	1,000	*96*	1,000	-	1,000	*68*	
001.700.219	Police Building and Equipment Rents	5,000	*4,923*	7,000	-	7,000	*851*	
001.700.220	Police Advertising / Legal Publication	750	-	750	***2,250***	**3,000**	-	***Hiring Ads***
001.700.221	Police Training	10,000	*5,953*	10,000	-	10,000	*150*	
001.700.222	Police Dues and Subscriptions	1,500	*878*	1,500	-	1,500	-	
001.700.223	Police Professional Services	40,000	*33,271*	32,500	-	32,500	*246*	
001.700.226	Police Insurance and Bonds	200	-	200	-	200	-	
001.700.230	Police Contracted Services	35,500	*24,726*	30,000	-	30,000	*4,439*	
001.700.233	Police Investigation Fees	1,000	-	1,000	-	1,000	-	
001.700.235	Police Remittance of Fees Collected	102,000	*88,301*	100,000	-	100,000	*3,485*	
001.700.236	Police Refunds	1,000	-	-	-	-	-	
001.700.341	Police Supplies and Materials	30,000	*15,832*	25,000	-	25,000	*569*	
001.700.343	Police Gas Oil Tires	72,000	*59,076*	75,000	-	75,000	*5,003*	
001.700.345	Police Uniforms	12,000	*6,627*	12,000	***38,000***	**50,000**	*231*	***Uniform Modernization Expense estimated at $37.5K***
001.700.353	Police Software	31,000	*25,250*	31,000	-	31,000	*13,141*	
001.700.570	Police Miscellaneous Fees	6,800	*3,518*	-	-	-	-	
	Total	**2,889,150**	***2,686,146***	***3,056,700***	***40,250***	**3,096,950**	***420,524***	
704 - Crossing Guards								
001.704.103	Crossing Guards Salary (5 PT Employees)	8,625	*8,408*	-	-	-	-	***No longer contracted with Ranson Elementary School***
001.704.104	Crossing Guards FICA	665	*643*	-	-	-	-	
001.704.570	Crossing Guards Misc	-	-	-	-	-	-	
	Total	***9,290***	***9,051***	**-**	**-**	**-**	**-**	

FY2026 Expenditures

Account Number	Description	Ending FY25 Budget	Final Balance as of 6-30-25	Current FY26 Budget 7-15-25	Budget Revision #2 9-16-25	Proposed FY26 Budget	Y-T-D Aug25	Revision 2 Descriptions
750 - Streets								
001.750.103	Streets Salary (10 FT employees)	653,000	*586,824*	683,000	-	683,000	*142,607*	
001.750.104	Streets FICA	53,600	*47,685*	54,000	-	54,000	*11,465*	
001.750.105	Streets Insurance	187,000	*163,152*	229,000	-	229,000	*36,466*	
001.750.106	Streets Retirement	78,500	*53,095*	66,000	-	66,000	*11,915*	
001.750.108	Streets Overtime / Extra Help	22,500	*17,003*	17,500	-	17,500	*503*	
001.750.110	Streets Fringe Benefits	2,500	*2,250*	2,500	-	2,500	*2,500*	
001.750.211	Streets Telephone	6,750	*5,506*	6,750	-	6,750	*997*	
001.750.213	Streets Utilities	12,500	*9,336*	10,000	-	10,000	*1,263*	
001.750.214	Streets Travel	2,500	-	1,000	-	1,000	-	
001.750.215	Streets Maintenance / Repair Building	5,000	*3,934*	5,000	-	5,000	-	
001.750.216	Streets Maintenance / Repair Equipment	15,000	*8,492*	15,000	-	15,000	*40*	
001.750.217	Streets Maintenance / Repair Vehicles	22,500	*10,639*	20,000	-	20,000	*847*	
001.750.219	Streets Building and Equipment Rents	5,000	*1,566*	5,000	-	5,000	*273*	
001.750.221	Streets Training	2,500	*73*	2,500	-	2,500	*168*	
001.750.222	Streets Dues	500	*132*	500	-	500	-	
001.750.223	Streets Professional Services	500	*167*	500	-	500	-	
001.750.226	Streets Insurance and Bonds	300	*250*	300	-	300	-	
001.750.230	Streets Contracted Services	200,000	*142,918*	200,000	***16,000***	**216,000**	*21,285*	***Roadway Landscaping revamp contract amount***
001.750.341	Streets Supplies and Materials	60,000	*57,744*	65,000	-	65,000	*10,087*	
001.750.343	Streets Gas Oil Tires	35,000	*28,888*	30,000	-	30,000	*4,244*	
001.750.345	Streets Uniforms	5,000	*3,624*	5,000	***5,000***	**10,000**	-	***2025 hired staff winter uniform expenses***
001.750.353	Streets Software	7,000	*4,702*	7,000	-	7,000	*1,488*	
	Total	**1,377,150**	***1,147,979***	***1,425,550***	***21,000***	**1,446,550**	***246,148***	
751 - Street Lights								
001.751.213	Street Lights - Utilities	135,000	*127,075*	130,000	-	130,000	*19,345*	
	Total	***135,000***	***127,075***	***130,000***	**-**	**130,000**	***19,345***	
900 - Parks & Recreation								
001.900.568	Parks & Recreation Pass through Hotel Tax	225,000	*261,596*	250,000	-	250,000	*26,260*	
001.900.568	Parks & Recreation Operational Contribution	100,000	-	50,000	***294,033***	**344,033**	-	***CVB Cash Account Closeout Transfer Amount from FY2025***
	Total	***325,000***	***261,596***	***300,000***	***294,033***	***594,033***	***26,260***	
901 - Convention & Visitors Bureau (CVB)								
001.901.568	CVB Pass through Hotel Tax	225,000	*261,596*	250,000	-	250,000	*26,260*	
	Total	***225,000***	***261,596***	***250,000***	**-**	**250,000**	***26,260***	
Other Adjustments 6/30/2025 (end of year accruals)								
	Change in Payroll Accrual for FY2025		*9,343*					***Annual End of Yr Adjustment for Accrued Wages Liability***
	CVB Asset Conveyance XFR - due to Parks & Rec		*(455,824)*					***CVB Cash Account Balance at dissolution + balance write off***
	Total		***(446,481)***					
	Total Expenses	***14,203,648***	***10,850,653***	***10,539,952***	***921,068***	***11,461,020***	***1,226,497***	

LGSD BR (Ver. 2023)

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Ending: 2026
Fund: 1
Revision Number: 2
Pages: 1

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
Fax: 304-340-5090
Email: lgs@wvsao.gov

City of Ranson
GOVERNMENT ENTITY

312 South Mildred Street
STREET OR PO BOX

Ranson | 25438
CITY | ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: **Breanna Andrews**
Phone: **304-724-3880**
Fax: **304-728-8579**
Email: bandrews@ransonwv.us

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	2,562,464	1,421,068		3,983,532
369	Contributions from other Funds - Must Provide Explanation below	1,000,000		500,000	500,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			921,068		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds: Lower operational contribution need from Sales Tax Fund

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	16,560	1,000		17,560
410	City Council	67,800	5,500		73,300
424	Contributions to Comms/Authorities	313,000	35,000		348,000
437	Planning & Zoning	1,178,650	4,000		1,182,650
444	Contributions / Transfers to Other Funds	771,982	428,178		1,200,160
699	Contingencies*	1,053,995	92,107		1,146,102
700	Police Department	3,056,700	40,250		3,096,950
750	Streets and Highways	1,425,550	21,000		1,446,550
900	Parks & Recreation	300,000	294,033		594,033
	#N/A				
NET INCREASE/(DECREASE) Expenditures			921,068		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division **Date**

AUTHORIZED SIGNATURE OF ENTITY

9/16/2025
APPROVAL DATE

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025-17 FY2026 Capital Improvement Fund Budget Revision #1

With the close of FY2025, the City is revising the FY2026 Capital Budget to reflect the prior year carry over (revenue over expenditure balance at 6/30/2025), as well as provide funding to ongoing capital projects/investments. The enclosed Capital Budget document details the recommended revision and funding levels for each project, with yellow highlights denoting the lines impacted by the revision and associated notes.

In summary, the proposed carryover figure is $10,802,346; this, in combination with other minor adjustments, result in an overall fund budget of $12,749,948. The recommended revised expenditures total $6,169,563, leaving an excess capital balance of $6,580,385.

The revised expenditures are as follows:

· $50,000 for the annual Computer Replacement Program/IT upgrades.

· $255,637 rollover of prior year funds for ongoing Public Works building project.

· $600,000 rollover of prior year funds for pending Flowing Springs Trail project.

· $86,324 reduction for the PW Dump Truck purchase (body procured in FY25, FY26 balance allocated to truck bed and outfitting costs).

· $50 additional for monthly banking service fees, totaling $250.

COUNCIL ACTION:

1. Review FY2026 Capital Fund Balance Budget Adjustment #1 and staff recommendation for fund balance.

2. Call for Motion to accept the budget revision as presented.

3. Take vote and record results.

ATTACHMENTS:

FY 26 Capital Fund Revision#1 Resolution 2025-17.docx
FY2026 Capital Fund Budget Revision #1 9-16-2025.pdf

Resolution 2025 - 17

At a regular session of the municipal council, held September 16, 2025, the following order was made and entered:

SUBJECT: The first revision of the FY2026 Capital Improvement Fund Budget of the City of Ranson.

The following resolution was offered:

RESOLVED: The City Council of the City of Ranson does hereby direct the amended Capital Improvement Budget for Fiscal Year 2026 be adopted as shown on the attached Capital Budget Document, a copy of which is entered as part of the record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____, the vote thereon was as follows:

_____ Yes No Absent
Mayor Ken Suits

_____ Yes No Absent
Stephanie Fagan

_____ Yes No Absent
Andy Colandrea

_____ Yes No Absent
Jaden Bound

_____ Yes No Absent
Tommy Custer

_____ Yes No Absent
Herbie McDaniel

_____ Yes No Absent
Jaelyn Wratchford

WHEREUPON Mayor Ken Suits declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above. The City Manager shall have authority to execute purchases, subject to pertinent state, federal and local purchases laws and regulations under the approved Amended Capital Improvement Budget.

_____
Ken Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2026

	FY2025 BUDGET 5-20-2025	*6-30-2025 ACTUAL*	*FY2026 APPROVED BUDGET 4-15-2025*	*FY2026 BUDGET REV#1 9-16-2025*	*FY2026 PROPOSED BUDGET*	*Y-T-D AUG2025*	*Notes*
Carryover Balance	8,488,226	*8,241,067*	8,000,000	***2,802,346***	**10,802,346**	**-**	**Revenue/Expenditure Balance at 6/30/2025**
201.350.100 City Service Fees	500,000	*670,665*	300,000	-	300,000	*87,000*	Fee assessed for new construction permits
201.365.100 Grants	29,000	*29,100*	-	-	-	-	
201.369.100 Contributions from Other Funds	2,317,178	*2,935,405*	600,000	***122,602***	**722,602**	**-**	**Annual Contribution From General Fund, revising to match General Fund budgeted xfr as of 7/15/2025 revision**
201.376.000 Table Games Income	175,000	*202,538*	175,000	***15,000***	**190,000**	*19,849*	**Monthly Table Game Distributions, revising up for FY25 trend**
201.380.100 Interest Income	70,000	*84,642*	70,000	***15,000***	**85,000**	*12,027*	**Increased Interest rcvd on Capital Accounts**
201.381.200 Demo Reimbursements	6,500	*6,500*	-	-	-	-	
201.397.100 Video Lottery Income	600,000	*667,241*	600,000	***50,000***	**650,000**	*1,091*	**Weekly Video Lottery Distributions, revising up for FY25 trend**
201.399.100 Miscellaneous Income	-	*87,520*	-	-	-	-	FY2025 amount is Briar Run Park Developer Contribution
TOTAL REVENUES	***12,185,904***	***12,924,678***	***9,745,000***	***3,004,948***	***12,749,948***	***119,966***	
EXPENDITURES							
201 Misc Fees							
Bank Charges	215	*219*	200	***50***	**250**	*37*	**Monthly Truist Bank Acct Charges, revising up for FY25 trend**
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES							
Computer Replacement Program (201-975.459.001)	180,000	*172,449*	50,000	***50,000***	**100,000**	-	**Standard computer/phones/IT equipment replacements for all depts**
Condemnation of Properties (201-975.459.002)	15,000	-	25,000	-	25,000	-	Demolition of dilapidated properties
Replacement Vehicle (201-975.459.003)	55,000	*49,204*	-	-	-	-	*City Hall SUV purchased in FY2025*
Total - General Government	***250,215***	***221,872***	***75,200***	***50,050***	***125,250***	***37***	
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES							
3 Patrol Vehicles (201-976.459.001)	135,000	*127,224*	168,000	-	168,000	-	3 Vehicles at $46.6K a piece + 20% for impending tariff expense
Equipment for Patrol Vehicles (201-976.459.002)	75,000	*69,039*	75,000	-	75,000	-	Associated Equipment for Vehicle Additions
Two In-Car Camera Systems (201-976.459.002)	20,000	*19,369*	37,500	-	37,500	-	Associated Equipment for Vehicle Additions
Three CAD units (201-976.459.002)	10,000	-	10,000	-	10,000	-	Associated Equipment for Vehicle Additions
E-Ticketing (201-976.459.003)	8,000	-	8,000	-	8,000	-	Equipment replacements and/or additions
Radios (201-976.459.003)	15,000	*2,836*	15,000	-	15,000	-	Equipment replacements and/or additions
Radars (201-976.459.003)	7,500	*7,500*	7,500	-	7,500	-	Equipment replacements and/or additions
Tasers (201-976.459.003)	15,000	-	15,000	-	15,000	-	Equipment replacements and/or additions
Electronic Fingerprint Machine (201-976.459.004)	30,000	*10,200*	-	-	-	-	*Purchase Complete FY2025*
Crash Reconstructor Equipment (201-976.459.004)	29,500	*29,250*	-	-	-	-	*Purchase Complete FY2025*
CAD Tablet Replacements x5 (201-796.459.004)	16,500	*15,625*		-	-	-	
Exterior Storage Building at PD (201-976.459.005	10,000	*7,416*	100,000	-	100,000	-	Upgrades to existing PD building, converting court room space into add'tl offices
New Police Department Building (201-976.459.005)	750,000	*623,635*	750,000	-	750,000	-	Phase 1 cost estimated $1.0M (design, construction prep) split over FY25 & FY26; land acquisition completed for cost of $605K, and FY25 design expenses estimated at $125K
Total - Public Safety	***1,121,500***	***912,095***	***1,186,000***	***-***	***1,186,000***	***-***	

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2026

	FY2025 BUDGET 5-20-2025	6-30-2025 ACTUAL	FY2026 APPROVED BUDGET 4-15-2025	FY2026 BUDGET REV#1 9-16-2025	FY2026 PROPOSED BUDGET	Y-T-D AUG2025	Notes
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES							
Street Construction & Repairs							
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	1,300,000	-	1,300,000	-	Estimated project cost for FY25, rolled over to FY2026
Stormwater Engineering/Repairs							
SWM/Engineering & Construction	50,000	-	50,000	-	50,000	-	Miscellaneous SWM expenses
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	200,000	*150,393*	300,000	-	300,000	-	Estimated FY26 cost for continuing design services and Right-of-Way acquisitions associated with project
SWM Mildred Construction Phase (201-977.459.012)	*1,250,000*	-	-	-	-	-	Doubtful that project will break ground in FY26 due to design and ROW process.
Miscellaneous Other Capital Projects							
City Hall Roof (201-977.459.011)	20,000	*825*	20,000	-	20,000	-	Attic Insulation improvements, project needs rebid and may commence in FY2026
Trifecta Place (201-977.459.013)	500,000	*24,136*	500,000	-	500,000	-	FY25 improvement is to convert Trifecta Place property into future Court Building. Need design & engineering for official constructions plans, as well as feedback from PD on court building vision. Anticipate renovations/construction will commence in FY26.
PW Capital Budget Items							
Street Preservation (Asphalt Overlay) (201-977.459.001)	350,000	*310,110*	300,000	-	300,000	-	Recurring repaving expense allotment
Alley Construction & Preservation (201-977.459.002)	100,000	*14,200*	50,000	-	50,000	-	Recurring annual alley expense allotment
Sidewalk & Curb Replacement (201-977.459.003)	75,000	*68,130*	100,000	-	100,000	-	Recurring annual sidewalk/curb expense allotment
Street Design/Engineering (201-977.459.004)	50,000	*13,969*	50,000	-	50,000	-	General street design expenditures
Street Light Replacement (201-977.459.005)	75,000	*29,063*	75,000	-	75,000	*6,726*	General street light replacement costs
Vehicle Purch: Trucks (201-977.459.006)	75,000	*69,462*	138,000	-	138,000	-	FY26 budget request for 1 replacement truck, 1 additional truck - 2 F150s; +20% for impending tariff expense
Large Dump Truck (201-977.459.008	100,000	*86,324*	126,000	***(86,324)***	**39,676**	*19,178*	**Truck Body purchased in FY2025, reducing for prior year purchase amount - remaining balance is for bed and outfitting**
Equipment (201-977.459.009)	75,000	*15,740*	75,000	-	75,000	-	General Equipment purchases over $5K
Improvement to Public Works Yard (201-977.459.010)	400,000	*144,363*	150,000	***255,637***	**405,637**	*50,048*	**Rolling over FY25 improvement balance to FY26**
Total - Streets & Transportation	***4,620,000***	***926,715***	***3,234,000***	***169,313***	***3,403,313***	***75,952***	

CITY OF RANSON
CAPITAL FUND BUDGET
FY 2026

	FY2025 BUDGET 5-20-2025	*6-30-2025 ACTUAL*	*FY2026 APPROVED BUDGET 4-15-2025*	*FY2026 BUDGET REV#1 9-16-2025*	*FY2026 PROPOSED BUDGET*	*Y-T-D AUG2025*	*Notes*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES							
Civic Center Improvements (201-979.459.001)	40,000	*22,900*	40,000	-	40,000	-	Allotment upgrades
Flowing Springs Park (201-979.459.008)	600,000	*6,763*	-	***600,000***	**600,000**	-	**Waiting on DoH notice to proceed, rolling over fund allotment to FY26**
Marcus Fields Improvements (201-979.459.002)	60,000	*31,987*	815,000	-	815,000	*40,040*	FY26 allotment includes pending artificial turf grant project at Marcus Fields. Total estimated project cost is $1.54M, with 50% grant match if awarded. Additional funding requested is for fence at MF ($65K estimated cost)
Total - Parks & Recreation	***700,000***	***61,649***	***855,000***	***600,000***	***1,455,000***	***40,040***	
Contingencies	5,494,189	-	4,394,800	*2,185,585*	*6,580,385*	-	*Excess balance*
TOTAL EXPENSES	***6,691,715***	***2,122,331***	***5,350,200***	***819,363***	***6,169,563***	***116,029***	
REVENUES OVER EXPENSES	***5,494,189***	***10,802,346***	***4,394,800***	***2,185,585***	***6,580,385***	***3,937***	

AGENDA ITEM VII.4

RANSON
AT THE CENTER OF OPPORTUNITY.

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Audit Committee Appointment for FY2025 & FY2026 Engagement

Per the West Virginia State Auditor's Office CID document "Procedures Manual for Procuring and Conducting Audits and Reviews of Local Government," Ranson must appoint an audit committee to oversee procurement of audit services for fiscal year 2025 and 2026. Before the audit services request for proposal can be released to the approved CPA list, the City must appoint an audit committee using the following parameters:

· committee shall have at least three members but not more than five

· appoint at least one member from the entity's governing body

· appoint one member with a working knowledge of the accounting system utilized

· the remaining one to three members may be appointed by the entity body as deemed appropriate.

Members of the audit committee shall be appointed by the entity body for a period of two years, and one member of the committee shall be appointed by the entity body to serve as the primary contact person in the audit procurement process. The entity body may assign

other powers and duties as deemed appropriate. As a new requirement, the audit committee is subject to the WV Open Meetings Act; in accordance with this requirement, the committee will be obligated to meet publicly to review and score the bids received to make the contract award recommendation to City Council. The contract must be signed and filed with the Chief Inspector Division by November 20th, 2025.

COUNCIL ACTION:

1. Discuss audit committee appointment interest
2. Make said appointments
3. Authorize Finance Director to continue procurement process and release notification packet.

ATTACHMENTS:

Chief Inspector Audit Notice Rcvd 9-2-2025.pdf

Office of the State Auditor
Chief Inspector Division
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

State of West Virginia
Mark A. Hunt
State Auditor and
Chief Inspector

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-6414
www.wvsao.gov

August 20, 2025

To: The Governing Body and Chief Financial Officer

From: Michelle Hodge, CICA
Assistant Director – Quality Control
Chief Inspector Division

You are hereby notified that you are to procure your audit for the fiscal year(s) indicated on the attached list in accordance with the *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments* (hereinafter the *Manual*). Please review the provisions of this manual carefully before proceeding with your audit procurement. The *Manual* and the list of Approved Independent Certified Public Accountants (ICPAs) may be obtained in PDF format at https://www.wvsao.gov/ChiefInspector/Default. **Please do not use earlier versions of the *Manual* or the *Approved ICPA List* as they may be frequently updated.** You may also obtain these documents by contacting the Audit Procurement Department at 304-558-2261 extension 8668 or extension 8658 or by email at cpaaudits@wvsao.gov. **Please refer to the *Basic Steps in Procuring an Audit or Review* included in this audit procurement packet for a summary of the steps you should take in the process of procuring an audit.**

Our policy allows your government to obtain written proposals for your audit from the list of approved ICPAs. You must then score the proposals received in accordance with our procedures and make your selection of an auditor subject to final approval by the Chief Inspector. **All Requests for Proposals must correspond with the audit time frame specified on the list. No exceptions.** Section 1.3 of *the Manual* **requires** the appointment of an audit committee.

Enclosed is an audit procurement packet which includes the following:

1. A list of the basic steps in procuring an audit. **Please refer to this document for a summary of the steps you should take in the process of procuring an audit.**

2. Request For Proposal for audit services (RFP)
The RFP is to be completed by you and distributed to at least three ICPA Firms on the List of Appointed Firms **and all approved ICPA Firms interested in submitting a written proposal**. Please ensure you utilize the most up to date Request for Proposal form that is included in this packet and available on our website at www.wvsao.gov/ChiefInspector/Default.

3. Instructions for the Audit Proposal Score Sheets, the Individual Audit Proposal Score Sheet, and the Audit Proposal Score Sheet Summary for all proposals. Please ensure you utilize the most up to date Scoring Sheets that are included in this packet and available on our website at www.wvsao.gov/ChiefInspector/Default.

4. A blank audit contract to be completed, signed by both you and the ICPA, and returned to the Chief Inspector for approval once you have made your selection. If applicable, information for multiple years must be filled out separately. Audit due dates are limited to the 15th of the month, the end of the month, or for Single Audits 7 days prior to the end of the ninth month (in most cases March 24th) after the entity's fiscal year end. No Uniform Guidance single audit contracts will be approved with a due date later than March 24th. Certain component units may have an earlier due date because of the primary government's anticipated issuance date. Any component units with years extending beyond 2025 must have a due date on these subsequent periods no later than November 30th. With the exception of component units and single audits, all other entities with years extending beyond 2025 must have an audit completion date no later than eight months (in most cases the end of February) after the entity's fiscal year end date for each subsequent year.

5. A sheet listing common errors that may be avoided during the procurement process.

New Information

- If your entity has been awarded federal grant funding from the American Rescue Plan through the EPA, then your entity may be required to have your fiscal year 2025 audit completed by March of 2026. Please inquire of your oversight agency if this is a requirement for your entity prior to completing the Request for Proposal form. Also, audit extension requests for such entities will be considered on a case-by-case basis and will not be granted past the audit completion date required by the grantor agency.

- The West Virginia Opening Meetings Act (Chapter 6, Section 9A of the West Virginia Code) must be followed for the audit procurement process, including but not limited to the selection of the audit committee, recommendation(s) by the audit committee, and approval of the firm selected by the audit committee to conduct the audit(s) of the entity.

Additional Information

- We have indicated on the list which entities were identified as expending $750,000 or more in federal funds and would thereby be required to undergo an OMB Uniform Guidance audit for the fiscal year ended June 30, 2025. We made this assessment based on information received from the entities and state pass-through granting agencies. If the status of your entity is incorrect with respect to federal funding or if you have any questions as to whether your entity requires an audit in conformance with the OMB Uniform Guidance, you should contact the Audit Procurement Department at 304-558-2261 extension 8668 or 8658 or by email at cpaaudits@wvsao.gov for assistance.

- We have identified entities which are deemed to be component units of primary governments. Any component units with years beyond 2025 must have a due date on the subsequent periods no later than November 30th. For example, a component unit contract for the year ending June 30, 2026 may not have a due date subsequent to November 30, 2026. You should ensure your Request for Proposal form (item#4) has the proper due date.

- With the exception of component units and single audits, all other entities with years extending beyond 2025 must have an audit completion date no later than eight months (in most cases the end of February) after the entity's fiscal year end date for each subsequent year. For example, an entity contract for the year ending June 30, 2026 may not have a due date subsequent to February 28, 2027. You should ensure your Request for Proposal form (item#4) has the proper due date.

- The entity must solicit three proposals from CPAs on the List of Appointed Firms **and all approved CPAs that contact you regarding the audit**. All proposals from approved CPAs must be scored by the entity (sections 1.6 and 2.3.2 of *the Manual*).

- If you are requesting a firm to perform any nonaudit services, this should be described in detail in item 19 of the Request for Proposal. This is discussed in sections 1.6 and 2.5.9 of *the Manual*. Common examples of nonaudit services may include assistance with the preparation of the financial statements (including the government-wide financial statements, the fund statements, and notes to the financial statements) based on information derived from the entity's trial balance; preparing account reconciliations that identify reconciling items for management evaluation; and proposing standard, adjusting, or correcting journal entries for management's review and acceptance. If you require nonaudit services, you must assign an individual to act as the management representative to oversee these services. This individual must possess the skills, knowledge, or experience to accept responsibility for the CPA firm's nonaudit services. The firm is required under professional standards to evaluate whether this individual's skill, knowledge or experience is sufficient, and they may determine that they lack the necessary expertise. If they do make that determination, they are precluded from providing the nonaudit service.

The *List of CPA Firms Appointed to Conduct Audits and Reviews of Local Government Entities* must be obtained via our web site at https://www.wvsao.gov/ChiefInspector/Default, by contacting the Audit Procurement Department at (304) 558-2261 extension 8668 or extension 8658 or by email at cpaaudits@wvsao.gov. Please do not use earlier versions of this list as the approved listing frequently changes.

In the top right corner of the enclosed contract is your RFP number. This number **MUST** be used on all correspondence and documents relating to your audit with **BOTH** the CPA Firm and the Chief Inspector Division. You **MUST** complete the procurement process, select the auditor, and return the signed contract and the required supporting documentation to the Chief Inspector no later than the date specified in the top right corner of the contract.

Certain documents, such as the Individual Audit Proposal Score Sheets, Audit Proposal Score Sheet Summary, and the Request for Proposal are available in editable electronic form online at https://www.wvsao.gov/ChiefInspector/Default. These forms may be used in substitution of the documents provided in your bid packet.

Please do not hesitate to contact me at (304) 558-2261 extension 8668 or extension 8658 or by email at cpaaudits@wvsao.gov if you have any questions or concerns.

LIST OF ENTITIES AVAILABLE FOR AUDIT BY CPA FIRMS
Wednesday, August 20, 2025

Entity	RFP #	FYE	Start Year	End Year	FY 2025 OMB	Contact	Phone Number	Component Unit	Initial year aud must be complet by
Marshall County PSD No. 1	25-183	6/30	2021	2023		Aaron Foster	304-232-4610		
Marshall County PSD No. 2	25-184	6/30	2025	2027		Amy Klub	304-810-0842		
Marshall County Solid Waste Authority	25-185	6/30	2025	2027		Howard Coffield	304-845-8655		
Mason County Solid Waste Authority	25-186	6/30	2024	2024		Diana Cromley	304-675-1997		
McDowell County Commission	25-187	6/30	2025	2025		Jennifer Wimmer	304-436-8548		
Mercer County Board Of Health	25-188	6/30	2024	2025		Elizabeth Jones	304-324-8367	Yes	11/30
Mercer County Commission	25-189	6/30	2025	2025	Yes	Vicky Reed	304-487-8311		3/24
Mercer County Development Authority	25-190	6/30	2025	2026		Carol McKinney	304-431-8522	Yes	11/30
Middlebourne	25-191	6/30	2024	2025		Tammy Thomas	304-758-4771		
Middlebourne Board of Parks & Recreation	25-192	6/30	2024	2025		Daniel Patterson	304-771-5661	Yes	11/30
Milton	25-193	6/30	2025	2026		Vicki Mullens	304-743-3032		
Monongalia County Commission	25-194	6/30	2025	2025	Yes	Carye Blaney	304-291-7257		3/24
Monroe County Solid Waste Authority	25-195	6/30	2022	2025		Jerry Pitzer	304-753-5770		
Morgan County Parks & Recreation	25-196	6/30	2025	2026		Aaron Close	304-676-2619		
New Cumberland	25-197	6/30	2025	2026		Sara Hawkins	304-564-3383		
New Martinsville	25-198	6/30	2025	2026		Kim Whiteman	304-455-9122		
Nicholas County Airport Authority	25-199	6/30	2025	2026		Maggie Leaptrot	304-344-8033	Yes	11/30
Nicholas County Board Of Health	25-200	6/30	2025	2026		Teri Harlan	304-872-5329	Yes	11/30
Nicholas County Parks & Recreation	25-201	6/30	2025	2026		Sally Stover	304-872-3552	Yes	11/30
Nicholas County Solid Waste Authority	25-202	6/30	2025	2026		Robyn Stroh	304-742-3518		
Nutter Fort	25-203	6/30	2025	2026	Yes	Leslie Cummings	304-622-7713		3/24
Paden City	25-204	6/30	2025	2026		Sheila Ervin	304-337-2295		
Paden City Development Authority	25-205	6/30	2025	2026		Jim Bowen	304-337-2796	Yes	11/30
Paden City Sanitary Board	25-206	6/30	2025	2026		Julie Efaw	304-337-2295	Yes	11/30
Parkersburg & Wood County Public Library	25-207	6/30	2025	2027		Brian Raitz	304-420-4587		
Pennsboro	25-208	6/30	2025	2026	Yes	Vicki Goins	304-659-2377		3/24
Petersburg	25-209	6/30	2025	2026	Yes	Lori Crites	304-257-4944		3/24
Philippi Municipal Building Commission	25-210	6/30	2025	2026		Jeremy Drennen	304-457-3700	Yes	11/30
Philippi/Barbour County Airport Authority	25-211	6/30	2024	2025		Reggie Trefethen	304-457-1225		
Pleasant Valley	25-212	6/30	2025	2026		Emily Haddix	304-363-2400		
Pleasant Valley PSD	25-213	6/30	2020	2023		Logan Bartholomew	304-328-5847		
Poca	25-214	6/30	2025	2026		Jolita Raine	304-755-5482		
Pratt	25-215	6/30	2025	2026		Brooke Pettry	304-442-4731		
Princeton	25-216	6/30	2025	2025		Brian Conner	304-487-5020		
Princeton Sanitary Board	25-217	6/30	2025	2025		Ginger Bailey	304-425-9599	Yes	11/30
Putnam County Fire Service Board	25-218	6/30	2024	2025		Billy Parsons	304-586-5370		
Quinwood	25-219	6/30	2024	2025		Cassandra Childers	304-438-6658		
Raleigh County Commission	25-220	6/30	2025	2025	Yes	RD Tolliver	304-255-9115		3/24
Raleigh County Public Library	25-221	6/30	2025	2026		Amy Stover	304-255-0511	Yes	11/30
Randolph County Commission	25-222	6/30	2025	2025	Yes	Brenda Wiseman	304-636-0543		3/24
Randolph County Development Authority	25-223	6/30	2025	2026	Yes	Kris Wilmoth	304-637-0803	Yes	11/30
Ranson	25-224	6/30	2025	2026		Brianna Andrews	304-725-1010		
Richwood	25-225	6/30	2025	2026	Yes	Chris Dremmen	304-846-2596		3/24
Ridgeley	25-226	6/30	2025	2026		Melissa Crites	304-738-9400		
Ritchie County Commission	25-227	6/30	2025	2025		Angie Hardbarger	304-643-2164		
Ritchie County Solid Waste Authority	25-228	6/30	2025	2027		Sam Rogers	304-266-1393		
Roane County Commission	25-229	6/30	2025	2025		Jennifer Randolph	304-927-0078		
Roane County Emergency Squad, Inc.	25-230	6/30	2025	2026		Jennifer Spencer	304-927-0078		
Romney	25-231	6/30	2025	2026	Yes	Beverly Keadle	304-822-5118		3/24
Shepherdstown	25-232	6/30	2025	2026		Amy Boyd	304-876-2398		
Sissonville PSD	25-233	6/30	2025	2027		Annjeanette Vealey	304-984-3396		
Sistersville	25-234	6/30	2025	2026		Heather Rice	304-652-6361		
Star City	25-235	6/30	2025	2026		Lea Hassler	304-599-3550		
Swaney Memorial Library	25-236	6/30	2025	2027		Shauna Andrews	304-564-3471		
Taylor County Development Authority	25-237	6/30	2025	2026		Patricia Henderson	304-265-5450	Yes	11/30
Terra Alta Public Library	25-238	6/30	2025	2027		Ima Thomas	304-789-2724		
Tunnelton	25-239	6/30	2025	2026		April Wright	304-568-2992		
Tyler County Development Authority	25-240	6/30	2025	2026	Yes	Eric Peters	304-652-1760	Yes	11/30
Walton Sewer PSD	25-241	6/30	2023	2025		Jim Crowder	304-541-0390		
War	25-242	6/30	2025	2026		Sarah Muncy	304-875-3111		
Wayne County Board Of Health	25-243	6/30	2025	2026		Tracey Sebastian	304-272-6761	Yes	11/30
Wayne County Economic Development Authority	25-244	6/30	2025	2026		Don Perdue	304-272-9050	Yes	11/30
Wayne County Solid Waste Authority	25-245	6/30	2025	2026		Ginny Jackson	304-272-6706		
West Logan	25-246	6/30	2025	2026		Mark Mareske	304-752-3244		
West Milford	25-247	6/30	2022	2024		Jeff Barnhart	304-365-2362		
Weston Sanitary Board	25-248	6/30	2024	2025		Dee Evans	304-269-1300		

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Policy Proposal for Formal Complaints

ATTACHMENTS:

Formal Complaint Policy and Form.pdf

Formal Complaint Policy Draft

I. Explanation of Existing Code and Forms

The City of Ranson already has structured complaint and grievance procedures in specific contexts:

- **§15-51 (Employee Grievance Procedure):** Provides a formal, multi-step process for city employees to raise grievances with supervisors, department heads, the City Administrator, and City Council.
- **§5-53 (Code Enforcement Complaints):** Requires that citizen complaints about code violations be submitted on an official complaint form, disallows most anonymous submissions, and assigns responsibility to the Planning Department.
- **Police Department:** Maintains its own complaint forms and procedures for citizen concerns or misconduct allegations.
- **Public Works:** Offers "Fix-It" Request forms for maintenance and service-related concerns.

These provisions demonstrate the City's recognition of the importance of written complaint handling. However, there is no uniform administrative policy requiring that general complaints received by City Hall, especially those by phone or in person, be documented or tracked. This creates an administrative gap where some citizen concerns go unrecorded.

II. Suggested Action

To address this gap, the City can consider adopting either a policy (administrative directive) or an ordinance (legal code amendment). Both approaches would ensure that all general complaints are logged, tracked, and reported, without duplicating or replacing existing departmental forms.

Council may direct the City Manager to implement policy it prefers, as written or electronic records are important tools in matters of citizen service, negotiation, and enforcement.

The council approved a motion to develop a policy at the September 2nd meeting.

III. Policy Option (Administrative Directive)

A policy could be adopted internally by council resolution or administrative directive.

This would:

- Direct staff to log all general complaints received by City Hall into a centralized tracking system.
- Require staff to complete a written Complaint Form for verbal or phone complaints.
- Instruct the City Clerk to prepare quarterly summaries for Council review.

This mirrors existing departmental practices (e.g., Police, Public Works) but applies them at the administrative level for general complaints. It is flexible, can be implemented quickly, and adjusted without amending the City Code.

IV. Ordinance Option (Code Amendment)

An ordinance could be adopted to create a new section of the City Code (**§2-200 proposed**) or amend existing provisions (e.g., **Clerk duties in §2-150**).

This would:

- Legally require all complaints received by City Hall to be documented and tracked.
- Assign responsibility to the City Clerk for maintaining a centralized complaint system and issuing reports.
- Provide enforceability and continuity across future councils and administrations.

This approach follows the model already used in **§5-53** (Code Enforcement Complaints), which requires written citizen complaints, but expands it citywide for general administrative complaints.

V. Comparison and Recommendation

- Policy (Directive): Easier to implement, flexible, quicker to adjust.
- Ordinance (Code Amendment): Stronger enforcement, ensures long-term continuity, harder to reverse.

In either case, the City should emphasize that this action is not to replace existing departmental forms, but to fill the administrative gap by ensuring that unstructured complaints made to City Hall are formally recorded, tracked, and reported.

City of Ranson
Formal Complaint Form

Personal Information

Full Name: _____

Address: _____

Phone Number / Email: _____

Complaint Details

Type of Complaint (check one):

☐ Public Services
☐ Infrastructure / Maintenance
☐ Noise / Nuisance
☐ Safety Concerns
☐ Other (Please specify): _____

Description of Complaint (Please provide as much detail as possible, including dates, times, and specific locations, if applicable):

_____
_____
_____

Are there any individuals or entities involved?
☐ Yes ☐ No
If yes, please provide names and contact information, if available:

_____

Desired Resolution (optional):

_____
_____
_____

Acknowledgment & Consent:

I hereby acknowledge that the information provided in this complaint is accurate to the best of my knowledge. I understand that the City of Ranson may contact me for further information or to follow up on the resolution of my complaint.

Signature: _____ **Date:** _____

POLICY RESOLUTION

WHEREAS, the City of Ranson recognizes the importance of transparency, accountability, and responsiveness in its interactions with residents; and

WHEREAS, existing provisions of the City Code establish structured procedures for employee grievances (§15-51), code enforcement complaints (§5-53), and departmental processes such as Police Department complaint forms and Public Works ”Fix-It Requests” and

WHEREAS, an administrative gap remains for general complaints submitted to City Hall that do not fall under existing procedures; and

WHEREAS, the City Council of Ranson desires to establish a formal process for receiving, documenting, tracking, and reporting such complaints in order to ensure consistency and public confidence;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Ranson that the following Formal Complaint Policy be adopted:

Formal Complaint Policy

1. Purpose

The purpose of this policy is to establish a uniform administrative procedure for the documentation, tracking, and reporting of general citizen complaints received by City Hall.

2. Scope

This policy applies to all general complaints submitted to City Hall by phone, email, mail, or in-person, **which are not otherwise covered** under specific departmental complaint procedures (e.g., Police, Public Works, Code Enforcement, Employee Grievances).

3. Procedures

a. All complaints received at City Hall shall be entered into a centralized complaint tracking system by City staff.

b. Each complaint shall be assigned a reference number, categorized by subject matter, and forwarded to the appropriate department for response.

c. For verbal or telephone complaints, staff shall complete an official Complaint Form on behalf of the resident and confirm the details.

d. The City Clerk shall compile all complaints into a quarterly report for submission to the City Council.

4. Anonymous Complaints

Anonymous complaints will be accepted by the City; however, such complaints shall be reviewed with caution. Anonymous submissions will be investigated only to the extent that the information provided can be independently verified by City staff or presents a credible concern regarding public health, safety, or welfare.

This policy ensures that legitimate community concerns may be raised without fear of reprisal, while protecting against the misuse of anonymous complaints for harassment, personal attacks, or scandal.

5. Accessibility

The official Complaint Form shall be made available online, at City Hall, and by mail upon request. Staff shall provide assistance in completing the form when necessary.

6. Reporting and Records

The City Clerk shall maintain all complaint records in accordance with applicable record retention laws and make summaries available to the public, except where prohibited by law.

7. Effective Date

This policy shall take effect immediately upon approval by the City Council.

Certification

Adopted this ___ day of _____, 2025, by the City Council of the City of Ranson, West Virginia.

_____

Mayor

_____

Recorder/Clerk

Attest: _____

Council Members