CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

www.ransonwv.gov

April 15, 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 April 1, 2025
   City Council Regular Meeting April 1 2025.docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
2. Community Development Status Report - March
   March 2025 CDD Report.pdf
3. Finance Department Status Report - March
   March 2025 AP Council Report.pdf
   March 2025 General Fund Budget Report.pdf
   March 2025 Capital Fund Budget Report.pdf
   Cash Balance 3-31-2025.pdf
4. Public Works Status Report - March
   4-11-25 Public Works status report.pdf
5. Parks and Recreation Status Report- March
   March Directors Report.docx
6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. 25-3-REZ-Consideration - to rezone the following parcel 08 9000200000000 located off Cranes Lane, Ranson, WV 25438
   Ordinance 2025- 02 Spring Hills SC-NC Rezoning.docx
   2025-02-03_REZONING_PLAN.pdf sPRING Hill.pdf
2. Resolution 2025-05: Approval & Adoption of the Fiscal Year 2026 Levy Rate for the City of Ranson
   Resolution 2025-05 FY_2025_LEVY_RATE_APPROVAL.docx
   WVSAO Budget Approval Notice 3-30-2025.pdf
   WVSAO FY2026 Levy Order & Rate Sheet.pdf
   FY2026 Approved General Fund Budget 3-18-2025.pdf
   FY2026 Approved Coal Severance Fund Budget 3-18-2025.pdf
3. Resolution 2025-06: Approval of Capital Improvement Fund Budget for FY 2026
   Resolution 2025-06 Capital approvement 4152025.docx
   FY2026 Proposed Capital Fund Budget 4-15-2025.pdf
4. Consideration for Stop Sign Installation at 19th and Fairfax Avenue
5. Consideration for Do not enter Sign Installation on Stallion Street
6. WVABCA Licensing request- Zoning form, Applicant Colandrea Corporation DBA Inferno Brewery
   25-15-ABC-_Zoning Letter.pdf
   Colandrea Corporation .pdf
7. Employee Handbook Revision Process

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Information April 1, 2025
   - Ranson Summer Camps
   - EPTA
   - Spring Ethics

   Ranson Summer camps .pdf
   EPTA Transit Development .pdf
   Spring Ethics Letter .pdf
2. Partnership on funding the Social Services Coordinator Position for the Fiscal year 2026
   Funds for FY26 Social Service Coordinator.pdf
3. Nominations for the Commissions Consideration's
   Nominations .pdf

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 April 1, 2025

ATTACHMENTS:

City Council Regular Meeting April 1 2025.docx

CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 S. Mildred Street
Ranson, WV 25438
www.ransonwv.gov

April 1, 2025 | 7:00 P.M. | Council Chamber

I. CALL TO ORDER

Keith D. Pierson, Mayor	Present
Tommy Custer	Present
Ken Suits	Present
Amanda Stroud	Present
Andy Colandrea	Present
Herbie McDaniel	Present
Mike Anderson	Present

II. APPROVAL OF MINUTES

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Yes
Herbie McDaniel	Yes
Mike Anderson	Yes

III. CITIZEN'S PRESENTATIONS/PETITIONS

Residents from Fairfax Blvd. gathered to voice their concerns to the Mayor and City Council regarding the areas surrounding 18th and 19th streets on Fairfax Blvd. They requested improvements such as the installation of crosswalks, crosswalk signs, and four-way stop signs in certain locations. They also raised safety issues, highlighting that visibility in some areas is impaired due to vehicles parked on the streets. Additionally, residents noted that there is a damaged fence and broken streetlights in the areas on Fairfax Blvd. In response, the mayor assured the residents that the Chief of Police and the Public Works Department would collaborate to address these issues.

1. Wylie McDade, Devils Due Distillery - Discussion of Alcohol Sales at City Events

Wylie McDade with Devils Due Distillery addressed the Mayor and City Council regarding the new laws related to alcohol consumption. The mayor pointed out that Ranson does not permit alcohol at its events, and for such a change to occur, the local ordinance and laws need to be amended.

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report - March
   No Action at this time

2. City Manager Report

   The City Manager reported that the Fairfax Circle fencing and pond have not yet been transferred to the City of Ranson. Paving Bid was closed out and awarded Findley Paving. The deadline to submit candidacy for the 2025 Election is April 15, 2025. The City Manager is still awaiting answers from the state regarding Ranson City retirement matters. Canter Hollow has been approved by the City Council. The City Manager is scheduled to attend the Jefferson County Commission meeting on Thursday, April 3, 2025. Brier Run Estates has submitted a petition to annex into the City of Ranson. However, there are 19 discrepancies, including incorrect names on deeds and lot number errors, which cause Brier Run Estates to fall below the required number for the petition. Ranson Parks and Recreation has teamed up with Jefferson County Parks and Recreation to collaborate on Summer Camps, with registration opening on April 5, 2025, and camp sessions beginning on June 9, 2025. Additionally, Mr. Wilt informed the Council about Transit Routes and Plan updates, with a public meeting being held on April 2, 2025, at the Charles Town Library from 5:00 PM to 6:30 PM.

COMMUNICATIONS FROM THE MAYOR

Mayor, Keith D, Pierson has asked all council members

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

None at this time

VII. COUNCIL BUSINESS

1. Public Hearing - 25-1-REZ - Applicant Integrity Federal Services submitted an application for Allen Lloyd - To petition to rezone the following parcels 0810002800000000, 0810001300000000, 0810001200000000, and 0810001100000000 located off Wiltshire Road and Bassett Lane, Ranson, WV 25438 (Consisting of 389.86 acres) from Rural Reserve to R6.
   Mayor Keith D. Pierson opened the public hearing for public comments. No Citizen wished to speak. The mayor closed the meeting for a vote.

2. 25-1-REZ - Consideration Applicant Integrity Federal Services submitted an application for Allen Lloyd - To petition to rezone the following parcels 0810002800000000, 0810001300000000, 0810001200000000, and 0810001100000000 located off Wiltshire Road and Bassett Lane, Ranson, WV 25438 (Consisting of 389.86 acres) from Rural Reserve to R6.

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Second
Andy Colandrea	Motion
Herbie McDaniel	Yes
Mike Anderson	Yes

3. Request for Improvements or Adjustments to the Stop Sign at Mineral Springs and Mountain Laurel

Council member Colandrea had a discussion with the Mayor and Council regarding Mineral Springs and Mountain Laural expressed the need for a four way stop sign there. Mr. Colandrea says there is a park there with children crossing the street. Mr. Suits amended Mr. Colandrea request and requested a crosswalk, and Four way stop sign. There was a discussion and a vote.

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Motion
Amanda Stroud	Yes
Andy Colandrea	Second
Herbie McDaniel	Yes
Mike Anderson	Yes

4. Local Traffic Improvements Request (Roadway Markings & Signs)

Council member Amanda Stroud presented a PowerPoint to the Mayor and City Council regarding the signs in Ranson that require updates. One of the signs in question is the Ranson Elementary sign on Mildred Street. Since Ranson Elementary has relocated, the space will now house the RISE Ranson Institute for Secondary Education. Stroud has requested that the existing Ranson Elementary sign be replaced with a new sign for RISE.

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Motion
Andy Colandrea	Second
Herbie McDaniel	Yes
Mike Anderson	Yes

5. Request for Support - Jefferson County Commission, Social Services Coordinator Position FY26

The City Council and Mayor held a discussion and subsequently voted to support the Jefferson County Commission's Social Services Coordinator position for FY 26, allocating $18,182.00 for the position.

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Yes
Andy Colandrea	Motion
Herbie McDaniel	Yes
Mike Anderson	Second

6. Ranson Representative to Jefferson County Development Authority - discussion and action.

   The City Manager informed the Mayor and Council that he had submitted his name for consideration to join the Jefferson County Development Authority. In response, Mayor Keith D. Pierson has requested that Bob Anderson's name also be put forward as a representative for the position.

7. Jefferson County Education Scholarship Program

   City Council had a discussion and a vote for $ 1,000.00 for the Jefferson County Education Scholarship

Keith D. Pierson, Mayor	Abstain
Tommy Custer	Yes
Ken Suits	Yes
Amanda Stroud	Second
Andy Colandrea	Motion
Herbie McDaniel	Yes
Mike Anderson	Yes

8. FY24 Final Audit Report

   FY24 Final Audit Report has been completed and no findings.

9. FY25 Strategic Planning Report - Quarterly Update

   The city manager presented the FY25 Strategic Planning Report for the quarterly updated report.

VIII. ADJOURNMENT

The meeting was adjourned at 8:32 PM. The motion to adjourn was made by Councilmember Tommy Custer and seconded by Councilmember Herbie McDaniel the next Council meeting is scheduled for April 15, 2025, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

Table Drop for April 1, 2025

- EPTA Upcoming meeting
- 2025 Ranson Parks and Recreation Camp
- WV ethics Newsletter

_____
Keith D. Pierson, Mayor

_____
Darla Armstrong, City Clerk

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

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 - March

Staff has provided Reports for Community Development - February

- March CDD report
- March Permit Issued Report

ATTACHMENTS:

March 2025 CDD 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 – March 2025

Permitting:

- Staff received 152 permit applications:
  - 62– regular permit applications (roof, sign, etc.)
  - 88 – new home permit applications
  - 1 – site development (parking lot for model home – Ranson Heights)
  - 1 – rental registration

- Staff issued 102 permits. Of those 102 permits, 53 were for new homes.
  - A full permit report with valuations will be provided to Council after the IT Department of MGO finishes corrections to the permitting report.

Code Enforcement:

- Staff started 6 new code cases (property maintenance, property complaint from neighbor, work without a permit, sewer, and water shut off)

Inspections:

- Staff performed 941 permit inspections.
  - Patrick Coulter performed 442 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 144 inspections
  - Gary Englebert (contracted) performed 214 inspections
  - Reiley Stanley performed 138 site, sidewalk, final, and zoning inspections.
  - The last 3 inspections were rental self-certification inspections that Kim Hawkins processed.
- Department Staff also performed 8 code enforcement inspections.

Planning & Zoning:

- April Planning Commission Agenda:
  - Ranson Heights (Riverpointe) Phase 3- 78 new single-family lots
    - Plat
    - Bond

        - Development Agreement
    - Shenandoah Springs 3C&D- 278 lots, single family and townhome lots
        - Plat
        - Bond
        - Development Agreement
    - Bond reduction for phase 2A of Huntwell West. Reduction of $1,291,974.77 for the new bonding amount of $4,397,479.46.

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: Finance Department Status Report - March

Staff is providing the following items for your review:

· Accounts Payable Council Report for March 2025

· General Fund Budget Report through March 2025

· Capital Improvement Fund Budget Report through March 2025

· Cash Account Balances as of 3/31/2025

Should there be any questions or concerns regarding the data provided, please reach out to the Finance Director.

ATTACHMENTS:

March 2025 AP Council Report.pdf
March 2025 General Fund Budget Report.pdf
March 2025 Capital Fund Budget Report.pdf
Cash Balance 3-31-2025.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
7-ELEVEN	3/14/25	WHEAT FUEL 2/1-22/25	GENERAL FUND	POLICE DEPARTMENT	210.89
	3/14/25	HOSBY-BROWN FUEL 2/2-21/25	GENERAL FUND	POLICE DEPARTMENT	70.26
	3/14/25	HOOD FUEL 2/19/25	GENERAL FUND	POLICE DEPARTMENT	30.77
	3/14/25	JENKINS FUEL 2/3-26/25	GENERAL FUND	POLICE DEPARTMENT	179.36
	3/14/25	LYNCH FUEL 2/2/25	GENERAL FUND	POLICE DEPARTMENT	30.96
	3/14/25	MEACHAM FUEL 2/2-22/25	GENERAL FUND	POLICE DEPARTMENT	199.78
	3/14/25	COOK FUEL 2/7-25/25	GENERAL FUND	STREETS & TRANSPORT	149.48
				TOTAL:	871.50
84 LUMBER	3/14/25	PW RES SHED REPR TREE DAMA	GENERAL FUND	STREETS & TRANSPORT	65.53
				TOTAL:	65.53
8X8, INC	3/06/25	PHONES JAN 25	GENERAL FUND	CITY HALL	504.96
	3/06/25	PHONES FEB 25	GENERAL FUND	CITY HALL	504.96
				TOTAL:	1,009.92
AAL	3/27/25	FY24 AUDIT FINAL PMT	GENERAL FUND	CITY HALL	10,586.00
				TOTAL:	10,586.00
ABC PEST CONTROL	3/18/25	PD PEST CONTROL MAR 25	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	3/14/25	PT CRANES LN 1/6/25	PARKS & RECREATION	Parks & Recreation	176.00
	3/14/25	PT LANCE SLUSHER PARK 1/6/	PARKS & RECREATION	Parks & Recreation	176.00
	3/14/25	PT WEST END PARK 1/6/25	PARKS & RECREATION	Parks & Recreation	176.00
				TOTAL:	528.00
ADVANCE AUTO PARTS	3/14/25	PW PINCH SET, SLIM TIRE RE	GENERAL FUND	STREETS & TRANSPORT	59.99
	3/14/25	PW PINCH SET, SLIM TIRE RE	GENERAL FUND	STREETS & TRANSPORT	29.82
				TOTAL:	89.81
AED SUPER STORE	3/14/25	CH AED BATTERY PK, PADS X4	GENERAL FUND	CITY HALL	1,228.79
	3/14/25	CH AED BATTERY PK, PADS X4	GENERAL FUND	CITY HALL	300.60
				TOTAL:	1,529.39
AFLAC	3/04/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	3/04/25	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	11.34
	3/04/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	556.65
	3/04/25	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	566.01
	3/04/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	3/04/25	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,280.82
AMAZON.COM	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	CITY ADMINISTRATION	17.98
	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	CITY ADMINISTRATION	6.99
	3/14/25	1&3 FLR WL MOUSE, BNDR CLI	GENERAL FUND	CITY ADMINISTRATION	37.78
	3/14/25	COPY PAPER 24 REAMS	GENERAL FUND	CITY HALL	43.99
	3/14/25	COPY PAPER 24 REAMS	GENERAL FUND	CITY HALL	87.98
	3/14/25	1&3 FLR PT X180 & TP X96	GENERAL FUND	CITY HALL	129.82
	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	CITY HALL	8.96
	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	CITY HALL	50.22
	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	CITY HALL	41.78
	3/14/25	1&3 FLR AA BATTERIES X48	GENERAL FUND	CITY HALL	31.18
	3/14/25	1&3 FLR WL MOUSE, BNDR CLI	GENERAL FUND	CITY HALL	9.98
	3/14/25	1&3 FLR WL MOUSE, BNDR CLI	GENERAL FUND	CITY HALL	34.60
	3/14/25	COUNCIL RM MONITOR X1	GENERAL FUND	CITY HALL	95.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/14/25	PD 3V LITIUM BATTERIES X24	GENERAL FUND	POLICE DEPARTMENT	39.94
	3/14/25	PD COPY PAPER 40 REAMS	GENERAL FUND	POLICE DEPARTMENT	206.72
	3/14/25	PD ENVELOPES X60	GENERAL FUND	POLICE DEPARTMENT	26.57
	3/14/25	PD ENV X500, INDEX TABS X9	GENERAL FUND	POLICE DEPARTMENT	24.25
	3/14/25	PD ENV X500, INDEX TABS X9	GENERAL FUND	POLICE DEPARTMENT	30.23
	3/14/25	PD LANGUAGE TRANSLATORS X2	GENERAL FUND	POLICE DEPARTMENT	125.98
	3/14/25	PD ENVELOPES X100	GENERAL FUND	POLICE DEPARTMENT	19.14
	3/14/25	PW COAXIAL ADPT/VIDEO ADPT	GENERAL FUND	STREETS & TRANSPORT	9.57
	3/14/25	PW COAXIAL ADPT/VIDEO ADPT	GENERAL FUND	STREETS & TRANSPORT	17.39
	3/14/25	WRLS MOUSE,COFFE CUPS, SUG	GENERAL FUND	STREETS & TRANSPORT	8.79
	3/14/25	PW 30PC TIRE PLUGGER KIT	GENERAL FUND	STREETS & TRANSPORT	47.98
	3/14/25	P&R 4.5 CU FT MINI FRIDGE	PARKS & RECREATION	Parks & Recreation	219.99
				TOTAL:	1,372.81
AMERICAN EXPRESS - MERCH FEES	3/05/25	FEB2025 AMEX TRANSACTION F	GENERAL FUND	CITY HALL	61.82
				TOTAL:	61.82
AMERICAN PRODUCERS SUPPLY	3/14/25	CC TOILET PAPER, P TOWELS	PARKS & RECREATION	Parks & Recreation	65.25
	3/14/25	CC TOILET PAPER, P TOWELS	PARKS & RECREATION	Parks & Recreation	132.50
	3/14/25	CC TOILET PAPER, P TOWELS	PARKS & RECREATION	Parks & Recreation	20.16
				TOTAL:	217.91
AUTO ZONE	3/14/25	PW BRK FLD, EXHAUST FLD	GENERAL FUND	STREETS & TRANSPORT	15.34
	3/14/25	PW BRK FLD, EXHAUST FLD	GENERAL FUND	STREETS & TRANSPORT	19.38
	3/14/25	PW BRK FLD, EXHAUST FLD	GENERAL FUND	STREETS & TRANSPORT	159.99
	3/14/25	PW #16 WIPER MOTOR X1	GENERAL FUND	STREETS & TRANSPORT	123.49
	3/14/25	PW BATTERY CHARGER X1	GENERAL FUND	STREETS & TRANSPORT	63.04
	3/14/25	PW #19 4 GAUGE GRND STRAP	GENERAL FUND	STREETS & TRANSPORT	56.98
				TOTAL:	438.22
BCN TELECOM INC	3/20/25	INTERNET MAR 25	GENERAL FUND	CITY HALL	531.24
	3/20/25	INTERNET MAR 25	GENERAL FUND	POLICE DEPARTMENT	161.90
	3/20/25	INTERNET MAR 25	GENERAL FUND	STREETS & TRANSPORT	149.40
	3/20/25	INTERNET MAR 25	PARKS & RECREATION	Parks & Recreation	149.40
	3/20/25	INTERNET MAR 25	PARKS & RECREATION	Parks & Recreation	190.90
				TOTAL:	1,182.84
BP	3/14/25	WHEAT FUEL 2/6-9/25	GENERAL FUND	POLICE DEPARTMENT	68.85
	3/14/25	BLACK FUEL 2/4-25/25	GENERAL FUND	POLICE DEPARTMENT	219.25
	3/14/25	HOSBY-BROWN FUEL 2/7-13/25	GENERAL FUND	POLICE DEPARTMENT	81.74
	3/14/25	MCBRIDE FUEL 2/18-20/25	GENERAL FUND	POLICE DEPARTMENT	71.74
	3/14/25	SWARTZ FUEL 2/5-26/25	GENERAL FUND	POLICE DEPARTMENT	147.20
	3/14/25	WATSON FUEL 1/31-2/26/25	GENERAL FUND	POLICE DEPARTMENT	310.59
				TOTAL:	899.37
BREEZY HR INC	3/14/25	HR CONSULT 2/20-3/20/25	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	3/14/25	# 438446	GENERAL FUND	NON-DEPARTMENTAL	164.77
	3/28/25	# 438446	GENERAL FUND	NON-DEPARTMENTAL	164.77
	3/14/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
	3/28/25	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
				TOTAL:	725.54
BURR PARK LIBERTY	3/14/25	LYNCH FUEL 2/4-25/25	GENERAL FUND	POLICE DEPARTMENT	104.97
	3/14/25	ROBERTS FUEL 2/3-24/25	GENERAL FUND	POLICE DEPARTMENT	122.01

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	226.98
C&H ENTERPRISES	3/28/25	B&O REFUND 1/1/22-3/31/25	GENERAL FUND	NON-DEPARTMENTAL	1,034.69
				TOTAL:	1,034.69
CAPITAL ELECTRIC	3/24/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	13.79
	3/24/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	18.07
	3/24/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	39.65
	3/24/25	PW ARMOR CABLE X250	GENERAL FUND	STREETS & TRANSPORT	190.84
				TOTAL:	262.35
CARTER MACHINERY COMPANY, INC	3/27/25	PW LOADER FORKS X2	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,075.00
				TOTAL:	2,075.00
CHARLES TOWN UTILITIES GENERAL FUND	3/14/25	WATER 12/15/24-1/15/25	GENERAL FUND	CITY HALL	163.37
	3/14/25	WATER 12/15/24-1/15/25	GENERAL FUND	POLICE DEPARTMENT	56.16
	3/14/25	WATER 12/15/24-1/15/25	GENERAL FUND	STREETS & TRANSPORT	874.40
	3/14/25	WATER 12/15/24-1/15/25	GENERAL FUND	STREETS & TRANSPORT	56.16
	3/14/25	WATER 12/15/24-1/15/25	GENERAL FUND	STREET LIGHTS	56.16
	3/14/25	CVB WATER 12/15/24-1/15/25	PARKS & RECREATION	Parks & Recreation	56.16
	3/14/25	P&R WATER 12/15/24-1/15/25	PARKS & RECREATION	Parks & Recreation	335.95
	3/14/25	MF SEWER 12/30/24-1/30/25	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,628.84
CHATGPT SUBSCRIPTION	3/14/25	WILT OPEN AI SUB 02/25	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CITGO	3/14/25	SEALANDER FUEL 2/2-16/25	GENERAL FUND	POLICE DEPARTMENT	75.75
				TOTAL:	75.75
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	3/14/25	CH COPY CONT 2/25/OVG 1/25	GENERAL FUND	CITY HALL	33.08
	3/14/25	CH COPY CONT 2/25/OVG 1/25	GENERAL FUND	CITY HALL	47.67
	3/14/25	PW COPY OVG 1/1-31/25	GENERAL FUND	STREETS & TRANSPORT	4.65
	3/14/25	CVB COP CONT 1/25/OVG 12/2	PARKS & RECREATION	Parks & Recreation	13.23
	3/14/25	CVB COPY CONT 2/25/OVG 1/2	PARKS & RECREATION	Parks & Recreation	13.23
	3/14/25	CVB COPY CONT 2/25/OVG 1/2	PARKS & RECREATION	Parks & Recreation	18.08
	3/14/25	CVB COP CONT 1/25/OVG 12/2	CONVENTION & VISIT	Convention Visitor Bur	33.32
				TOTAL:	163.26
CONSTANT CONTACT	3/14/25	EMAILS FEB 25	PARKS & RECREATION	Parks & Recreation	119.00
				TOTAL:	119.00
CREAMERS TIRE & AUTO SERVICE CENTER	3/14/25	CH #21 TIRE REPAIR	GENERAL FUND	PLANNING & ZONING	31.25
	3/14/25	PD #7 MOUNT/BAL/ALIGN 4 TI	GENERAL FUND	POLICE DEPARTMENT	173.20
				TOTAL:	204.45
DEPARTMENT OF TAX & REVENUE	3/28/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	148.00
	3/28/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,921.00
	3/28/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	57.00
	3/28/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	89.00
	3/28/25	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,676.00
				TOTAL:	8,891.00
DIRTY GIRL	3/11/25	CLEANING 2/25-3/8/25	GENERAL FUND	CITY HALL	800.00
	3/27/25	CLEANING 3/11-22/25	GENERAL FUND	CITY HALL	800.00
	3/11/25	CLEANING 2/25-3/8/25	GENERAL FUND	POLICE DEPARTMENT	350.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/27/25	CLEANING 3/11-22/25	GENERAL FUND	POLICE DEPARTMENT	350.00
	3/11/25	CLEANING 2/25-3/8/25	GENERAL FUND	STREETS & TRANSPORT	250.00
	3/27/25	CLEANING 3/11-22/25	GENERAL FUND	STREETS & TRANSPORT	250.00
	3/11/25	CLEANING 2/25-3/8/25	PARKS & RECREATION	Parks & Recreation	200.00
	3/11/25	CLEANING 2/25-3/8/25	PARKS & RECREATION	Parks & Recreation	400.00
	3/27/25	CLEANING 3/11-22/25	PARKS & RECREATION	Parks & Recreation	200.00
	3/27/25	CLEANING 3/11-22/25	PARKS & RECREATION	Parks & Recreation	400.00
				TOTAL:	4,000.00
ENCOVA INSURANCE	3/11/25	WKMN COMP 1/2-3/2/2025	GENERAL FUND	CITY HALL	12,544.00
				TOTAL:	12,544.00
ETS CORPORATION	3/03/25	FEB2025 MERCH FEES - CITY	GENERAL FUND	CITY HALL	169.13
	3/03/25	FEB2025 MERCH FEES - MGO C	GENERAL FUND	CITY HALL	2,248.76
				TOTAL:	2,417.89
EXECUTIVE EMERGENCY LIGHTING LLC	3/14/25	PD #27 INSTALL RADIO, ETIC	CAPITAL IMPROVEMEN	PUBLIC SAFETY	4,368.50
				TOTAL:	4,368.50
FIRE SAFETY EQUIPMENT SUPPLY	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	CITY HALL	680.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	CITY HALL	91.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	CITY HALL	56.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	POLICE DEPARTMENT	80.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	POLICE DEPARTMENT	21.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	154.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	210.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	61.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	2.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	2.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	GENERAL FUND	STREETS & TRANSPORT	22.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	PARKS & RECREATION	Parks & Recreation	49.00
	3/14/25	FIRE EXT INSPECTIONS 1/14/	PARKS & RECREATION	Parks & Recreation	42.00
				TOTAL:	1,470.00
FIRST CITIZEN BANK & TRUST CO	3/06/25	1&3 FLR COPIER FEB 25	GENERAL FUND	CITY HALL	478.00
	3/28/25	1&3 COPIER MAR 25	GENERAL FUND	CITY HALL	478.00
				TOTAL:	956.00
FISHER AUTO PARTS INC	3/14/25	PD #14 WIPER BLADES X2	GENERAL FUND	POLICE DEPARTMENT	28.26
	3/14/25	PD OIL FILTER STOCK X8	GENERAL FUND	POLICE DEPARTMENT	26.32
	3/14/25	PD AIR FILTERS X3 (STOCK)	GENERAL FUND	POLICE DEPARTMENT	30.36
	3/14/25	PD #23 FRONT BRAKES	GENERAL FUND	POLICE DEPARTMENT	102.72
	3/14/25	PD #23 FRONT BRAKES	GENERAL FUND	POLICE DEPARTMENT	186.02
	3/14/25	PW RTV-900 BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	89.95
	3/14/25	PW #14 BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	149.97
	3/14/25	PW 5WX20 OIL X12	GENERAL FUND	STREETS & TRANSPORT	53.76
	3/14/25	PW #6 BATTERY X1	GENERAL FUND	STREETS & TRANSPORT	149.97
				TOTAL:	817.33
FRONTIER	3/11/25	CH FIRE ALARM FEB 25	GENERAL FUND	CITY HALL	132.85
	3/11/25	CH FAX LINE MAR 25	GENERAL FUND	CITY HALL	134.69
	3/18/25	CH ELEVATOR MAR 25	GENERAL FUND	CITY HALL	96.79
	3/20/25	TRIFECTA PL ALARM MAR 25	GENERAL FUND	CITY HALL	176.30
	3/24/25	PD FAX LINE MAR 25	GENERAL FUND	POLICE DEPARTMENT	187.65
				TOTAL:	728.28

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GALLS INC	3/14/25	WHEAT BODYSHIELD X1	GENERAL FUND	POLICE DEPARTMENT	112.17
				TOTAL:	112.17
GRAZIANOS PIZZA	3/14/25	SEALANDER ACDMY FOOD 2/8/2	GENERAL FUND	POLICE DEPARTMENT	29.00
				TOTAL:	29.00
HARBOR FREIGHT TOOLS	3/14/25	PW VACUUM BRAKE BLEEDER	GENERAL FUND	STREETS & TRANSPORT	99.99
	3/14/25	PW EXT BAR, JNT PLIER, TES	GENERAL FUND	STREETS & TRANSPORT	19.99
	3/14/25	PW EXT BAR, JNT PLIER, TES	GENERAL FUND	STREETS & TRANSPORT	24.99
	3/14/25	PW EXT BAR, JNT PLIER, TES	GENERAL FUND	STREETS & TRANSPORT	14.99
	3/14/25	PW EXT BAR, JNT PLIER, TES	GENERAL FUND	STREETS & TRANSPORT	3.99
	3/14/25	PW 1.5T DAYTONA JACK	GENERAL FUND	STREETS & TRANSPORT	79.99
	3/14/25	PW HK MAGNETS X2, WHL CHOC	GENERAL FUND	STREETS & TRANSPORT	13.98
	3/14/25	PW HK MAGNETS X2, WHL CHOC	GENERAL FUND	STREETS & TRANSPORT	3.99
	3/14/25	PW HK MAGNETS X2, WHL CHOC	GENERAL FUND	STREETS & TRANSPORT	15.98
	3/14/25	PW HK MAGNETS X2, WHL CHOC	GENERAL FUND	STREETS & TRANSPORT	19.99
	3/14/25	PW HK MAGNETS X2, WHL CHOC	GENERAL FUND	STREETS & TRANSPORT	4.99
				TOTAL:	302.87
HARRIS TREE REMOVAL & SERVICES	3/27/25	202 E 11TH AVE RMV 2 TREE	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,800.00
				TOTAL:	1,800.00
HDL COMPANIES	3/11/25	B&O COLLECTION FEB 25	GENERAL FUND	CITY HALL	4,354.91
				TOTAL:	4,354.91
HOME DEPOT	3/14/25	PD EZ ANCHOR X25 PACK	GENERAL FUND	POLICE DEPARTMENT	6.78
	3/14/25	PD OUTDOOR LIGHTS X4	GENERAL FUND	POLICE DEPARTMENT	71.90
	3/14/25	PD SHELF X1/HINGES X5	GENERAL FUND	POLICE DEPARTMENT	48.22
	3/14/25	CC TOILET AUGER X1	GENERAL FUND	STREETS & TRANSPORT	64.98
	3/14/25	PW ST LIGHT BULBS X6	GENERAL FUND	STREETS & TRANSPORT	95.91
	3/14/25	MF LED LIGHTS/OUTLETS	GENERAL FUND	STREETS & TRANSPORT	19.87
	3/14/25	PW TV OUTLET	GENERAL FUND	STREETS & TRANSPORT	56.13
	3/14/25	PW VEST, EARPLUGS, SF GLAS	GENERAL FUND	STREETS & TRANSPORT	119.82
	3/14/25	PW VEST, EARPLUGS, SF GLAS	GENERAL FUND	STREETS & TRANSPORT	29.94
	3/14/25	PW VEST, EARPLUGS, SF GLAS	GENERAL FUND	STREETS & TRANSPORT	29.94
	3/14/25	PW RES SHED REPAIR TREE DA	GENERAL FUND	STREETS & TRANSPORT	9.90
	3/14/25	MF PAINT PAIL X3/LINERS X2	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	25.73
	3/14/25	MF PAINT LINERS X3/DRAIN C	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	18.52
	3/14/25	MF CONCESSION DOOR	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	137.00
	3/14/25	MF KEYLESS ENTRY LOCK	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	145.00
	3/14/25	MF LED LIGHTS/OUTLETS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	372.98
	3/14/25	MF LED LIGHTS/OUTLETS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	29.58
	3/14/25	MF LIGHTING X 9 BULBS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	159.77
	3/14/25	MF 4 LAMP BALLAST X1	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	36.97
	3/14/25	MF FLOOD LIGHTS X4	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	63.92
	3/14/25	MF FAUCET PARTS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	31.44
	3/14/25	MF OTDR DUSK/DAWN LIGHT X	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	117.59
	3/14/25	CC BRACKET X2	PARKS & RECREATION	Parks & Recreation	15.96
	3/14/25	CVB PVC TRIM BOARD	PARKS & RECREATION	Parks & Recreation	76.75
	3/14/25	CVB SILCONE CAULKING	PARKS & RECREATION	Parks & Recreation	12.98
	3/14/25	P&R MINI FRIDGE	PARKS & RECREATION	Parks & Recreation	99.00
				TOTAL:	1,896.58
HOME TEAM PEST DEFENSE	3/14/25	CH PEST CONTROL FEB 25	GENERAL FUND	CITY HALL	273.80
	3/14/25	PW PEST CONTROL FEB 25	GENERAL FUND	STREETS & TRANSPORT	79.40
				TOTAL:	353.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INTERNATIONAL ASSOC OF. CHIEFS OF POL	3/14/25	ROBERTS DUES 1/1-12/31/25	GENERAL FUND	POLICE DEPARTMENT	220.00
				TOTAL:	220.00
INTERNAL REVENUE SERVICE	3/04/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	142.91
	3/14/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,867.77
	3/12/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	121.94
	3/17/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	170.61
	3/28/25	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	11,667.21
	3/04/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	220.69
	3/14/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,457.99
	3/12/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	103.51
	3/17/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	160.66
	3/28/25	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,822.46
	3/04/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	51.62
	3/14/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,744.19
	3/12/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	24.21
	3/17/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	37.57
	3/28/25	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,829.43
	3/28/25	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	3/28/25	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	3/28/25	Social Security Payable	GENERAL FUND	CITY COUNCIL	310.02
	3/28/25	Medicare Payable	GENERAL FUND	CITY COUNCIL	72.48
	3/04/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	155.67
	3/14/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	580.55
	3/17/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	160.66
	3/28/25	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	579.88
	3/04/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	36.41
	3/14/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	135.77
	3/17/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	37.57
	3/28/25	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	135.62
	3/28/25	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	3/28/25	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	3/14/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	860.93
	3/28/25	Social Security Payable	GENERAL FUND	PLANNING & ZONING	860.08
	3/14/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	201.35
	3/28/25	Medicare Payable	GENERAL FUND	PLANNING & ZONING	201.15
	3/14/25	Social Security Payable	GENERAL FUND	CITY HALL	622.63
	3/28/25	Social Security Payable	GENERAL FUND	CITY HALL	622.63
	3/14/25	Medicare Payable	GENERAL FUND	CITY HALL	145.61
	3/28/25	Medicare Payable	GENERAL FUND	CITY HALL	145.61
	3/04/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	65.02
	3/14/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	4,105.89
	3/12/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	103.51
	3/28/25	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,988.90
	3/04/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	15.21
	3/14/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	960.23
	3/12/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	24.21
	3/28/25	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	932.88
	3/14/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,287.99
	3/28/25	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,281.15
	3/14/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	301.23
	3/28/25	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	299.64
				TOTAL:	61,875.10
INWOOD QUARRY, INC..	3/18/25	CRUSHED STONE 3/6/2025	GENERAL FUND	STREETS & TRANSPORT	460.91
	3/18/25	CRUSHED STONE 3/7/2025	GENERAL FUND	STREETS & TRANSPORT	1,757.80

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,218.71
J&K PRECISION	3/14/25	PD #9 IGNITION, MANIFOLD	GENERAL FUND	POLICE DEPARTMENT	877.74
				TOTAL:	877.74
JC KUNKLE & ASSOCIATES INC	3/06/25	FY24 COMP STMTS	GENERAL FUND	CITY HALL	18,500.00
				TOTAL:	18,500.00
JEFFERSON COUNTY EMERGENCY COMMUNICATI	3/11/25	CAD/MOBILE 12/6/24-1/5/25	GENERAL FUND	POLICE DEPARTMENT	438.83
				TOTAL:	438.83
JEFFERSON COUNTY CVB	3/04/25	HOTEL TAX COL FEB2025	GENERAL FUND	INVALID DEPARTMENT	19,215.18
				TOTAL:	19,215.18
JEFFERSON PUBLISHING CO. INC	3/14/25	NPH PRES PT PH5 AD 12/12/2	GENERAL FUND	PLANNING & ZONING	46.86
	3/14/25	NPH PTMC TWN CTR VIL 1 12/	GENERAL FUND	PLANNING & ZONING	53.42
	3/14/25	NPH PUB COM ORD2024-369 12	GENERAL FUND	PLANNING & ZONING	59.98
	3/14/25	NPH ORDINANCE 2024-363 10/	GENERAL FUND	PLANNING & ZONING	37.02
	3/14/25	NPH REZN BANE FARM 1/9/25	GENERAL FUND	PLANNING & ZONING	42.46
	3/14/25	NPH RZN SLEEPY HOLLOW 1/9/	GENERAL FUND	PLANNING & ZONING	42.46
	3/14/25	NPH PUB COM RACETRK ST 1/9	GENERAL FUND	PLANNING & ZONING	35.10
	3/14/25	NPH PRKLD MDWS FNL PLAT 1/	GENERAL FUND	PLANNING & ZONING	38.78
	3/14/25	NPH AMEND CHAP 20 10/10/24	GENERAL FUND	CITY HALL	51.78
	3/14/25	CHIEF POLICE JOB AD 1/30-2	GENERAL FUND	POLICE DEPARTMENT	312.75
				TOTAL:	720.61
JEFFERSON SECURITY BANK	3/14/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	645.00
	3/28/25	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	645.00
				TOTAL:	1,290.00
JOHN HANCOCK	3/14/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,768.66
	3/28/25	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,768.14
	3/14/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	599.01
	3/28/25	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	335.22
	3/14/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	759.32
	3/28/25	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	759.32
	3/14/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	448.04
	3/28/25	401a Payment	GENERAL FUND	CITY ADMINISTRATION	447.52
	3/14/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	448.04
	3/28/25	457b payment	GENERAL FUND	CITY ADMINISTRATION	447.52
	3/14/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	3/28/25	401a Payment	GENERAL FUND	PLANNING & ZONING	672.38
	3/14/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15
	3/28/25	457b payment	GENERAL FUND	PLANNING & ZONING	523.15
	3/14/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	3/28/25	401a Payment	GENERAL FUND	CITY HALL	478.20
	3/14/25	457b payment	GENERAL FUND	CITY HALL	478.20
	3/28/25	457b payment	GENERAL FUND	CITY HALL	478.20
	3/14/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,910.96
	3/28/25	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,910.96
	3/14/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,732.17
	3/28/25	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,732.17
	3/14/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	999.83
	3/28/25	401a Payment	GENERAL FUND	STREETS & TRANSPORT	999.83
	3/14/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	952.25
	3/28/25	457b payment	GENERAL FUND	STREETS & TRANSPORT	952.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	41,275.07
JOHNSON & JOHNSON HEATING AND A/C	3/14/25	CC HVAC UNIT 1 INDUCER ASS	PARKS & RECREATION	Parks & Recreation	1,327.71
				TOTAL:	1,327.71
JUDD FIRE PROTECTION LLC	3/14/25	TRIFECTA NEW ALARM BOX	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,340.00
	3/14/25	TRIFECTA REBLD SPRKLER VA	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,550.00
				TOTAL:	4,890.00
KEN SUITS	3/13/25	WPFORMS PRO REIMB	GENERAL FUND	CITY ADMINISTRATION	159.60
				TOTAL:	159.60
KIMBALL MIDWEST PAYEEZY CLOVER .COM	3/14/25	PW SHOP WASHERS X600/RINGX	GENERAL FUND	STREETS & TRANSPORT	86.50
	3/14/25	PW SHOP WASHERS X600/RINGX	GENERAL FUND	STREETS & TRANSPORT	22.50
				TOTAL:	109.00
KIMLEY - HORN AND ASSOCIATES INC.	3/24/25	P&Z FY25 SVC FEB 25	GENERAL FUND	PLANNING & ZONING	7,830.36
	3/18/25	MILDRED DESIGN FEB 25	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	2,005.24
				TOTAL:	9,835.60
LEAF	3/28/25	P&Z COPIER FEB&MAR 25	GENERAL FUND	CITY HALL	141.90
	3/28/25	P&Z COPIER FEB&MAR 25	GENERAL FUND	CITY HALL	129.00
	3/11/25	PW COPIER FEB 25	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	393.90
LIBERTY	3/14/25	WHITE FUEL 2/5/25	GENERAL FUND	STREETS & TRANSPORT	232.06
				TOTAL:	232.06
LINCOLN FINANCIAL GROUP	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	283.96
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	224.09
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	370.41
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,568.56
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	542.04
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	67.12
	3/04/25	MAR LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,502.87
MARLIN LEASING CORPORATION	3/20/25	PD 3/5-4/4/25	GENERAL FUND	POLICE DEPARTMENT	381.82
				TOTAL:	381.82
MARTIN'S FUEL	3/14/25	SEALANDER FUEL 2/23/25	GENERAL FUND	POLICE DEPARTMENT	34.16
				TOTAL:	34.16
MATTHEW W. ANDERSON, PE, PLLC	3/14/25	P&Z INSPECTIONS 2/3-5/25	GENERAL FUND	PLANNING & ZONING	2,350.00
	3/14/25	P&Z INSPECTIONS 2/13/25	GENERAL FUND	PLANNING & ZONING	500.00
	3/14/25	P&Z INSPECTIONS 2/18-21/25	GENERAL FUND	PLANNING & ZONING	1,250.00
				TOTAL:	4,100.00
MCDONALDS	3/14/25	SEALANDER ACDMY FOOD 2/23/	GENERAL FUND	POLICE DEPARTMENT	14.57
				TOTAL:	14.57
MCP INSPECTIONS	3/06/25	INSPECTIONS 1/20/25-1/31/2	GENERAL FUND	PLANNING & ZONING	2,550.00
	3/06/25	INSPECTIONS 1/20/25-1/31/2	GENERAL FUND	PLANNING & ZONING	1,400.00
	3/18/25	INSPECTIONS 2/3-14/25	GENERAL FUND	PLANNING & ZONING	2,550.00
	3/18/25	INSPECTIONS 2/3-14/25	GENERAL FUND	PLANNING & ZONING	1,400.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/18/25	INSPECTION 2/17-28/25	GENERAL FUND	PLANNING & ZONING	1,400.00
	3/18/25	INSPECTION 2/17-28/25	GENERAL FUND	PLANNING & ZONING	1,550.00
				TOTAL:	10,850.00
METLIFE	3/03/25	MAR 2025 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	330.87
	3/03/25	MAR 2025 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	312.04
	3/03/25	MAR 2025 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	122.40
	3/03/25	MAR 2025 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,690.68
	3/03/25	MAR 2025 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	563.56
	3/03/25	MAR 2025 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	92.82
				TOTAL:	3,112.37
MOTOROLA SOLUTIONS, INC	3/20/25	RADIO BATTERIES X10	GENERAL FUND	POLICE DEPARTMENT	967.40
				TOTAL:	967.40
MUNICIPAL FINANCE OFFICER'S ASSOCIATIO	3/28/25	ANDREWS/TURNER FIN MTG	GENERAL FUND	CITY HALL	150.00
	3/28/25	ANDREWS/TURNER FIN MTG	GENERAL FUND	CITY HALL	150.00
				TOTAL:	300.00
NAPA AUTO PARTS	3/14/25	PW SHOP OIL FILTERS X4	GENERAL FUND	STREETS & TRANSPORT	21.32
	3/14/25	PW 3PC SCREWDRIVER SET X1	GENERAL FUND	STREETS & TRANSPORT	25.20
				TOTAL:	46.52
NCR PAYMENT SOLUTIONS, FL, LLC	3/13/25	PSI PMT PORT SUP FEB 25	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
ORACLE ELEVATOR HOLDCO, INC	3/04/25	CH ELEVATOR MAINT MAR 25	GENERAL FUND	CITY HALL	155.35
	3/13/25	CH ELEV ALARM BUTTON REP	GENERAL FUND	CITY HALL	272.06
				TOTAL:	427.41
PAYMENTECH - MERCH FEES	3/04/25	FEB2025 TYLER CITY CC FEES	GENERAL FUND	CITY HALL	193.13
				TOTAL:	193.13
PEIA	3/04/25	MAR 2025 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	4,378.48
	3/04/25	MAR 2025 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	5,358.90
	3/04/25	MAR 2025 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	3,803.92
	3/04/25	MAR 2025 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	25,010.58
	3/04/25	MAR 2025 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	12,218.84
	3/04/25	MAR 2025 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	11.90
	3/04/25	MAR 2025 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,150.94
				TOTAL:	52,933.56
PITNEY BOWES PURCHASE POWER	3/20/25	POSTAGE MAR 25	GENERAL FUND	CITY HALL	474.65
	3/20/25	POSTAGE MAR 25	PARKS & RECREATION	Parks & Recreation	27.60
				TOTAL:	502.25
POTOMAC EDISON	3/04/25	ELE FEB 25	GENERAL FUND	CITY HALL	1,650.93
	3/28/25	ELE MAR 25	GENERAL FUND	CITY HALL	1,327.42
	3/04/25	ELE FEB 25	GENERAL FUND	POLICE DEPARTMENT	1,514.27
	3/28/25	ELE MAR 25	GENERAL FUND	POLICE DEPARTMENT	1,244.12
	3/04/25	ELE FEB 25	GENERAL FUND	STREETS & TRANSPORT	355.69
	3/28/25	ELE MAR 25	GENERAL FUND	STREETS & TRANSPORT	303.48
	3/04/25	ELE FEB 25	GENERAL FUND	STREET LIGHTS	12,686.45
	3/28/25	ELE MAR 25	GENERAL FUND	STREET LIGHTS	12,330.32
	3/04/25	ELE FEB 25	PARKS & RECREATION	Parks & Recreation	477.23
	3/04/25	ELE FEB 25	PARKS & RECREATION	Parks & Recreation	2,065.30

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/28/25	ELE MAR 25	PARKS & RECREATION	Parks & Recreation	354.33
	3/28/25	ELE MAR 25	PARKS & RECREATION	Parks & Recreation	1,593.29
				TOTAL:	35,902.83
R&L LANDSCAPES, INC.	3/04/25	LANDSCAPE MARCH 25	GENERAL FUND	POLICE DEPARTMENT	166.66
	3/20/25	FF XING SNOW 1/19-20/25	GENERAL FUND	STREETS & TRANSPORT	1,000.00
	3/20/25	FF XING SNOW 1/19-20/25	GENERAL FUND	STREETS & TRANSPORT	800.00
	3/20/25	FF XING SNOW 1/19-20/25	GENERAL FUND	STREETS & TRANSPORT	1,000.00
	3/20/25	FF XING SNOW 1/19-20/25	GENERAL FUND	STREETS & TRANSPORT	1,400.00
	3/04/25	LANDSCAPE MARCH 25	GENERAL FUND	STREETS & TRANSPORT	8,321.50
	3/04/25	LANDSCAPE MARCH 25	PARKS & RECREATION	Parks & Recreation	1,475.00
	3/04/25	LANDSCAPE MARCH 25	PARKS & RECREATION	Parks & Recreation	291.66
				TOTAL:	14,454.82
RCS SECURITY	3/14/25	CH FIRE MONITORING 2/1-4/3	GENERAL FUND	CITY HALL	66.00
	3/14/25	CC FIRE MONITORING 2/1-4/3	PARKS & RECREATION	Parks & Recreation	66.00
	3/14/25	CC CELL COMM/MONT SV 2/1-4	PARKS & RECREATION	Parks & Recreation	36.00
	3/14/25	CC CELL COMM/MONT SV 2/1-4	PARKS & RECREATION	Parks & Recreation	54.00
				TOTAL:	222.00
REDNAO GOMEZ PALACIO	3/14/25	WILT PDF BUILDER/WEB	GENERAL FUND	CITY ADMINISTRATION	49.99
				TOTAL:	49.99
RICE TIRE CO	3/14/25	PD #20 TIRE X1	GENERAL FUND	POLICE DEPARTMENT	137.76
	3/14/25	PD #7 TIRES (4)	GENERAL FUND	POLICE DEPARTMENT	542.92
				TOTAL:	680.68
RUCKMAN ENGINEERING PLC	3/06/25	PERMIT RV 2/25-28/25	GENERAL FUND	PLANNING & ZONING	175.00
	3/27/25	PERMT RVW 3/10-17/25	GENERAL FUND	PLANNING & ZONING	640.00
				TOTAL:	815.00
SCPDC	3/11/25	MY GOV FEB 25	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHADE EQUIPMENT	3/27/25	PW SCAG MOWER SV KIT	GENERAL FUND	STREETS & TRANSPORT	98.50
				TOTAL:	98.50
SHARE CORPORATION	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	129.00
	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	59.40
	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	789.60
	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	232.80
	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	167.00
	3/20/25	PW SHOP SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	230.40
				TOTAL:	1,608.20
SHEETZ	3/14/25	COULTER FUEL 2/18/25	GENERAL FUND	PLANNING & ZONING	42.60
	3/14/25	HUTCHERSON FUEL 2/2-26/25	GENERAL FUND	POLICE DEPARTMENT	437.58
	3/14/25	LANCASTER FUEL 2/2-25/25	GENERAL FUND	POLICE DEPARTMENT	125.15
	3/14/25	JENKINS FUEL 2/4-23/25	GENERAL FUND	POLICE DEPARTMENT	217.35
	3/14/25	LUTMAN FUEL 1/30-2/21/25	GENERAL FUND	POLICE DEPARTMENT	129.97
	3/14/25	LYNCH FUEL 2/15/25	GENERAL FUND	POLICE DEPARTMENT	31.03
	3/14/25	SEALANDER FUEL 1/31-2/23/2	GENERAL FUND	POLICE DEPARTMENT	198.46
	3/14/25	SEALANDER ACDMY FOOD 1/31/	GENERAL FUND	POLICE DEPARTMENT	9.69
	3/14/25	SEALANDER ACDMY FOOD 2/14/	GENERAL FUND	POLICE DEPARTMENT	6.71
	3/14/25	SEALANDER ACDMY FOOD 2/16/	GENERAL FUND	POLICE DEPARTMENT	16.53
	3/14/25	SEALANDER ACDMY FOOD 2/21/	GENERAL FUND	POLICE DEPARTMENT	15.05

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/14/25	DIX FUEL 2/11-25/25	GENERAL FUND	STREETS & TRANSPORT	102.00
	3/14/25	HARDER FUEL 2/11/25	GENERAL FUND	STREETS & TRANSPORT	73.29
	3/14/25	PIERSON FUEL 1/31-2/10/25	GENERAL FUND	STREETS & TRANSPORT	100.27
	3/14/25	SMITH FUEL 2/10/2025	GENERAL FUND	STREETS & TRANSPORT	79.00
	3/14/25	R HAWKINS FUEL 2/11/25	GENERAL FUND	STREETS & TRANSPORT	48.69
	3/14/25	SILVEOUS FUEL 1/31-2/24/25	GENERAL FUND	STREETS & TRANSPORT	235.35
				TOTAL:	1,868.72
SHERWIN-WILLIAMS	3/14/25	MF PAINT X1 GALLON	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	53.95
	3/14/25	MF PAINT X5 GALLONS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	291.57
	3/14/25	MF PAINT X5 GALLONS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	286.09
	3/14/25	MF PAINT X5 GALLONS	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	214.65
	3/14/25	MF PAINT X1 GALLON	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	56.95
				TOTAL:	903.21
SIGNIFY NORTH AMERICA CORPORATION	3/24/25	LED KITS X10	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	3,550.00
				TOTAL:	3,550.00
SOUTHERN STATES	3/14/25	CVB MOUSE TRAPS X2, GLOVES	GENERAL FUND	STREETS & TRANSPORT	14.99
	3/14/25	CVB MOUSE TRAPS X2, GLOVES	PARKS & RECREATION	Parks & Recreation	26.97
				TOTAL:	41.96
SPECIALTY PRINTING	3/14/25	T MICHAEL BUS CARDS X250	PARKS & RECREATION	Parks & Recreation	51.00
				TOTAL:	51.00
SPEEDWAY	3/14/25	SEALANDER FUEL 1/31-2/16/2	GENERAL FUND	POLICE DEPARTMENT	122.40
	3/14/25	SEALANDER ACDMY FOOD 1/31/	GENERAL FUND	POLICE DEPARTMENT	6.07
				TOTAL:	128.47
SUNBELT RENTALS, INC	3/27/25	PW SCISSORLIFT 3/17-18/25	GENERAL FUND	STREETS & TRANSPORT	158.88
				TOTAL:	158.88
SUNOCO	3/14/25	HOOD FUEL 2/3-24/25	GENERAL FUND	POLICE DEPARTMENT	130.12
	3/14/25	PALMER FUEL 2/1-27/25	GENERAL FUND	POLICE DEPARTMENT	332.40
	3/14/25	LYNCH FUEL 2/10/25	GENERAL FUND	POLICE DEPARTMENT	33.62
	3/14/25	MEACHAM FUEL 2/27/25	GENERAL FUND	POLICE DEPARTMENT	33.46
	3/14/25	DIX FUEL 2/10/25	GENERAL FUND	STREETS & TRANSPORT	70.00
	3/14/25	WHITE FUEL 2/6-27/25	GENERAL FUND	STREETS & TRANSPORT	163.00
	3/14/25	R HAWKINS FUEL 2/7/25	GENERAL FUND	STREETS & TRANSPORT	60.00
				TOTAL:	822.60
SUPERIOR AUTO BODY LLC	3/14/25	PD #18 WINDOW REGULATOR/TR	GENERAL FUND	POLICE DEPARTMENT	161.99
				TOTAL:	161.99
SUPERIOR LAUNDRIES INC.	3/04/25	PD & PW MATS 2/5/2025	GENERAL FUND	POLICE DEPARTMENT	23.99
	3/04/25	PD & PW MATS 2/12/2025	GENERAL FUND	POLICE DEPARTMENT	23.99
	3/04/25	PD & PW MATS 2/19/2025	GENERAL FUND	POLICE DEPARTMENT	23.99
	3/04/25	PD & PW MATS 2/26/2025	GENERAL FUND	POLICE DEPARTMENT	23.99
	3/04/25	PD & PW MATS 2/5/2025	GENERAL FUND	STREETS & TRANSPORT	16.33
	3/04/25	PD & PW MATS 2/12/2025	GENERAL FUND	STREETS & TRANSPORT	16.33
	3/04/25	PD & PW MATS 2/19/2025	GENERAL FUND	STREETS & TRANSPORT	16.33
	3/04/25	PD & PW MATS 2/26/2025	GENERAL FUND	STREETS & TRANSPORT	16.33
				TOTAL:	161.28
T-MOBILE	3/04/25	CELL PHONE FEB 25	GENERAL FUND	PLANNING & ZONING	63.98
	3/28/25	CELL PHONES MAR 25	GENERAL FUND	PLANNING & ZONING	63.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	3/04/25	CELL PHONE FEB 25	GENERAL FUND	CITY HALL	243.39
	3/28/25	CELL PHONES MAR 25	GENERAL FUND	CITY HALL	243.39
	3/04/25	CELL PHONE FEB 25	GENERAL FUND	POLICE DEPARTMENT	95.97
	3/28/25	CELL PHONES MAR 25	GENERAL FUND	POLICE DEPARTMENT	95.97
	3/04/25	CELL PHONE FEB 25	GENERAL FUND	STREETS & TRANSPORT	278.96
	3/28/25	CELL PHONES MAR 25	GENERAL FUND	STREETS & TRANSPORT	255.92
	3/04/25	CELL PHONE FEB 25	PARKS & RECREATION	Parks & Recreation	31.99
	3/04/25	CELL PHONE FEB 25	PARKS & RECREATION	Parks & Recreation	31.99
	3/28/25	CELL PHONES MAR 25	PARKS & RECREATION	Parks & Recreation	31.99
	3/28/25	CELL PHONES MAR 25	PARKS & RECREATION	Parks & Recreation	31.99
				TOTAL:	1,469.52
TEK ADVISORS LLC	3/06/25	COMP MAINT MAR 25	GENERAL FUND	CITY HALL	6,766.39
	3/06/25	COMP MAINT MAR 25	GENERAL FUND	CITY HALL	185.20-
	3/06/25	COMP MAINT MAR 25	GENERAL FUND	POLICE DEPARTMENT	1,103.86
	3/06/25	COMP MAINT MAR 25	GENERAL FUND	STREETS & TRANSPORT	71.25
	3/06/25	COMP MAINT MAR 25	PARKS & RECREATION	Parks & Recreation	327.49
	3/06/25	COMP MAINT MAR 25	PARKS & RECREATION	Parks & Recreation	23.75
				TOTAL:	8,107.54
THE GUN SHOP	3/14/25	PD 223 REM ROUNDS X1000	GENERAL FUND	POLICE DEPARTMENT	732.98
	3/14/25	PD 9MM AMERICAN EAGLE X100	GENERAL FUND	POLICE DEPARTMENT	256.80
				TOTAL:	989.78
THE JOURNAL	3/14/25	CHIEF OF POLICE JOB AD 2/1	GENERAL FUND	POLICE DEPARTMENT	2,575.00
	3/14/25	PD 52 WK SUBSCRIPTION	GENERAL FUND	POLICE DEPARTMENT	208.00
				TOTAL:	2,783.00
THE ZPS STORE	3/14/25	PD CRUISER PRINTER CABLES	GENERAL FUND	POLICE DEPARTMENT	163.86
				TOTAL:	163.86
THOMPSON GAS	3/27/25	CH PROPANE 3/14/25	GENERAL FUND	CITY HALL	374.79
	3/27/25	CH PROPANE 3/14/25	GENERAL FUND	CITY HALL	469.95
	3/11/25	PW PROPANE 2/26/25	GENERAL FUND	STREETS & TRANSPORT	40.56
	3/18/25	ST PROPANE 3/4/25	GENERAL FUND	STREETS & TRANSPORT	0.43
	3/18/25	ST PROPANE 3/4/25	GENERAL FUND	STREETS & TRANSPORT	231.66
	3/20/25	PW PROPANE 3/10/25	GENERAL FUND	STREETS & TRANSPORT	69.14
				TOTAL:	1,186.53
TIMOTHY P. STRANKO, ESQ	3/13/25	LEGAL RETAINER MAR 25	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TOP TIER SOLAR SOLUTIONS LLC	3/18/25	PRMT 24-393 REFUND	GENERAL FUND	NON-DEPARTMENTAL	246.45
				TOTAL:	246.45
TRACTOR SUPPLY	3/14/25	PW WATER (4 CASES)	GENERAL FUND	STREETS & TRANSPORT	21.96
				TOTAL:	21.96
TRAVELERS INSURANCE	3/13/25	PRO LIA/UMB 7/1/24-7/1/25	GENERAL FUND	CITY HALL	25,230.50
	3/13/25	PRO LIA/UMB 7/1/24-7/1/25	GENERAL FUND	CITY HALL	1,989.25
	3/13/25	PRO LIA/UMB 7/1/24-7/1/25	GENERAL FUND	CITY HALL	11,807.57
	3/13/25	PRO LIA/UMB 7/1/24-7/1/25	GENERAL FUND	CITY HALL	17,701.69
	3/13/25	SURETY 3/17/25-3/17/28	GENERAL FUND	STREETS & TRANSPORT	250.00
				TOTAL:	56,979.01
TRUIST MERCHANT SERVICES	3/18/25	FEB2025 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	422.11

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	422.11
UNITED WAY OF THE EASTERN PANHANDLE	3/04/25	FEB 2025 TEEN COURT REMIT	GENERAL FUND	POLICE DEPARTMENT	776.69
				TOTAL:	776.69
US BANK	3/14/25	FEB2025 CARD STMT PYMT	GENERAL FUND	NON-DEPARTMENTAL	41,734.39
				TOTAL:	41,734.39
VICKY FIELDS	3/11/25	RV/UPDATE EMP HNDBK	GENERAL FUND	CITY ADMINISTRATION	4,500.00
				TOTAL:	4,500.00
VISION SERVICE PLAN	3/04/25	MAR 2025 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	58.69
	3/04/25	MAR 2025 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	66.49
	3/04/25	MAR 2025 VISION INS PREMIU	GENERAL FUND	CITY HALL	35.30
	3/04/25	MAR 2025 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	358.39
	3/04/25	MAR 2025 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	119.37
	3/04/25	MAR 2025 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.24
				TOTAL:	662.48
WALMART	3/14/25	PD COURT ROOM TV X1	GENERAL FUND	POLICE DEPARTMENT	198.00
	3/14/25	PD COURT ROOM TV MOUNT X1	GENERAL FUND	POLICE DEPARTMENT	29.88
				TOTAL:	227.88
WEIS	3/14/25	SIGULINSKY FUEL 2/14-21/25	GENERAL FUND	POLICE DEPARTMENT	113.00
				TOTAL:	113.00
WENDYS	3/14/25	SEALANDER ACDMY FOOD 2/2/2	GENERAL FUND	POLICE DEPARTMENT	17.79
				TOTAL:	17.79
WEST VIRGINIA AMERICAN WATER	3/14/25	MF IRRIGATION WATER 1/7-2/	PARKS & RECREATION	Parks & Recreation	362.38
	3/14/25	MF WATER 1/7-2/3/25	PARKS & RECREATION	Parks & Recreation	114.28
				TOTAL:	476.66
WILLIAM SILVEOUS	3/18/25	CONTOR LIC RENWL REIMB	GENERAL FUND	STREETS & TRANSPORT	92.03
				TOTAL:	92.03
WPFORMS.COM	3/14/25	CITY WEBSITE DOC TEMPLATE	GENERAL FUND	CITY HALL	39.60
				TOTAL:	39.60
WV STATE AUDITOR	3/14/25	FY23 CPA-FINANCIAL AUDIT	GENERAL FUND	CITY HALL	1,479.00
				TOTAL:	1,479.00
WV STATE TREASURER'S OFFICE	3/03/25	FEB2025 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	5,988.64
				TOTAL:	5,988.64
**PAYROLL EXPENSES		3/01/2025 - 3/31/2025	GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	5,000.04
			GENERAL FUND	CITY ADMINISTRATION	23,012.89
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	26,908.87

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
**PAYROLL EXPENSES			GENERAL FUND	CITY HALL	19,128.28
			GENERAL FUND	POLICE DEPARTMENT	128,028.33
			GENERAL FUND	STREETS & TRANSPORT	40,164.46
			PARKS & RECREATION	Parks & Recreation	16,107.17
				TOTAL:	261,250.04

FUND TOTALS		
001	GENERAL FUND	717,652.65
201	CAPITAL IMPROVEMENT	20,730.45
900	PARKS & RECREATION	30,959.19
901	CONVENTION & VISITORS	33.32
	GRAND TOTAL:	769,375.61

TOTAL PAGES: 14

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: 3/01/2025 THRU 3/31/2025

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 3/01/2025 THRU 3/31/2025

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Item
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 2025
General Fund Budget
March 2025 Financials
75% through Budget Year

	Current Budget FY2025 3-18-2025	Year to Date	Budget Balance	% of Budget Received
FY24 Carryover Fund Balance	*4,881,368*	*4,881,368*	-	100%
Revenue Summary				
Taxes	5,666,480	4,852,023	(814,457)	86%
Fines & Forfeitures	400,000	310,490	(89,510)	78%
Licenses & Permits	1,156,500	907,306	(249,194)	78%
Charges for Services	-	-	-	-
Intergovernmental	550,800	392,856	(157,944)	71%
Miscellaneous	103,500	85,319	(18,181)	82%
Total Revenues	***12,758,648***	***11,429,361***	***(1,329,287)***	***90%***
Expenditure Summary				
Mayor's Office	16,560	9,750	6,810	59%
City Council	67,800	48,443	19,357	71%
City Administrator	452,750	296,486	156,264	65%
Police Judge's Office	34,300	19,382	14,918	57%
Contribution to Commissions	187,944	57,879	130,065	31%
Regional Development Authority	5,150	5,107	43	99%
Planning & Zoning	951,875	621,311	330,564	65%
Elections	37,750	24,763	12,987	66%
City Hall	1,446,250	968,485	477,765	67%
Contribution/Transfer	3,379,314	2,675,451	703,864	79%
Contingency	1,260,865	-	1,260,865	0%
Police Department	2,851,650	2,074,225	777,425	73%
Police Special Duty	9,290	9,051	239	97%
Streets Department	1,372,150	848,002	524,148	62%
Street Lights	135,000	95,567	39,433	71%
Parks & Recreation	325,000	169,761	155,239	52%
Convention & Visitor's Bureau	225,000	153,969	71,031	68%
Total Expenditures	***12,758,648***	***8,077,632***	***4,681,016***	***63%***
Revenue Over Expenses		***3,351,729***		

FY 2025 General Fund Budget Revenues

Account Number	*Description*	*Original FY2025 Budget*	*Current FY25 Budget as of 3/18/2025*	*FY2025 Q1*	*FY2025 Q2*	*Jan-25*	*Feb-25*	*Mar-25*	*FY2025 Q3*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY24 Carryover Fund Balance	**2,175,975**	**4,881,368**	4,881,368	-	-	-	-	-	**4,881,368**	-	*100%*
001.301.100	Ad Valorem Tax Current Year	1,620,230	1,620,230	930,240	147,543	14,768	41,108	517,697	573,573	1,651,355	(31,125)	*102%*
001.303.100	Gas and Oil Severance Tax Current Year	25,000	20,000	-	20,000	-	-	-	-	20,000	(0)	*100%*
001.304.100	Utility Tax	200,000	250,000	34,841	91,785	24,072	13,706	63,095	100,873	227,500	22,500	*91%*
001.305.100	B&O Tax	2,000,000	3,250,000	55,098	1,024,148	870,307	572,508	53,368	1,496,183	2,575,428	674,572	*79%*
001.306.100	Wine and Liquor Tax	80,000	75,000	-	17,741	-	19,291	-	19,291	37,033	37,967	*49%*
001.307.100	Animal Tax	1,250	1,250	856	262	30	24	14	68	1,185	65	*95%*
001.308.100	Hotel/Motel Tax	600,000	450,000	98,131	138,875	32,501	38,430	31,583	102,515	339,521	110,479	*75%*
001.320.100	Fines, Fees, and Court Costs	450,000	400,000	98,325	102,391	38,604	30,085	40,910	109,599	310,315	89,685	*78%*
001.321.100	Parking Tickets	-	-	155	15	-	-	5	5	175	(175)	*N/A*
001.325.100	Business Licenses	20,000	25,000	12,543	1,934	120	285	590	995	15,472	9,528	*62%*
001.326.100	Building Permits	325,000	1,000,000	208,627	291,115	85,669	47,240	183,064	315,973	815,716	184,284	*82%*
001.328.100	Franchise Tax	45,000	45,000	-	11,648	-	11,320	-	11,320	22,968	22,032	*51%*
001.329.100	Rental Registration	1,000	1,500	220	700	20	20	-	40	960	540	*64%*
001.330.100	IRP Fees	75,000	85,000	13,973	18,229	283	6,283	13,423	19,988	52,190	32,810	*61%*
001.369.100	Contributions from Other Funds (Sales Tax)	1,800,000	500,000	-	350,000	-	-	-	-	350,000	150,000	*70%*
001.369.101	Contributions from Other Funds (ARPA Revenue Loss Allowance XFR)	-	8,800	-	-	-	-	8,771	8,771	8,771	29	*100%*
001.374.100	Payroll Reimbursement	30,000	42,000	6,229	7,673	14,164	4,085	1,933	20,182	34,085	7,915	*81%*
001.380.100	Interest Gained on Investments	25,000	30,000	10,196	7,166	1,946	2,027	2,214	6,188	23,550	6,450	*78%*
001.382.100	Refunds & Rebates	15,000	30,000	3,626	14,381	2,308	1,294	4,332	7,933	25,940	4,060	*86%*
001.383.100	Sale of Fixed Asset	1,000	20,000	15,000	2,700		-	-	-	17,700	2,300	*89%*
001.386.100	Insurance Claim	-	15,000	6,315	3,676	1,251	-	-	1,251	11,241	3,759	*N/A*
001.389.100	Accident Reports	5,000	5,000	1,476	1,520	700	360	300	1,360	4,356	644	*87%*
001.399.100.	Miscellaneous	1,000	3,000	1,075	100	1,249	452	(614)	1,086	2,261	739	*75%*
001.399.102	Yard Sale Fees	250	250	85	20	-	5	10	15	120	130	*48%*
001.399.103	Fingerprint Fee	250	250	85	40	10	5	10	25	150	100	*60%*
	Total Revenues	***9,495,955***	***12,758,648***	***6,378,462***	***2,253,664***	***1,088,001***	***788,529***	***920,705***	***2,797,235***	***11,429,361***	***1,329,287***	***90%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 3/18/2025	FY2025 Q1	FY2025 Q2	Jan-25	Feb-25	Mar-25	FY2025 Q3	Year-to-date	Budget Balance	Percent of Budget Expended
409 - Mayor's Office											
001.409.101	Mayor Salary	12,000	3,000	3,000	1,000	1,000	1,000	3,000	9,000	3,000	75%
001.409.104	Mayor FICA	960	230	230	77	77	77	230	689	272	72%
001.409.214	Mayor Travel	2,000	-	-	-	-	-	-	-	2,000	0%
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	-	-	61	-	-	61	61	439	12%
001.409.568	Mayor Contributions	500	-	-	-	-	-	-	-	500	0%
	Total	**16,560**	**3,230**	**3,230**	***1,138***	***1,077***	***1,077***	**3,291**	***9,750***	***6,810***	***59%***
410 - City Council											
001.410.101	City Council Salary	60,000	15,000	15,000	5,000	5,000	5,000	15,000	45,000	15,000	75%
001.410.104	City Council FICA	4,800	1,148	1,148	383	383	383	1,148	3,443	1,358	72%
001.410.214	City Council Travel	2,000	-	-	-	-	-	-	-	2,000	0%
001.410.230	City Council Contracted Services	500	-	-	-	-	-	-	-	500	0%
001.410.341	City Council Departmental Supplies	500	-	-	-	-	-	-	-	500	0%
	Total	**67,800**	**16,148**	**16,148**	**5,383**	**5,383**	**5,383**	**16,148**	**48,443**	**19,357**	**71%**
412 - City Administration Office											
001.412.103	City Administration Salary (3 FT employees)	243,000	59,102	55,274	26,819	17,880	23,013	67,712	182,088	60,912	75%
001.412.104	City Administration FICA	19,750	4,723	4,413	2,144	1,429	1,822	5,395	14,532	5,218	74%
001.412.105	City Administration Insurance	61,000	15,114	14,985	4,992	4,992	4,992	14,976	45,075	15,925	74%
001.412.106	City Administration Retirement	29,500	5,910	5,365	2,682	1,788	1,791	6,261	17,536	11,964	59%
001.412.211	City Administration Phone	1,250	-	294	-	-	-	-	294	956	24%
001.412.214	City Administration Travel	5,000	2,461	531	-	-	181	181	3,173	1,827	63%
001.412.220	City Administration Ads/Legal Publications	2,500	-	40	-	-	-	-	40	2,460	2%
001.412.221	City Administration Training	2,500	1,383	160	-	-	345	345	1,888	612	76%
001.412.222	City Administration Dues and Subscriptions	3,500	634	874	21	21	21	64	1,573	1,927	45%
001.412.223	City Administration Professional Services	25,000	567	12,067	189	189	189	567	13,201	11,799	53%
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	-	2,485	-	63	94	157	2,641	2,359	53%
001.412.343	City Administration Gas Oil Tires	500	219	-	-	-	153	153	373	127	75%
001.412.345	City Administration Uniforms	1,500	238	-	-	-	-	-	238	1,262	16%
001.412.353	City Administration Computer Software	32,500	12,076	945	-	627	186	814	13,834	18,666	43%
	Total	**452,750**	**102,427**	**97,432**	***36,848***	***26,990***	***32,789***	**96,627**	***296,486***	***156,264***	***65%***
416 - Police Judge's Office											
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	5,700	6,512	1,900	1,900	1,900	5,700	17,912	7,088	72%
001.416.104	Police Judge FICA	2,000	436	498	145	145	145	436	1,370	630	69%
001.416.223	Police Judge Professional Services	7,000	-	-	-	-	-	-	-	7,000	0%
001.416.226	Police Judge Insurance and Bonds	300	-	-	-	-	100	100	100	200	33%
	Total	**34,300**	**6,136**	**7,010**	***2,045***	***2,045***	***2,145***	**6,236**	***19,382***	***14,918***	***57%***
424 - Contributions											
001.424.568	Contributions - Dispersed	-	-	-	-	-	-	-	-		
	PANTRAN	15,000	-	-	-	-	-	-	-	15,000	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	54,703	-	-	-	-	-	-	-	54,703	0%
	2023 Ranson Community Distribution Program	65,538	7,298	47,481	-	-	-	-	54,779	10,759	84%
	Community Sponsorship	9,703	1,600	1,500	-	-	-	-	3,100	6,603	32%
	Total	**187,944**	***8,898***	***48,981***	**-**	**-**	**-**	**-**	***57,879***	***130,065***	***31%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 3/18/2025	FY2025 Q1	FY2025 Q2	Jan-25	Feb-25	Mar-25	FY2025 Q3	Year-to-date	Budget Balance	Percent of Budget Expended
435 - Regional Development Authority											
001.435.222	Region 9 Planning & Development Council	**5,150**	5,107	-	-	-	-	-	5,107	43	99%
437 - Planning and Zoning											
001.437.103	Planning & Zoning Salary (5 FT employees)	354,000	92,849	83,393	40,343	26,895	26,895	94,133	270,374	83,626	76%
001.437.104	Planning and Zoning FICA	29,000	7,314	6,545	3,208	2,128	2,124	7,459	21,319	7,681	74%
001.437.105	Planning and Zoning Insurance	75,000	18,435	18,416	6,108	6,108	6,108	18,324	55,174	19,826	74%
001.437.106	Planning and Zoning Retirement	42,500	8,255	7,173	3,587	2,391	2,391	8,369	23,796	18,704	56%
001.437.108	Planning and Zoning Overtime/Extra Help	5,000	489	55	321	69	14	403	948	4,052	19%
001.437.110	Planning and Zoning Fringe Benefits	250	250	-	-	-	-	-	250	-	100%
001.437.211	Planning and Zoning Telephone	2,000	-	494	64	64	64	192	686	1,314	34%
001.437.214	Planning and Zoning Travel	2,000	672	-	-	-	-	-	672	1,328	34%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	-	31	182	214	214	286	43%
001.437.218	Planning and Zoning Postage	1,000	-	-	-	-	-	-	-	1,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	365	533	141	356	445	942	1,840	2,160	46%
001.437.221	Planning and Zoning Training	7,500	1,136	247	-	-	266	266	1,649	5,851	22%
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	120,988	63,094	23,632	20,630	9,265	53,527	237,609	162,391	59%
001.437.226	Planning and Zoning Insurance & Bonds	125	-	-	-	-	-	-	-	125	0%
001.437.230	Planning and Zoning Contracted Services	1,000	237	-	49	-	54	103	340	660	34%
001.437.341	Planning and Zoning Supplies and Materials	8,500	1,026	13	-	-	7	7	1,046	7,454	12%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	558	213	85	43	73	201	971	1,529	39%
001.437.345	Planning and Zoning Uniforms	2,500	-	-	-	-	-	-	-	2,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	1,621	1,621	540	540	-	1,081	4,323	8,677	33%
	Total	**951,875**	**254,296**	**181,796**	***78,076***	***59,255***	***47,888***	**185,219**	***621,311***	***330,564***	***65%***
438 - Elections											
001.438.220	Elections Advertising	750	-	-	52	-	-	52	52	698	7%
001.438.230	Elections Contracted Services (Poll workers)	35,250	23,163	-	-	-	-	-	23,163	12,087	66%
001.438.341	Elections Supplies and Materials	1,750	-	-	-	-	1,548	1,548	1,548	202	88%
	Total	**37,750**	**23,163**	**-**	**52**	**-**	**1,548**	**1,600**	**24,763**	**12,987**	**66%**
440 - City Hall											
001.440.103	City Hall Salary (4 FT employees)	270,000	65,113	59,556	28,692	19,128	19,128	66,949	191,618	78,382	71%
001.440.104	City Hall FICA	22,250	5,208	4,729	2,282	1,530	1,536	5,348	15,285	6,965	69%
001.440.105	City Hall Insurance	50,500	9,367	10,265	3,410	3,410	4,229	11,049	30,682	19,818	61%
001.440.106	City Hall Retirement	32,500	5,540	5,123	2,561	1,810	1,913	6,284	16,947	15,553	52%
001.440.108	City Hall Overtime / Extra Help	5,000	544	9	9	19	-	27	580	4,420	12%
001.440.211	City Hall Telephone	25,000	4,254	5,796	1,800	2,305	1,181	5,286	15,336	9,664	61%
001.440.212	City Hall Printing	7,500	1,387	685	27	48	48	123	2,195	5,305	29%
001.440.213	City Hall Utilities	25,000	4,048	3,517	2,033	3,396	2,336	7,764	15,329	9,671	61%
001.440.214	City Hall Travel	1,500	-	-	-	-	-	-	-	1,500	0%
001.440.215	City Hall Maintenance / Repair Building	20,000	6,569	2,992	1,649	-	220	1,868	11,429	8,571	57%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	-	-	-	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	-	-	-	-	-	-	500	0%
001.440.218	City Hall Postage / Meter	8,000	1,472	897	512	-	987	1,499	3,869	4,131	48%
001.440.219	City Hall Building and Equipment Rents	11,000	2,019	2,093	640	511	782	1,933	6,045	4,955	55%
001.440.220	City Hall Advertising / Legal Publications	5,000	1,830	251	-	52	-	52	2,132	2,868	43%
001.440.221	City Hall Training	5,500	-	160	-	-	300	300	460	5,040	8%
001.440.222	City Hall Dues and Subscriptions	10,000	1,956	15	-	-	-	-	1,971	8,029	20%
001.440.223	City Hall Professional Services	125,000	13,750	15,379	4,500	5,894	8,070	18,464	47,593	77,407	38%

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 3/18/2025	FY2025 Q1	FY2025 Q2	Jan-25	Feb-25	Mar-25	FY2025 Q3	Year-to-date	Budget Balance	Percent of Budget Expended
001.440.224	City Hall Audit Costs	109,500	9,241	55,235	12,025	1,479	29,086	42,590	107,066	2,435	98%
001.440.226	City Hall Insurance and Bonds (Travelers)	291,500	134,142	76,317	-	-	69,273	69,273	279,732	11,768	96%
001.440.230	City Hall Contracted Services	200,000	45,263	41,334	22,613	7,843	9,218	39,674	126,272	73,728	63%
001.440.232	City Hall Bank Charges	50,000	12,416	10,177	3,488	5,056	3,348	11,893	34,486	15,514	69%
001.440.341	City Hall Supplies and Materials	36,000	4,738	2,252	925	2,743	292	3,960	10,950	25,050	30%
001.440.343	City Hall Oil, Gas & Tires	500	28	31	-	-	-	-	59	441	12%
001.440.345	City Hall Uniforms	2,000	-	-	-	-	-	-	-	2,000	0%
001.440.353	City Hall Computer Software	130,000	48,411	-	-	40	-	40	48,451	81,550	37%
001.440.570	City Hall Miscellaneous Fees	2,000	-	-	-	-	-	-	-	2,000	0%
	Total	**1,446,250**	**377,297**	**296,811**	***87,166***	***55,264***	***151,946***	**294,377**	***968,485***	***477,765***	***67%***
444 - Contributions to Other Funds											
1.444.566	Contributions to Others Funds										
	Municipal Capital Improvement	2,317,178	-	965,123	-	-	1,000,123	1,000,123	1,965,246	351,932	85%
	Municipal Stabilization	1,062,136	-	337,603	-	-	372,602	372,602	710,205	351,932	67%
	Total	**3,379,314**	***-***	***1,302,726***	***-***	***-***	***1,372,725***	***1,372,725***	***2,675,451***	***703,864***	***79%***
699 - Contingencies											
1.699.000	Contingencies	1,260,865	-	-	-	-	-	-	-	1,260,865	0%
	Total	**1,260,865**	***-***	***-***	***-***	***-***	***-***	***-***	***-***	***1,260,865***	***0%***
700 - Police											
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,574,950	423,409	362,610	178,890	128,010	119,158	426,057	1,212,077	362,873	77%
001.700.104	Police FICA	140,950	36,675	31,928	16,182	10,941	10,196	37,319	105,922	35,028	75%
001.700.105	Police Insurance	352,500	88,537	83,730	28,628	28,628	28,628	85,885	258,152	94,348	73%
001.700.106	Police Retirement	179,250	37,859	32,453	16,674	11,119	11,286	39,079	109,391	69,859	61%
001.700.108	Police Overtime / Extra Help	175,000	38,095	39,859	25,028	9,920	8,871	43,818	121,773	53,227	70%
001.700.110	Police Fringe Benefits	4,750	-	-	-	-	-	-	-	4,750	0%
001.700.211	Police Telephone	7,500	982	1,611	437	437	446	1,320	3,913	3,587	52%
001.700.212	Police Printing	500	-	-	-	-	-	-	-	500	0%
001.700.213	Police Utilities	17,500	2,665	3,311	1,939	1,961	1,739	5,639	11,616	5,884	66%
001.700.214	Police Travel	10,000	2,140	1,018	256	115	139	510	3,668	6,332	37%
001.700.215	Police Maintenance / Repair Building	12,500	655	-	420	-	5,703	6,124	6,779	5,721	54%
001.700.216	Police Maintenance / Repair Equipment	1,500	-	-	-	-	-	-	-	1,500	0%
001.700.217	Police Vehicle Maintenance	35,000	3,789	7,061	10,568	1,530	1,271	13,368	24,218	10,782	69%
001.700.218	Police Postage	1,000	34	19	11	-	-	11	64	936	6%
001.700.219	Police Building and Equipment Rents	5,000	1,158	1,184	382	567	382	1,330	3,672	1,328	73%
001.700.220	Police Advertising / Legal Publication	750	-	-	-	-	-	-	-	750	0%
001.700.221	Police Training	10,000	2,965	1,293	-	1,500	-	1,500	5,758	4,242	58%
001.700.222	Police Dues and Subscriptions	1,500	100	50	200	428	-	628	778	722	52%
001.700.223	Police Professional Services	30,000	13,827	6,642	-	-	8,442	8,442	28,910	1,090	96%
001.700.226	Police Insurance and Bonds	200	-	-	-	-	-	-	-	200	0%
001.700.230	Police Contracted Services	35,500	8,249	4,321	1,619	2,236	2,120	5,975	18,545	16,955	52%
001.700.233	Police Investigation Fees	1,000	-	-	-	-	-	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	102,000	15,886	23,462	9,044	8,638	6,765	24,448	63,796	38,204	63%
001.700.236	Police Refunds	1,000	-	-	-	-	-	-	-	1,000	0%
001.700.341	Police Supplies and Materials	30,000	2,992	4,894	1,031	2,110	2,532	5,673	13,558	16,442	45%
001.700.343	Police Gas Oil Tires	72,000	16,074	17,958	5,056	4,544	4,512	14,112	48,144	23,856	67%
001.700.345	Police Uniforms	12,000	604	4,270	271	112	97	481	5,355	6,645	45%
001.700.353	Police Software	31,000	12,968	12,281	-	-	-	-	25,250	5,750	81%
001.700.570	Police Miscellaneous Fees	6,800	-	-	-	2,888	-	2,888	2,888	3,912	42%
	Total	**2,851,650**	**709,663**	**639,956**	***296,636***	***215,684***	***212,286***	**724,606**	***2,074,225***	***777,425***	***73%***

FY 2025 General Fund Budget Expenditures

Account Number	Description	Current FY25 Budget as of 3/18/2025	FY2025 Q1	FY2025 Q2	Jan-25	Feb-25	Mar-25	FY2025 Q3	Year-to-date	Budget Balance	Percent of Budget Expended
704 - Crossing Guards											
001.704.103	Crossing Guards Salary (5 PT Employees)	8,625	1,888	5,521	1,000	-	-	1,000	8,408	217	97%
001.704.104	Crossing Guards FICA	665	144	422	77	-	-	77	643	22	97%
001.704.570	Crossing Guards Misc	-	-	-	-	-	-	-	-	-	0%
	Total	**9,290**	***2,032***	***5,943***	***1,077***	***-***	***-***	***1,077***	***9,051***	***239***	***97%***
750 - Streets											
001.750.103	Streets Salary (10 FT employees)	653,000	163,839	131,969	68,034	41,175	39,993	149,202	445,010	207,990	68%
001.750.104	Streets FICA	53,600	13,081	10,887	5,666	3,456	3,170	12,292	36,260	17,340	68%
001.750.105	Streets Insurance	187,000	41,711	39,950	13,106	11,604	13,444	38,154	119,815	67,185	64%
001.750.106	Streets Retirement	78,500	14,411	11,747	6,146	3,833	3,904	13,883	40,041	38,459	51%
001.750.108	Streets Overtime / Extra Help	22,500	1,207	5,390	4,385	2,805	172	7,361	13,958	8,542	62%
001.750.110	Streets Fringe Benefits	2,500	2,250	-	-	-	-	-	2,250	250	90%
001.750.211	Streets Telephone	6,750	448	2,402	437	428	405	1,271	4,121	2,629	61%
001.750.213	Streets Utilities	12,500	1,774	1,944	1,175	1,814	899	3,889	7,606	4,894	61%
001.750.214	Streets Travel	2,500	-	-	-	-	-	-	-	2,500	0%
001.750.215	Streets Maintenance / Repair Building	5,000	997	323	21	-	-	21	1,341	3,659	27%
001.750.216	Streets Maintenance / Repair Equipment	15,000	1,460	1,024	154	2,093	560	2,807	5,292	9,708	35%
001.750.217	Streets Maintenance / Repair Vehicles	22,500	889	461	3,764	480	325	4,569	5,919	16,581	26%
001.750.219	Streets Building and Equipment Rents	5,000	281	496	132	128	134	394	1,171	3,829	23%
001.750.221	Streets Training	2,500	-	73	-	-	-	-	73	2,427	3%
001.750.222	Streets Dues	500	-	-	-	-	92	92	92	408	18%
001.750.223	Streets Professional Services	500	-	167	-	-	-	-	167	333	33%
001.750.226	Streets Insurance and Bonds	300	-	-	-	-	250	250	250	50	83%
001.750.230	Streets Contracted Services	200,000	29,821	32,153	26,982	11,942	9,777	48,701	110,676	89,324	55%
001.750.341	Streets Supplies and Materials	60,000	8,651	8,631	2,213	1,557	6,607	10,377	27,659	32,341	46%
001.750.343	Streets Gas Oil Tires	30,000	8,329	6,427	2,613	1,367	1,770	5,750	20,506	9,494	68%
001.750.345	Streets Uniforms	5,000	-	-	90	-	1,005	1,095	1,095	3,905	22%
001.750.353	Streets Software	7,000	1,428	-	-	3,274	-	3,274	4,702	2,298	67%
	Total	**1,372,150**	**290,578**	**254,043**	***134,918***	***85,956***	***82,507***	**303,381**	***848,002***	***524,148***	***62%***
751 - Street Lights											
001.751.213	Street Lights - Utilities	135,000	28,132	30,036	12,270	12,743	12,386	37,399	95,567	39,433	71%
	Total	**135,000**	**28,132**	**30,036**	***12,270***	***12,743***	***12,386***	**37,399**	***95,567***	***39,433***	***71%***
900 - Parks & Recreation											
001.900.568	Parks & Recreation Pass through Hotel Tax	225,000	49,066	69,438	16,250	19,215	15,792	51,257	169,761	55,239	75%
001.900.568.001	Parks & Recreation Operational Contribution	100,000	-	-	-	-	-	-	-	100,000	0%
	Total	***325,000***	**49,066**	**69,438**	***16,250***	***19,215***	***15,792***	**51,257**	***169,761***	***155,239***	***52%***
901 - Convention & Visitors Bureau (CVB)											
001.901.568	CVB Pass through Hotel Tax	225,000	24,889	76,091	17,523	16,250	19,215	52,988	153,969	71,031	68%
	Total	**225,000**	**24,889**	**76,091**	***17,523***	***16,250***	***19,215***	**52,988**	***153,969***	***71,031***	***68%***
	Total Expenses	***12,758,648***	***1,901,061***	***3,029,641***	***689,381***	***499,862***	***1,957,687***	***3,146,930***	***8,077,632***	***4,681,016***	***63%***
	Revenue Over Expenses	***-***	***4,477,401***	***(775,977)***	***398,620***	***288,667***	***(1,036,983)***	***(349,695)***	***3,351,729***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2025 - March 31, 2025
75% through Budget Year

	FY2025 REVISED BUDGET 3-18-2025	FY2025 Q1	FY2025 Q2	JAN 2025	FEB 2025	MARCH 2025	FY2025 Q3	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
Carryover Balance	8,488,226	8,488,226	-	-	-	-	-	8,488,226	-	100%
201.348.100 Special Assessments - Sidewalk Funds	-	-	-	-	-	-	-	-	-	N/A
201.350.100 City Service Fees	300,000	87,000	63,439	63,226	33,000	85,000	181,226	331,665	(31,665)	111%
201.365.100 Grants	29,000	-	29,100	-	-	-	-	29,100	(100)	100%
201.369.100 Contributions from Other Funds	2,242,178	-	965,123	-	-	1,000,123	1,000,123	1,965,246	276,932	88%
201.376.000 Table Games Income	175,000	32,573	48,203	17,809	16,058	15,862	49,729	130,505	44,495	75%
201.380.100 Interest Income	70,000	22,943	18,490	5,283	4,708	6,250	16,240	57,674	12,326	82%
201.381.200 Demo Reimbursements	6,500	-	6,500	-	-	-	-	6,500	-	100%
201.397.100 Video Lottery Income	600,000	42,135	205,609	77,838	57,106	61,176	196,121	443,865	156,135	74%
TOTAL REVENUES	***11,910,904***	***8,672,877***	***1,336,464***	***164,156***	***110,871***	***1,168,411***	***1,443,439***	***11,452,780***	***458,124***	***96%***
EXPENDITURES										
201 Misc Fees										
Bank Charges	175	51	51	27	18	18	62	164	11	94%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES										
Computer Replacement Program (201-975.459.001)	180,000	-	44,469	-	127,980	-	127,980	172,449	7,551	96%
Condemnation of Properties (201-975.459.002)	15,000	-	-	-	-	-	-	-	15,000	0%
Replacement Vehicle (201-975.459.003)	55,000	-	-	-	49,204	-	49,204	49,204	5,796	89%
Total - General Government	*250,175*	*51*	*44,521*	*27*	*177,202*	*18*	*177,246*	*221,818*	*28,357*	*89%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES										
3 Patrol Vehicles (201-976.459.001)	135,000	127,224	-	-	-	-	-	127,224	7,776	94%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	50,009	1,250	-	4,369	-	4,369	55,628	19,372	74%
Two In-Car Camera Systems (201-976.459.002)	20,000	-	19,369	-	-	-	-	19,369	631	97%
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	2,836	-	-	-	-	-	2,836	12,164	19%
Radars (201-976.459.003)	7,500	7,500	-	-	-	-	-	7,500	-	100%
Tasers (201-976.459.003)	15,000	-	-	-	-	-	-	-	15,000	0%
Electronic Fingerprint Machine (201-976.459.004)	30,000	10,200	-	-	-	-	-	10,200		34%
Crash Reconstructor Equipment (201-976.459.004)	29,500	29,250	-	-	-	-	-	29,250	250	99%
Exterior Storage Building at PD (201-976.459.005)	10,000	7,416	-	-	-	-	-	7,416	2,584	74%
CAD Tablet Replacements x5 (201-976.459.003)	16,500	-	-			-	-	-	16,500	0%
New Police Department Building (201-976.459.005)	750,000	18,954	10,000	594,681	-	-	594,681	623,635	126,365	83%
Total - Public Safety	*1,121,500*	*253,389*	*30,619*	*594,681*	*4,369*	-	*599,049*	*883,058*	*238,442*	*79%*
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%
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	200,000	66,173	66,173	-	2,005	6,016	8,021	140,367	59,633	70%
Stormwater Management/Engineering (Mildred) Phase 1 (201-977.459.012)	1,000,000	-	-	-	-	-	-	-	1,000,000	0%

CITY OF RANSON
CAPITAL FUND BUDGET
FY2025 - March 31, 2025
75% through Budget Year

	FY2025 REVISED BUDGET 3-18-2025	FY2025 Q1	FY2025 Q2	JAN 2025	FEB 2025	MARCH 2025	FY2025 Q3	YEAR TO DATE	Budget Balance	% Budget Rcvd/Spent
Stormwater Management/Engineering (Mildred) Phase 2 (201-977.459.012)	250,000	-	-	-	-	-	-	-	250,000	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	7,983	11,264	-	4,890	-	4,890	24,136	475,864	5%
PW Capital Budget Items										
Street Preservation (Asphalt Overlay) (201-977.459.001)	350,000	-	-	-	-	1,000	1,000	1,000	349,000	0%
Alley Construction & Preservation (201-977.459.002)	100,000	3,100	1,600	-	6,100	1,800	7,900	12,600	87,400	13%
Sidewalk & Curb Replacement (201-977.459.003)	75,000	55,962	6,274	-	-	5,893	5,893	68,130	6,870	91%
Street Design/Engineering (201-977.459.004)	50,000	-	13,969	-	-	-	-	13,969	36,031	28%
Street Light Replacement (201-977.459.005)	75,000	11,011	3,751	-	-	3,550	3,550	18,311	56,689	24%
F350 Truck (201-977.459.006)	75,000	67,476	1,986	-	-	-	-	69,462	5,538	93%
Equipment (201-977.459.009)	75,000	8,140	-	-	-	2,075	2,075	10,215	64,785	14%
Improvement to Public Works Yard (201-977.459.010)	400,000	94,642	9,860	-	-	-	-	104,502	295,498	26%
Total - Streets & Transportation	*4,520,000*	*314,486*	*114,876*	-	*12,995*	*20,334*	*33,329*	*462,692*	*4,057,308*	*10%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES										
Civic Center Improvements (201-979.459.001)	40,000	22,900	-	-	-	-	-	22,900	17,100	57%
Flowing Springs Trail (201-979.459.008)	600,000	6,763	-	-	-	-	-	6,763	593,238	1%
Marcus Fields Improvements (201-979.459.002)	50,000	4,326	-	-	2,042	-	2,042	6,368	43,632	13%
Total - Parks & Recreation	*690,000*	*33,989*	-	-	*2,042*	-	*2,042*	*36,031*	*653,969*	*5%*
Contingencies	5,329,229	-	-	-	-	-	-	-	5,329,229	0%
TOTAL EXPENSES	***6,581,675***	***601,916***	***190,016***	***594,708***	***196,607***	***20,352***	***811,667***	***1,603,599***	***4,978,076***	***24%***
REVENUES OVER EXPENSES	***5,329,229***	***8,070,962***	***1,146,448***	***(430,551)***	***(85,735)***	***1,148,059***	***631,772***	***9,849,181***		

City of Ranson

Bank Account Balance as of 3/31/2025

Revised 4/7/2025

Account	Fund	Cash Balance as of 12/31/2024	Cash Balance as of 3/31/2025	*$ Amount Incr/Decr*	Near Term Expenditures	Unrestricted Funds	Restricted Funds	Comments
General Fund Operating Checking	General	$ 3,907,582	$ 3,289,259	*$ (618,323)*	$ 3,289,259	$ -	$ -	*General fund for operations; assumes complete draw down in near-term.*
Coal Severance Checking	Coal Severance	$ 340,330	$ 346,921	*$ 6,591*	$ -	$ -	$ 346,921	*Special revenue fund used for select expenses, specifically emergency weather expenses.*
Muni Stabilization Checking	Residual	$ 2,164,824	$ 2,551,376	*$ 386,553*	$ -	$ 2,551,376	$ -	*Savings account/emergency fund for the city. No planned expenditures.*
DOJ Checking	Investigative Services	$ 52,350	$ 60,838	*$ 8,487*	$ -	$ -	$ 60,838	*Funds restricted for limited police activities per DOJ guidelines.*
DOT Checking	Investigative Services	$ 107	$ 108	*$ 1*	$ -	$ -	$ 108	*Funds restricted for limited police activities per DOT guidelines.*
Police Forfeiture Checking	Investigative Services	$ 55,489	$ 55,834	*$ 346*	$ -	$ -	$ 55,834	*Funds restricted for training or equipment for LEO per Forfeiture guidelines.*
Opioid Settlement Fund Checking	Opioid Settlement	$ 16,378	$ 21,934	*$ 5,556*	$ -	$ -	$ 21,934	*Special revenue fund used for select expenses associated with WV First Foundation, specifically abating opioid impact.*
Sales & Use Tax Checking	Sales Tax	$ 4,082,707	$ 4,694,935	*$ 612,227*	$ 150,000	$ 4,544,935	$ -	*$500,000 budgeted XFR to the General Fund in FY25 to fund operational expenses; $350K xfrd 10/02/2024*
American Rescue Plan Checking	ARPA	$ 8,725	$ -	*$ (8,725)*	$ -	$ -	$ -	*Account closed 3/19/2025, balance xfrd to GenFund*
CARES Grant Checking	CARES	$ 1,088,874	$ 1,095,661	*$ 6,787*	$ -	$ 1,095,661	$ -	*Checking Account set up to hold CARES grant funding rcvd in 2020; staff looking into if funds should be held in separate bank account and restricted fund, or if funds should be reallocated to General Fund; recommend closing FY22&FY23 audits out, then set fund to inactive and XFR funds back to Operating account.*
Municipal Capital Checking	Capital	$ 8,781,735	$ 9,133,739	*$ 352,004*	$ 4,987,702	$ -	$ 4,146,037	*Near term expenditures for capital projects approved in FY25 CIP budget (minus capital expenses already paid as of 3/31/2025); remaining balance restricted to Capital Projects.*
Video Lottery Checking	Capital	$ 368,898	$ 617,813	*$ 248,915*	$ -	$ -	$ 617,813	*Account dedicated to holding Lottery & Gaming Funds distributed by the state; funding received is restricted for capital improvement expenses*
Building Commission Checking	Building Commission	$ 504	$ 507	*$ 3*	$ -	$ 507	$ -	*Account typically used to cover debt obligations (none outstanding as of November 2022)*
Development Bond Checking	Bond Escrow	$ 564,191	$ 569,220	*$ 5,029*	$ 554,249	$ -	$ 14,971	*Account is used to deposit funds from developers and held until projects are completed. Near Term expenditure is bonds payable to developers; restricted $ is accrued interest the City keeps.*
Totals for City Accounts		$ 21,432,692	$ 22,438,144	*$ 1,005,451*	$ 8,981,210	$ 8,192,479	$ 5,264,454	

Component Unit Accounts								
Parks & Rec Operating Checking	Board of Parks & Rec	$ 868,187	$ 815,961	*$ (52,226)*	$ 815,961	$ -	$ -	*Account to fund P&R operations; assumes complete draw down in near-term for ongoing expenditures.*
CVB Operating Checking	CVB	$ 37,570	$ 11,050	*$ (26,520)*	$ 11,050	$ -	$ -	*Account to fund CVB operations; assumes complete draw down in near-term for ongoing expenditures.*
CVB Capital Checking	CVB	$ 340,777	$ 342,901	*$ 2,124*	$ -	$ -	$ 342,901	*Restricted account holding funds for future CVB Capital purchases/projects; to be transferred to Parks Fund once dissolution finalized.*
Totals for Component Accounts		$ 1,246,534	$ 1,169,912	*$ (76,622)*	$ 827,011	$ -	$ 342,901	
Totals for all Ranson Accounts		**$ 22,679,226**	**$ 23,608,055**	***$ 928,829***	**$ 9,808,221**	**$ 8,192,479**	**$ 5,607,355**	

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: Public Works Status Report - March

Staff has provided March Status Report for Public Works

ATTACHMENTS:

4-11-25 Public Works status report.pdf

Work Order Summary List

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

Status: Complete

5523	Streets		9/12/2024			$0.00
Medium	Randy Cook		207	4/7/2025		
Signage			9/12/2024 2:34:04 PM	4/7/2025		
Need to straighten sign top though out town			fixed signs			
Randy Cook						
5754	PD. STATION	Station Inter.	1/28/2025			$0.00
Medium	Keith Pierson		49	3/18/2025		
			1/28/2025 8:39:37 AM	3/18/2025		
Heat in back storage room it has none now			A.S.K. installed mini split			
Robbie Roberts						
5821	PD VEHICLE	PD UNIT #20 2020	3/3/2025			$0.00
Medium	Robert Hawkins		23	3/26/2025		
			3/3/2025 5:40:59 AM	3/26/2025		
Oil change and tire rotation			Service complete at 49,313 next service at 54,313 Replaced front pads and rotors Tire rotation Oil change			
Robbie Roberts						
5824	PD VEHICLE	PD UNIT #11 2021	3/4/2025			$0.00
Medium	Robert Hawkins		16	3/20/2025		
			3/4/2025 11:17:12 AM	3/20/2025		
Oil change, rotate tires, brakes on front and maybe rear			Service complete at 20,992 Next service at 25,992 Tire rotation Brakes are 8mm on front and rear.			
Robbie Roberts						
5831	PD VEHICLE	PD UNIT #21 2021	3/6/2025			$0.00
Medium	Robert Hawkins		8	3/14/2025		
			3/6/2025 10:36:48 AM	3/14/2025		
Oil change and tire rotation			Service complete at 36,097 Next service at 41,097 Tire Rotation Checked fluids oil change			
Robbie Roberts						
5843	City Hall		3/10/2025			$0.00
Medium	Mike Smith		8	3/18/2025		
			3/10/2025 2:47:29 PM	3/18/2025		
Inspect clock, and fix lights			Replaced the ballast in the lights, cleaned up inside the clock.			
5845	PD VEHICLE	PD UNIT #12 2021	3/11/2025			$0.00
Medium	Robert Hawkins		8	3/19/2025		
			3/11/2025 8:12:07 AM	3/19/2025		
Oil change and tire rotation			Service complete at 16,333 Next service at 21,333 Tire Rotation Check brakes			
Robbie Roberts						

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
5846	PD. STATION	Station Inter.		3/12/2025			$0.00
Medium	Keith Pierson			6	3/18/2025		
				3/12/2025 6:20:36 AM	3/18/2025		
Coat rack falling off the wall, needs anchors and screws replaced. It's between hallway and administrative Assistants desk			fastened coat rack back to wall				
Mayor Pierson							
5851	Civic Center			3/18/2025			$0.00
Medium	Keith Pierson				3/18/2025		
				3/18/2025 6:59:29 AM	3/18/2025		
mens room toilet not flushing			pulled toilet there was a vape in trap flushing fine				
5853	Civic Center			3/18/2025			$0.00
Medium	Keith Pierson				3/18/2025		
				3/18/2025 7:05:29 AM	3/18/2025		
Install handrails on steps for stage			Installed handrails				
5854	Park - Lance Slusher			3/18/2025			$0.00
Medium	Keith Pierson			1	3/19/2025		
				3/18/2025 7:08:03 AM	3/19/2025		
Fix rotten wood on pavillion at park			tore out rotten wood replaced and painted				
5857	Street Lights			3/20/2025			$0.00
Medium	Mike Smith				3/20/2025		
Lighting (Outdoor)				3/20/2025 8:29:37 AM	3/20/2025		
Light flickering 405 E 6th street			Reported to power company 3/20/2025 Request number W002004233174				
5861	Civic Center	RESTROOM MEN		3/24/2025			$0.00
Medium	Keith Pierson			7	3/31/2025		
Plumbing				3/24/2025 8:02:28 AM	3/31/2025		
Toilet is leaking water by the handle. Turned off the water and locked stall			everything tightened no leaks				
Timothy Michael							
5864	PW EQUIPMENT	2006 BOBCAT S175		3/25/2025			$0.00
Medium	Robert Hawkins				3/25/2025		
				3/25/2025 12:26:17 PM	3/25/2025		
Needs oil change			Service at 7709 hrs. 15w40 oil oil filter air filter fuel filter				
Robert Hawkins							
5867	Streets			3/12/2025	3/13/2025	9	$255.00
Medium	Randy Cook			26	4/7/2025		
				3/28/2025 1:53:11 PM	4/7/2025		
Blow sidewalks off and sweep streets on Mildred and Fairfax			blew off sidewalks and swept streets				
Randy Cook							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
5868	Streets			3/19/2025		20	$540.00
Medium	Randy Cook			19	4/7/2025		
				3/28/2025 1:57:50 PM	4/7/2025		
Blow off sidewalks an sweep street and pick up nails on E 5th Ave			swept street an had to pick up a bucket of nails someone drop				
Randy Cook							
5869	Streets			3/21/2025		2	$105.94
Medium	Randy Cook			17	4/7/2025		
				3/28/2025 2:00:57 PM	4/7/2025		
Patch pot hole on E 16th Ave			repaired hole with cold patch				
Randy Cook							
5870	Streets			3/21/2025		0.5	$12.50
Medium	Randy Cook			17	4/7/2025		
				3/28/2025 2:04:32 PM	4/7/2025		
Got a call about dead deer on side of road Rt 9 and Flowing Springs			looked into call no deer found				
Randy Cook							
5871	Streets			3/24/2025		1	$50.00
Medium	Randy Cook			14	4/7/2025		
				3/28/2025 2:07:09 PM	4/7/2025		
replace bent pole with new one			installed new pole				
Randy Cook							
5872	Streets			3/25/2025		4	$120.00
Medium	Randy Cook			7	4/1/2025		
				3/28/2025 2:10:37 PM	4/1/2025		
Replace 2 poles on E 11th an Reymann			replaced poles				
Randy Cook							
5873	Streets			3/26/2025		0.5	$16.91
Medium	Randy Cook			5	3/31/2025		
				3/28/2025 2:15:23 PM	3/31/2025		
replace brackets on stop sign at Beltline an Mildred			replaced brackets Beltline Mildred				
Randy Cook							
5874	Streets			3/26/2025		4	$187.76
Medium	Randy Cook			5	3/31/2025		
				3/28/2025 2:18:31 PM	3/31/2025		
Replace 2 poles on Preston and Reymann			replaced 2 poles on Preston and Reymann				
Randy Cook							
5875	Streets			3/26/2025		0.5	$37.50
Medium	Randy Cook			5	3/31/2025		
				3/28/2025 2:21:19 PM	3/31/2025		
replace sign on E4th Ave and Reymann			replaced sign E4th and Reymann				
Randy Cook							

Work Order Summary List

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
5876	Streets			3/27/2025		4	$120.00
Medium	Randy Cook				3/27/2025		
				3/28/2025 2:26:52 PM	3/31/2025		
please install new shoulder parking in front of new homes at 113 E 11th Ave			installed new shoulder at 113 E 11th Ave				
Bill Silveous							
5877	Streets			3/26/2025		1	$30.00
Medium	Randy Cook			6	4/1/2025		
				3/28/2025 2:32:13 PM	4/1/2025		
repair banner on Mildred			repaired banner with new bans				
Randy Cook							
5878	Streets			3/27/2025		2	$93.88
Medium	Randy Cook				3/27/2025		
				3/28/2025 2:39:00 PM	3/31/2025		
replace pole on E 14th and Reymann			installed new pole on 14th and Reymann				
Randy Cook							
5879	Streets			3/28/2025		2	$60.00
Medium	Randy Cook			3	3/31/2025		
				3/28/2025 2:41:11 PM	3/31/2025		
repair shoulder and haul aw ay debris E 14th			repaired shoulder an hauled debris away				
Randy Cook							
5882	PD VEHICLE	PD UNIT #1 2010 Ford		3/31/2025			$0.00
Medium	Robert Hawkins			2	4/2/2025		
				3/31/2025 5:55:20 AM	4/2/2025		
Oil change, tire rotation, and one tire losing air but not sure w hich one it is			Service complete at 88,942 Next service at 93,924 Tire rotation, Tire repair, Tires are dry rotted date code is 2019 Changed front and rear wipers				
Robbie Roberts							
5883	PD VEHICLE	PD UNIT #2 2016 Ford		3/31/2025			$0.00
Medium	Robert Hawkins			1	4/1/2025		
				3/31/2025 5:56:36 AM	4/1/2025		
Oil change and tire rotation			Service at 55,451 Next service at 60,451 Tire rotation Air filter replacement New front wiper blades				
Robbie Roberts							
5885	Civic Center	MAIN AREA		3/31/2025			$0.00
Medium	Mike Smith			1	4/1/2025		
				3/31/2025 7:39:07 AM	4/1/2025		
Replace light not w orking.			Replaced light, light is now working.				
5886	PW VEHICLE			3/31/2025			$0.00
Medium	Robert Hawkins				3/31/2025		
				3/31/2025 10:31:07 AM	3/31/2025		
P.W TRUCK #8 SERVICE			SERVICE COMPLETE AT 14933 NEXT 19933 TIRE ROTATION CHECKED FLUILDS NEW AIR FILTER				
Robert Haw kins							

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							

5888	Streets			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
sweep and blow sidewalks off on 5th ave.			cleaned sidewalks and swept	12:49:40 PM		
5889	Streets			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
gravel bad shoulders threw out town			gravled threw out town	12:51:42 PM		
5890	Civic Center			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
take stage down			took stage down	12:54:02 PM		
5891	Sidewalk Walkways			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
remove old sidewalk on samuel and 2nd and replace			dug old sidewalk out and replaced sidewalk	12:56:24 PM		
5892	Sidewalk Walkways			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
put new ada sidewalk ramp on corner of 2nd and samuel			dug out and put new ramp in	12:58:46 PM		
5893	Sidewalk Walkways			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
backfill ad grade gravel on new sidewalks on 2nd and samuel			backfilled seeded and strawed. graveled shoulder for new sidewalk	1:00:29 PM		
5894	Public Works Building			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
start phase one of new building dig footers			Footers dug waiting for concrete	1:02:05 PM		
5895	City Alley			4/1/2025		$0.00
Medium	Keith Pierson				4/1/2025	
				4/1/2025	4/1/2025	
move parking blocks and cut concrete ramp in alley on 4th and preston			moved all parking blocks back to property line cut ramp for prep for asphalt	1:15:11 PM		

Work Order Summary List

City of Ranson

Selected Date Range for Completion Dates:3/14/2025 - 4/11/2025 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Total Costs
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
5896	Civic Center			4/1/2025			$0.00
Medium	Keith Pierson			9	4/10/2025		
				4/1/2025 2:36:55 PM	4/10/2025		
put tim desk together w hen comes in			put desk together				
5907	PD. STATION	Station Inter.		4/10/2025			$0.00
Medium	Keith Pierson				4/10/2025		
				4/10/2025 12:34:45 PM	4/10/2025		
Lobby Door latch stuck w on't close			put new electronic door handle on				
Robbie Roberts							
5908	Streets			4/9/2025		1	$30.00
Low	Randy Cook			2	4/11/2025		
				4/10/2025 12:55:01 PM	4/11/2025		
remove 2 Ranson School signs at E 12th and Mildred			removed 2 signs				
Randy Cook							
5909	Streets			4/9/2025		6	$328.76
Medium	Randy Cook			2	4/11/2025		
				4/10/2025 1:01:12 PM	4/11/2025		
Install 2 stop signs at Mountain Laurel and Mineral Springs intersection			installed 2 new stop signs				
Randy Cook							
5910	City Hall			4/10/2025			$0.00
Medium	Keith Pierson				4/10/2025		
				4/10/2025 2:43:23 PM	4/10/2025		
change air filters			changed air filters				
5911	PD. STATION			4/10/2025			$0.00
Medium	Keith Pierson				4/10/2025		
				4/10/2025 2:44:59 PM	4/10/2025		
change air filters			changed air filters				
5916	Streets			4/11/2025		2	$60.00
Medium	Randy Cook				4/11/2025		
				4/11/2025 8:46:25 AM	4/11/2025		
Repair stop sign on 18 ave			repaired stop sign pole and put in new screws				
Randy Cook							
Count: 46 Work Orders		**Avg. Age of WO's 10**			**Total for Complete**	**59.5**	**$2,048.25**
Count: 46 Work Orders		**Avg. Age of WO's** 10			**Grand Total**	59.5	$2,048.25

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- March

ATTACHMENTS:

March Directors Report.docx

Scott Coulter
Ken Suits
Herbert McDaniel
Jimmy

Williams

Mike Baker

Ranson Parks and Recreation Board
Directors Report
March/April

Meetings

- Talked to multiple sports organizations about renting the Civic Center for practices and games.
- Continuing to meet with Jefferson County Parks and Recreation for summer camps at the Civic Center and Marcus Field
- Weekly meeting with the City Manager about Parks and Recreation.
- Directors' meeting
- Meeting with Amelia to get and implement Recreation software.
- Meeting with East Coast Flooring for a new machine and cleaning.
- Conference call with flooring company that provided the gym floor.
- Meet with R & L about upkeep of the fields at Marcus and Cranes Lane.
- Discussed ideas about the Health and Wellness fair.
- Discussed ideas, sponsorships, logistics and venders for Car Show and Festival.
- Meet with National Fitness Campaign to discuss grant opportunities to bring an outdoor fitness area to Ranson.
- Met with a client that is interested in providing workout services at Marcus Field.
- Meet with representatives from the YMCA about collaborating with them on programs.
- Meet with Metro Recreation about playground equipment and upkeep.
- Meet with Keifer about proper techniques to clean and maintain the gym floor.

Events

- Harvest Pointe Church
- Adult Soccer
- Pickleball
- Lacrosse
- Travel Volleyball
- Multiple birthday parties
- Memorial Services
- Red Cross Blood Drive
- Travel Soccer

- Travel Football
- Travel Basketball
- JCYFL Meeting
- Craft Show
- Jefferson Baseball
- Basketball skills and drills camp
- Wrestling events
- Homeward Calling Church
- Circus on Ice
- Egg Hunt

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 VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: 25-3-REZ-Consideration - to rezone the following parcel 08 9000200000000 located off Cranes Lane, Ranson, WV 25438

Rezone of Parcel 08 9000200000000 which Consisting of 160.65 acres from Rural Reserve to SmartCode New Community.

ATTACHMENTS:

Ordinance 2025- 02 Spring Hills SC-NC Rezoning.docx
2025-02-03_REZONING_PLAN.pdf sPRING Hill.pdf

AN ORDINANCE AMENDING AND RE-ENACTING THE OFFICAL ZONING MAP OF THE CITY OF RANSON PURSUANT TO RANSON MUNICPAL CODE § 19-20 AND CHAPTER 19, ARTICLE 1: PARCEL 089000200000000 REZONING FROM RURAL RESERVE TO SMARTCODE-NEW COMMUNITY.

AN ORDINANCE to amend certain portions of the official Zoning Map of City of Ranson, West Virginia, for the purpose of Rural Reserve to Smart Code New Community District (SC-NC) in place pursuant to Chapter 19-20 of the Ranson Municipal Code;

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 permits the amendments to the zoning ordinance by the governing body;

WHEREAS, Sleepy Hollow Partnership, has submitted a rezoning petition;

WHEREAS, The Ranson Planning Commission recommended this be forwarded to City Council on February 3, 2025, recommending the Ranson City Council amend the zoning map and change the subject property's zoning to the approved in the application.

WHEREAS, pursuant to West Virginia Code § 8A-7-9, proper public notice and public hearings have been provided;

WHEREAS, the rezoning petition is consistent with the 2024 Ranson Comprehensive Plan. The Blended Mixed Use of this application area is an expansion area of the 2024 City of Ranson Comprehensive Plan and encourages the use of various housing types. As such, this rezoning petition conforms to the preferred vision of the Comprehensive Plan.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Ranson, West Virginia:

Section 1. The official City of Ranson Zoning Map be amended to reflect the following parcel 089000200000000 is zoned SmartCode New Community.

Section 2. Consistent with Chapter 19A and the original rezoning to SC-NC. The replacement of specific zoning on the official zoning map shall not be considered a zoning amendment pursuant to West Virginia § 8A-7-8 or West Virginia § 8A-7-9.

First Reading: April 15, 2025

Public Hearing: _____

Second Reading: _____

Enacted this ____ day of _____ 2025

Adopted by the City Council of the City of Ranson after a 1st reading on April 15, 2025 and a 2nd reading on _____, by a vote of _____ in the affirmative, _____ in the negative with ____ abstaining.

_____
Keith D. Pierson, Mayor

ATTEST:

AFFIX CITY SEAL:

_____
Darla Armstrong, City Clerk

OWNER/APPLICANT:
SLEEPY HOLLOW PARTNERSHIP
C/O RON MARCUS
741 E WASHINGTON STREET, CHARLES TOWN, WV 25414

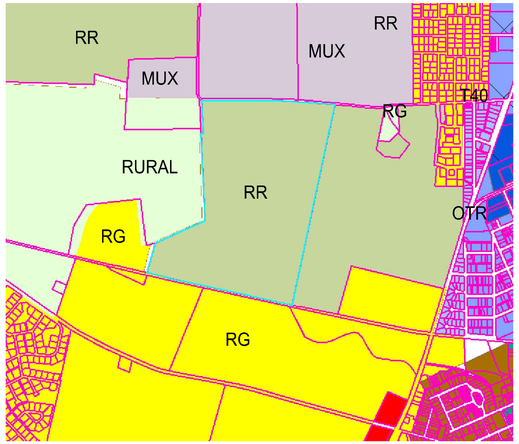
CIVIL ENGINEER:
IMEG CONSULTANT CORP
9301 INNOVATION DRIVE, SUITE 150, MANASSAS, VA 20110

PROPERTY INFORMATION		
TD / MAP / PCL	DEED BOOK / PAGE	OWNER & MAILING ADDRESS
8 / 9 / 0002.0000	628 / 229	SLEEPY HOLLOW PARTNERSHIP 741 E WASHINGTON CHARLES TOWN, WV 25414



VICINITY MAP

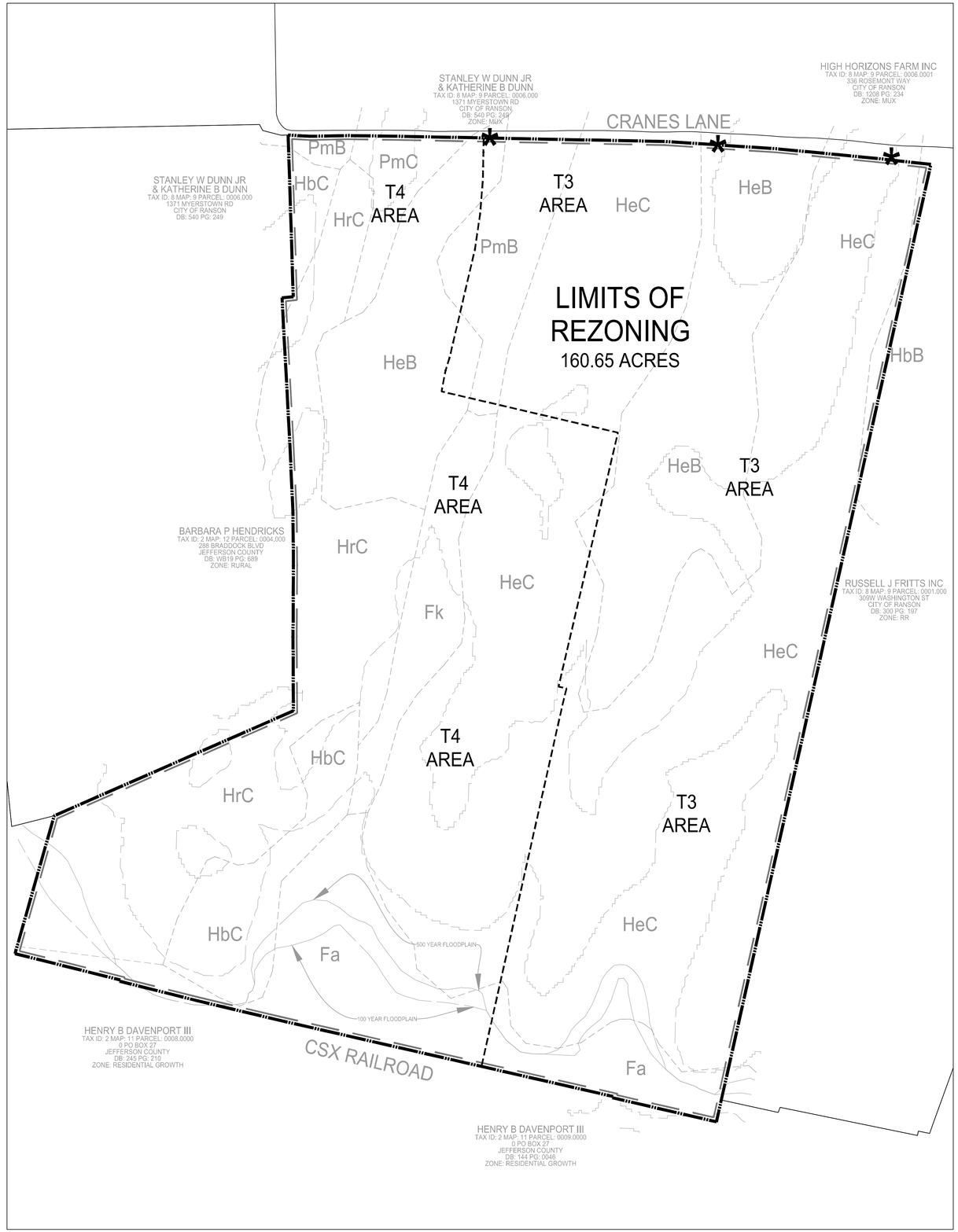
2000 1000 0 2000 4000
GRAPHIC SCALE
1" = 2000'



PROJECT NOTES:
1. THE SUBJECT PROPERTY IS LISTED AS TAXING DISTRICT #8 MAP # 9 AND PARCEL # 2.
2. THE SUBJECT PROPERTY IS ZONED RR WITH A GROSS SITE AREA OF 160.65 ACRES.
3. RESIDENTIAL, COMMUNITY, AND CIVIL USES ARE PROPOSED FOR THIS PROPERTY.
4. WATER SERVICE FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD OR WEST VIRGINIA AMERICAN WATER. SANITARY SEWER FOR THE PROPERTY WILL BE PROVIDED BY CHARLES TOWN UTILITY BOARD.
5. ON-SITE STORMWATER AND BEST MANAGEMENT PRACTICES WILL BE PROVIDE TO HANDLE STORMWATER MANAGEMENT FOR THE SUBJECT PROPERTY.
6. THE TOPOGRAPHIC CONTOUR INTERVAL DEPICTED IS 20 FEET, PROVIDED BY USGS.
7. THERE IS 100 YEAR AND 500 YEAR FLOODPLAIN ON SITE AS NOTED ON THE PLAN. FLOODPLAIN DATA OBTAINED FROM FEMA.
8. BOUNDARY INFORMATION IS BASED ON PUBLIC RECORD INFORMATION AND GIS DATA.

EXISTING CONDITIONS:
THE PROPERTY IS LOCATED IN RANSON CORPORATION DISTRICT 8, OF JEFFERSON COUNTY, WEST VIRGINIA. THE PROPERTY IS CURRENTLY USED FOR AGRICULTURE. THE TOTAL AREA OF THE PROPERTY IS 160.65 ACRES AND THE APPLICATION AREA IS 160.65 ACRES. THERE IS FEMA FLOODPLAIN ON THE PROPERTY BUT IT IS LOCATED TO THE SOUTH AND NOT WITHIN THE PROPOSED DEVELOPMENT AREA.

THE SITE IS CURRENTLY RR (RURAL RESERVE). THIS APPLICATION PROPOSED THE 160.65 ACRES TO BE ZONED TO SMART CODE NEW COMMUNITY. SC-NC IS INTENDED TO SUPPORT THE CITY OF RANSON'S VISION FOR THE G3 PREFERRED GROWTH SECTOR. THIS SITE IS A SUPPORTED EXPANSION AREA OF THE 2034 COMPREHENSIVE PLAN AND IS LISTED ON THE FUTURE LAND USE MAP AS SUBURBAN RESIDENTIAL. PER 2034 COMPREHENSIVE PLAN, SUBURBAN RESIDENTIAL IS COMPRISED OF SINGLE-FAMILY HOMES, TOWNHOUSES, AND APARTMENTS. SUBURBAN RESIDENTIAL WILL BE PRIMARILY FOR LIVING SPACES, ENSURING QUIET, SINGLE-USE RESIDENTIAL. THIS APPLICATION INTENDS TO REZONE THIS PARCEL TO A USE APPLICABLE WITH THE 2034 COMPREHENSIVE PLAN GOAL OF SUBURBAN RESIDENTIAL.



200 100 0 200 400
GRAPHIC SCALE
1" = 200'

VIRGINIA STATE GRID NORTH
NAD 83

LEGEND:
- PROPERTY BOUNDARY
- REZONING AREA
- TRANSECT AREA
- POINTS OF CONNECTION *
- SOIL AREA
- 20' MAJOR CONTOUR

PROPOSED COMMUNITY UNIT TYPE:
VILLAGE (LOW) ITENSITY, SHALL USE THE ALLOCATION PERCENTAGES OF CHAPTER 19A TABLE 3 AS A GUIDELINES.

ACREAGE REQUIREMENTS:
THE VILLAGE SHALL CONSIST OF NO FEWER THAN 40 ACRES AND NO MORE THAN 100 ACRES PER VILLAGE. PROPOSED VILLAGE LOW INTENSITY AREA: 160.65 ACRES (AREA SPLIT BETWEEN TWO TRANSECT DISTRICTS AS SEEN BELOW)

PROPOSED VILLAGE LOW-T4: 79.04 ACRES
MAX DENSITY ALLOWED: 1,897 UNITS
PROPOSED DENSITY: 320 UNITS

PROPOSED VILLAGE LOW-T3: 83.26 ACRES
MAX DENSITY ALLOWED: 583 UNITS
PROPOSED DENSITY: 277 UNITS

TRANSECT DISTRICTS:
THE VILLAGE SHALL INCLUDE TRANSECT DISTRICTS AS ALLOCATED ON TABLE 3.

PARKING REQUIREMENTS:
PER CHAPTER 19A-ARTICLE 5-TABLE 9:
T4: 1.5 per DU
T3: 2 per DU

SOIL INFORMATION		
SYMBOL	NAME	SLOPE
Fa	Fairplay silt loam	N/A
Fk	Funkstown silt loam	N/A
HbB	Hagerstown silt loam	3% - 8%
HbC	Hagerstown silt loam	8% -15%
HeB	Hagerstown silt loam, very rocky	3% - 8%
HeC	Hagerstown silt loam, very rocky	8% -15%
HrC	Hagerstown silt loam, Rock Outcrop	8% -15%
PmB	Poplimento silt loam	3% - 8%
PmC	Poplimento silt loam	8% -15%

IMEG
9301 Innovation Dr, Suite 150
Manassas, VA 20110 P 703.393.9887
engineering • surveying • land planning

SPRING HILL
REZONING REQUEST
PARCEL # 0800090002000
CITY OF RANSON

MARK	DATE	DESCRIPTION

PROJECT No.: 25000581.00
DRAWING No.: 113958
DATE: 02/03/2025
SCALE:
DESIGN: GB
DRAWN: GB
CHECKED:

SHEET TITLE:

REZONING PLAN

SHEET No.
1

G:\2025\25000581.00\Design\Civil\C3D\Plot\SheetSetFiles\113958 REZONING REQUEST.dwg, 2/3/2025 11:34:41 AM, Garrett D. Brown,

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025-05: Approval & Adoption of the Fiscal Year 2026 Levy Rate for the City of Ranson

As required by state law, the Council must meet on the third Tuesday of April to adopt the levy rates for real and personal property and finalize the General Fund and Coal Severance budgets for the coming fiscal year. After considering any comments offered through the hearing or otherwise received Council is asked to consider the proposed levy rate and budgets.

Enclosed are copies of: (1) Levy Order and Rate Sheet and (1) resolution approving the levy rates and final adoption of the General Fund and Coal Severance budgets.

Attachments:

1. WVSAO Budget Approval Notice 3-30-2025
2. WVSAO FY2026 Levy Order & Rate Sheet
3. Resolution 2025-05: The approval and adoption of the Levy Rate of the City of Ranson for the Fiscal Year 2026
4. FY2026 Approved General Fund Budget FY26
5. FY2026 Approved Coal Severance Fund Budget FY26

1. Motion for final approval of the FY26 General Fund Budget, the FY26 Coal Severance Budget, and to adopt FY26 Levy rates as presented.

2. Direct staff to submit the approved and signed documents to the State Auditor's Office in accordance with the budget filing requirements.

ATTACHMENTS:

Resolution 2025-05 FY_2025_LEVY_RATE_APPROVAL.docx
WVSAO Budget Approval Notice 3-30-2025.pdf
WVSAO FY2026 Levy Order & Rate Sheet.pdf
FY2026 Approved General Fund Budget 3-18-2025.pdf
FY2026 Approved Coal Severance Fund Budget 3-18-2025.pdf

RESOLUTION 2025-05

A RESOLUTION OF THE CITY OF RANSON ADOPTING AND APPROVING THE LEVY RATE OF THE CITY OF RANSON FOR THE FISCAL YEAR 2025-2026.

At a regular session of the Ranson City Council held on April 15, 2025, the following order was made and entered:

SUBJECT: The approval and adoption of the Levy Rate of the City of Ranson for the Fiscal Year 2025– 2026.
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 approve the FY 2025 - 2026 Levy Rates as shown on the official Levy Rate Page and directs the same be forwarded to the West Virginia State Auditor's Office for inclusion in the FY 2025 - 2026 General Fund and Coal Severance Fund Budgets.

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

Duke Pierson	_____	Yes or No
	Keith D. Pierson	
Mike Anderson	_____	Yes or No
	Mike Anderson	
Andy Colandrea	_____	Yes or No
	Andy Colandrea	
Tommy Custer	_____	Yes or No
	Tommy Custer	
Herbie McDaniel	_____	Yes or No
	Herbie McDaniel	
Amanda Stroud	_____	Yes or No
	Amanda Stroud	
Ken Suits	_____	Yes or No
	Ken Suits	

WHEREUPON Mayor Keith D. Pierson, 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 "General Fund Budget" to be sent to the State Auditor for approval.

Signed and approved this April 15, 2025.

_____
Keith D. Pierson, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AFFIX CITY SEAL:

State of West Virginia
Mark A. Hunt
State Auditor

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

March 30, 2025

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

To: Municipality of Ranson

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2025.

HOWEVER, THE FOLLOWING COMMENTS ARE MADE BASED ON AN AUDIT AND REVIEW OF THE BUDGET DOCUMENT BY THIS OFFICE.

Please complete the salary schedule. Each elected officials term must be included. → completed 04/07/2025 -Ru

With this written approval, the levying body shall meet on the third Tuesday in April (April 15) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact our office at: LGS@wvsao.gov or 304-627-2415.

Sincerely,
Mark A. Hunt
WV State Auditor

Ora L Ash

By: Ora L. Ash,
Deputy State Auditor
Local Government Services

MUNICIPALITY OF RANSON, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2025 - 2026

The following is a true copy from the record of orders entered by this entity on the 15 day of April, 2025.

SIGNATURE: _____

Municipal Clerk or Recorder

Current Year	**Column E Certificate of Valuation Assessed Value for Tax Purposes**	**Levy Rate/$100**	**Taxes Levied**
Class I			
Personal Property	$ 0	11.890	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 306,477,650	23.780	$ 728,804
Personal Property	66,710		159
Total Class II	$ 306,544,360		$ 728,963
Class IV			
Real Estate	$ 179,423,890	47.560	$ 853,340
Personal Property	59,761,520		284,226
Public Utility	8,982,360		42,720
Total Class IV	$ 248,167,770		$ 1,180,286
Total Value & Projected Revenue	$ **554,712,130**		$ **1,909,249**
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	95,462
Less Tax Discounts		2.00%	36,276
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
Total Projected Property Tax Collection			**1,777,511**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**1.90%**	33,773
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			$ **1,743,738**

RANSON

AT THE CENTER OF OPPORTUNITY.

FY 2026
General Operating Budget
Approved March 18th, 2025

Account Number	Description	Actual 6/30/22	Actual 6/30/23	Actual 6/30/24	Approved Budget Revised 3-18-2025 FY2025	Actual thru 12/31/24	Approved Budget FY2026	Year Changes (%)
001.298.100	Assigned Fund Balance (PR YR CARRYOVER)	$ 3,084,805	$ 2,438,841	$ 2,015,058	$ 4,881,368	$ 4,881,368	$ 2,500,000	-48.78%
001.301.100	Ad Valorem Tax Current Year	$ 1,357,858	$ 1,846,345	$ 1,629,919	$ 1,620,230	$ 1,077,783	$ 1,743,738	7.62%
001.303.100	Gas and Oil Severance Tax Current Year	$ 10,024	$ 31,595	$ 55,538	$ 20,000	$ 20,000	$ 20,000	0.00%
001.304.100	Utility Tax	$ 245,628	$ 252,609	$ 274,500	$ 250,000	$ 126,626	$ 250,000	0.00%
001.305.100	B&O Tax	$ 2,343,240	$ 2,493,950	$ 3,658,226	$ 3,250,000	$ 1,079,246	$ 2,750,000	-15.38%
001.306.100	Wine and Liquor Tax	$ 82,510	$ 83,196	$ 79,692	$ 75,000	$ 17,741	$ 70,000	-6.67%
001.307.100	Animal Tax	$ 1,255	$ 1,258	$ 1,212	$ 1,250	$ 1,118	$ 1,250	0.00%
001.308.100	Motel Tax	$ 609,912	$ 639,195	$ 643,878	$ 450,000	$ 237,006	$ 500,000	11.11%
001.320.100	Fines, Fees, and Court Costs	$ 508,848	$ 472,925	$ 403,031	$ 400,000	$ 200,716	$ 400,000	0.00%
001.321.100	Parking Tickets	$ 230	$ 230	$ 350	$ -	$ 170	$ -	0.00%
001.325.100	Business Licenses	$ 21,724	$ 22,613	$ 25,029	$ 25,000	$ 14,477	$ 25,000	0.00%
001.326.100	Building Permits Fees	$ 84,182	$ 131,371	$ 541,577	$ 1,000,000	$ 499,214	$ 750,000	-25.00%
001.326.102	*Zoning Permits - Rolled Into Permit Fees Revenue starting in FY25*	*$ 2,650*	*$ 5,400*	*$ 23,450*	$ -	$ -	$ -	*0.00%*
001.328.100	Franchise Tax	$ 61,682	$ 55,579	$ 50,449	$ 45,000	$ 11,648	$ 45,000	0.00%
001.329.100	Rental Registration	$ 4,410	$ 1,080	$ 4,800	$ 1,500	$ 920	$ 1,000	-33.33%
001.330.100	IRP Fees	$ 83,004	$ 75,577	$ 105,238	$ 85,000	$ 32,202	$ 80,000	-5.88%
001.335.100	*Private Liquor Club Fees - Rolled Into License Revenues*	*$ 7,415*	*$ 5,210*	*$ 6,120*	$ -	$ -	$ -	*0.00%*
001.353.100	*Planning Commission Fees - Rolled Into Permit Fees Revenue*	*$ 118,353*	*$ 64,611*	*$ 104,017*	$ -	$ -	$ -	*0.00%*
001.365.100	Federal Grants	$ 84,993	$ 78,770	$ 25,721	$ -	$ -	$ -	0.00%
001.369.100	Contributions from Other Funds (Sales Tax)	$ 1,575,000	$ 1,600,000	$ 1,700,000	$ 500,000	$ 350,000	$ 1,000,000	100.00%
001.369.101	Contributions from Other Funds (ARPA)	$ -	$ -	$ 2,327,745	$ 8,800	$ -	$ -	0.00%
001.374.100	Payroll Reimbursement	$ 44,095	$ 53,284	$ 64,741	$ 42,000	$ 13,902	$ 25,000	-40.48%
001.380.100	Interest Gained on Investments	$ 406	$ 1,382	$ 32,658	$ 30,000	$ 17,362	$ 25,000	-16.67%
001.382.100	Refunds & Rebates	$ 25,712	$ 23,867	$ 18,153	$ 30,000	$ 18,007	$ 25,000	-16.67%
001.383.100	Sale of Fixed Asset	$ 210	$ 10,570	$ 4,689	$ 20,000	$ 17,700	$ 5,000	-75.00%
001.386.100	Insurance Claim	$ 39,785	$ 25,626	$ 24,404	$ 15,000	$ 9,991	$ 5,000	0.00%
001.389.100	Accident Reports	$ 5,180	$ 5,100	$ 4,420	$ 5,000	$ 2,996	$ 5,000	0.00%
001.399.100	Miscellaneous	$ 2,275	$ 1,216	$ 5,513	$ 3,000	$ 1,175	$ 1,000	-66.67%
001.399.102	Miscellaneous - Yard Sale Fee	$ 305	$ 180	$ 315	$ 250	$ 105	$ 250	0.00%
001.399.103	Miscellaneous - Fingerprint Fees	$ 225	$ 610	$ 280	$ 250	$ 125	$ 250	0.00%
REVENUES	**Grand Total**	**$ 10,405,915**	**$ 10,422,188**	**$ 13,830,725**	**$ 12,758,648**	**$ 8,631,597**	**$ 10,227,488**	**-19.84%**

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
409 - Mayor's Office								
001.409.101	Mayor Salary	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 6,000	$ 12,000	*0%*
001.409.104	Mayor FICA	$ 918	$ 918	$ 918	$ 960	$ 459	$ 960	*0%*
001.409.214	Mayor Travel	$ -	$ -	$ -	$ 2,000	$ -	$ 2,000	*0%*
001.409.226	Mayor Insurance Bonds	$ 100	$ 100	$ 100	$ 100	$ -	$ 100	*0%*
001.409.230	Mayor Contracted Services	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
001.409.341	Mayor Departmental Supplies	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
001.409.568	Mayor Contributions	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
	Total	**$ 13,018**	**$ 13,018**	**$ 13,018**	**$ 16,560**	**$ 6,459**	**$ 16,560**	**0%**
410 - City Council								
001.410.101	City Council Salary	$ 50,400	$ 60,000	$ 60,000	$ 60,000	$ 30,000	$ 60,000	*0%*
001.410.104	City Council FICA	$ 3,856	$ 4,590	$ 4,590	$ 4,800	$ 2,295	$ 4,800	*0%*
001.410.214	City Council Travel	$ -	$ 807	$ 75	$ 2,000	$ -	$ 2,000	*0%*
001.410.230	City Council Contracted Service	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
001.410.341	City Council Departmental Supplies	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
	Total	**$ 54,256**	**$ 65,397**	**$ 64,665**	**$ 67,800**	**$ 32,295**	**$ 67,800**	**0%**
Mayor, & Council Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 67,274	$ 78,415	$ 77,683	$ 81,860	$ 38,754	$ 81,860	*0%*
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ -	$ -	$ -	$ 2,500	$ -	$ 2,500	*0%*
	Total	**$ 67,274**	**$ 78,415**	**$ 77,683**	**$ 84,360**	**$ 38,754**	**$ 84,360**	**0%**
	Total - Mayor, Council	**$ 67,274**	**$ 78,415**	**$ 77,683**	**$ 84,360**	**$ 38,754**	**$ 84,360**	
412 - City Administration Office								
001.412.103	City Administration Salary (4 FT employees)	$ 295,718	$ 348,330	$ 191,478	$ 243,000	$ 114,375	$ 333,000	*37%*
001.412.104	City Administration FICA	$ 24,544	$ 27,683	$ 15,486	$ 19,750	$ 9,136	$ 26,000	*32%*
001.412.105	City Administration Insurance	$ 52,369	$ 39,514	$ 35,368	$ 61,000	$ 30,099	$ 94,000	*54%*
001.412.106	City Administration Retirement	$ 23,871	$ 26,629	$ 18,656	$ 29,500	$ 11,275	$ 33,500	*14%*
001.412.108	City Administration Overtime	$ 18,455	$ 7,665	$ 2,504	$ -	$ -	$ -	*0%*
001.412.211	City Administration Phone	$ -	$ -	$ -	$ 1,250	$ 294	$ 1,500	*20%*
001.412.214	City Administration Travel	$ 372	$ 889	$ 924	$ 5,000	$ 2,992	$ 4,000	*-20%*
001.412.220	City Administration Ads/Legal Publications	$ -	$ -	$ -	$ 2,500	$ -	$ 2,500	*0%*
001.412.221	City Administration Training	$ 2,595	$ 1,341	$ 1,038	$ 2,500	$ 40	$ 2,500	*0%*
001.412.222	City Administration Dues and Subscriptions	$ 3,563	$ 3,232	$ 1,416	$ 3,500	$ 1,543	$ 3,500	*0%*
001.412.223	City Administration Professional Services	$ 5,808	$ 154,824	$ 76,400	$ 25,000	$ 1,508	$ 25,000	*0%*
001.412.226	City Administration Insurance and Bonds	$ -	$ -	$ -	$ 250	$ 8,134	$ 250	*0%*
001.412.230	City Administration Contracted Services	$ -	$ -	$ -	$ 20,000	$ -	$ 20,000	*0%*

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
001.412.341	City Administration Supplies and Materials	$ 3,084	$ 3,704	$ 3,919	$ 5,000	$ 2,485	$ 5,000	*0%*
001.412.343	City Administration Gas Oil Tires	$ 81	$ 106	$ 122	$ 500	$ 219	$ 500	*0%*
001.412.345	City Administration Uniforms	$ -	$ -	$ -	$ 1,500	$ 238	$ 2,000	*33%*
001.412.353	City Administration Computer Software	$ 11,693	$ 8,467	$ 46,963	$ 32,500	$ 13,021	$ 32,500	*0%*
	Total	**$ 442,152**	**$ 622,384**	**$ 394,273**	**$ 452,750**	**$ 195,359**	**$ 585,750**	**29%**
City Administration	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 414,957	$ 449,821	$ 263,491	$ 355,000	$ 173,258	$ 488,750	*38%*
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 27,195	$ 172,563	$ 130,782	$ 97,750	$ 22,102	$ 97,000	*-1%*
	Total - City Administration	**$ 442,152**	**$ 622,384**	**$ 394,273**	**$ 452,750**	**$ 195,359**	**$ 585,750**	
416 - Police Judge's Office								
001.416.103	Police Judge Salary (2 Magistrates 1 Prosecutor)	$ 26,861	$ 23,612	$ 23,612	$ 25,000	$ 12,212	$ 25,000	*0%*
001.416.104	Police Judge FICA	$ 2,055	$ 1,806	$ 1,806	$ 2,000	$ 934	$ 2,000	*0%*
001.416.211	Court Building Phone	$ -	$ -	$ -	$ -	$ -	$ 5,000	*100%*
001.416.213	Court Building Utilities	$ -	$ -	$ -	$ -	$ -	$ 5,000	*100%*
001.416.215	Court Building Repairs/Maintenance	$ -	$ -	$ -	$ -	$ -	$ 2,500	*100%*
001.416.219	Court Building & Equipment Rentals	$ -	$ -	$ -	$ -	$ -	$ 3,500	*100%*
001.416.223	Police Judge Professional Services (John Dorsey)	$ 4,313	$ 5,063	$ 4,113	$ 7,000	$ -	$ 7,000	*0%*
001.416.226	Police Judge Insurance and Bonds	$ 200	$ 200	$ 200	$ 300	$ -	$ 300	*0%*
001.416.341	Court Building Supplies & Materials	$ -	$ -	$ -	$ -	$ -	$ 1,000	*100%*
	Total	**$ 33,428**	**$ 30,681**	**$ 29,731**	**$ 34,300**	**$ 13,146**	**$ 51,300**	**50%**
Police Judge's Office	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 33,428	$ 30,681	$ 29,731	$ 34,300	$ 13,146	$ 34,300	*0%*
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ -	$ -	$ -	$ -	$ -	$ 17,000	*100%*
	Total	**$ 33,428**	**$ 30,681**	**$ 29,731**	**$ 34,300**	**$ 13,146**	**$ 51,300**	**50%**
	Total - City Attorney & Police Judge	**$ 33,428**	**$ 30,681**	**$ 29,731**	**$ 34,300**	**$ 13,146**	**$ 51,300**	
424 - Contributions								
001.424.568	*Contributions - Dispersed*							
	Annual Contr. - PANTRAN	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ -	$ 15,000	*0%*

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
	Ranson Bus Route Funding Contribution	$ -	$ -	$ -	$ -	$ -	$ 200,000	*100%*
	Annual Contr. - Independent Fire Dept	$ 14,000	$ 14,000	$ 14,000	$ 19,000	$ -	$ 19,000	*0%*
	Annual Contr. - Citizen Fire Dept.	$ 9,000	$ 9,000	$ 9,000	$ 14,000	$ -	$ 14,000	*0%*
	Mini-Grant Program	$ 98,000	$ 97,340	$ 96,277	$ 54,703	$ -	$ 50,000	*-9%*
	2023 Ranson Community Distr. Program	$ -	$ -	$ 721,770	$ 65,538	$ 54,779	$ 10,800	*-84%*
	Annual Contr. - Charles Town Library	$ -	$ -	$ -	$ 5,000	$ -	$ 5,000	*0%*
	Annual Contr. - Jefferson County P&R Fireworks	$ -	$ -	$ -	$ 5,000	$ -	$ 5,000	*0%*
	Community Sponsorship	$ -	$ 200	$ -	$ 9,703	$ 3,100	$ 5,000	*-48%*
	Total	**$ 136,000**	**$ 135,540**	**$ 856,047**	**$ 187,944**	**$ 57,879**	**$ 323,800**	**72%**
435 - Regional Development Authority								
001.435.222	Region 9 Planning & Development Council Dues	$ 1,645	$ 2,975	$ 4,445	$ 5,150	$ 5,107	$ 9,400	*83%*
	Total	**$ 1,645**	**$ 2,975**	**$ 4,445**	**$ 5,150**	**$ 5,107**	**$ 9,400**	**83%**
Planning and Zoning								
001.437.103	Planning & Zoning Salary (7 FT)	$ 316,845	$ 303,279	$ 358,750	$ 354,000	$ 176,241	$ 486,000	*37%*
001.437.104	Planning & Zoning FICA	$ 25,167	$ 23,980	$ 27,789	$ 29,000	$ 13,859	$ 39,000	*34%*
001.437.105	Planning & Zoning Insurance	$ 52,933	$ 49,679	$ 59,058	$ 75,000	$ 36,851	$ 134,000	*79%*
001.437.106	Planning & Zoning Retirement	$ 27,260	$ 25,208	$ 30,004	$ 42,500	$ 15,428	$ 45,500	*7%*
001.437.108	Planning & Zoning Overtime/Extra Help	$ 2,632	$ 1,201	$ 1,000	$ 5,000	$ 544	$ 5,000	*0%*
001.437.110	Planning & Zoning Fringe Benefits	$ -	$ -	$ -	$ 250	$ 250	$ 750	*200%*
001.437.211	Planning and Zoning Telephone	$ -	$ -	$ -	$ 2,000	$ 494	$ 2,000	*0%*
001.437.214	Planning & Zoning Travel	$ 1,471	$ 1,476	$ 489	$ 2,000	$ 672	$ 3,000	*50%*
001.437.217	Planning & Zoning Vehicle Repair	$ 148	$ 174	$ 35	$ 500	$ -	$ 500	*0%*
001.437.218	Planning and Zoning Postage	$ -	$ -	$ -	$ 1,000	$ -	$ 1,000	*0%*
001.437.220	Planning & Zoning Legal Publications	$ 1,158	$ 2,558	$ 2,109	$ 4,000	$ 898	$ 4,000	*0%*
001.437.221	Planning & Zoning Training	$ 5,660	$ 3,475	$ 4,293	$ 7,500	$ 1,383	$ 10,000	*33%*
001.437.222	Planning & Zoning Dues and Subscriptions	$ 2,149	$ 880	$ 345	$ 1,500	$ 100	$ 1,500	*0%*
001.437.223	Planning & Zoning Professional Services	$ 214,425	$ 201,444	$ 333,550	$ 400,000	$ 184,082	$ 400,000	*0%*
001.437.226	Planning and Zoning Insurance & Bonds	$ -	$ -	$ -	$ 125	$ -	$ 250	*100%*
001.437.230	Planning & Zoning Contracted Services	$ 1,569	$ 784	$ 181	$ 1,000	$ 237	$ 1,000	*0%*
001.437.238	Planning & Zoning Refund of Deposits	$ 3,495	$ 4,864	$ 615	$ -	$ -	$ -	*0%*
001.437.341	Planning & Zoning Supplies and Materials	$ 4,285	$ 8,344	$ 5,874	$ 8,500	$ 1,039	$ 10,000	*18%*
001.437.343	Planning & Zoning Gas, Oil, Tires	$ 2,711	$ 1,668	$ 1,751	$ 2,500	$ 771	$ 2,500	*0%*
001.437.345	Planning & Zoning Uniforms	$ -	$ -	$ -	$ 2,500	$ -	$ 3,500	*40%*
001.437.353	Planning & Zoning Computer Software	$ 10,060	$ 10,445	$ 7,025	$ 13,000	$ 3,243	$ 13,000	*0%*
	Total	**$ 671,967**	**$ 639,460**	**$ 832,868**	**$ 951,875**	**$ 436,092**	**$ 1,162,500**	**22%**
Planning & Zoning	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 424,837	$ 403,348	$ 476,601	$ 508,375	$ 243,173	$ 714,000	*40%*

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 247,130	$ 236,112	$ 356,267	$ 443,500	$ 192,919	$ 448,500	*1%*
	Total Planning and Zoning, Building Insp.	**$ 671,967**	**$ 639,460**	**$ 832,868**	**$ 951,875**	**$ 436,092**	**$ 1,162,500**	
Elections								
001.438.101	Elections Salary	$ 4,650	$ -	$ -	$ -	$ -	$ -	*0%*
001.438.220	Elections Advertising	$ 331	$ -	$ -	$ 750	$ -	$ 750	*0%*
001.438.230	Elections Contracted Service (Poll Workers)	$ -	$ -	$ -	$ 35,250	$ 23,163	$ 7,000	*-80%*
001.438.341	Elections Supplies and Materials	$ 1,627	$ -	$ -	$ 1,750	$ -	$ 1,750	*0%*
	Total	**$ 6,607**	**$ -**	**$ -**	**$ 37,750**	**$ 23,163**	**$ 9,500**	**-75%**
City Hall								
001.440.103	City Hall Salary (4 FT employees)	$ 198,059	$ 208,374	$ 250,954	$ 270,000	$ 124,669	$ 270,000	*0%*
001.440.104	City Hall FICA	$ 15,667	$ 16,331	$ 19,563	$ 22,250	$ 9,937	$ 21,500	*-3%*
001.440.105	City Hall Insurance	$ 25,583	$ 25,751	$ 37,732	$ 50,500	$ 19,633	$ 72,000	*43%*
001.440.106	City Hall Retirement	$ 13,795	$ 14,053	$ 19,304	$ 32,500	$ 10,663	$ 27,000	*-17%*
001.440.108	City Hall Overtime / Extra Help	$ 1,052	$ 7,240	$ 294	$ 5,000	$ 553	$ 5,000	*0%*
001.440.211	City Hall Telephone	$ 21,265	$ 31,686	$ 21,396	$ 25,000	$ 10,050	$ 25,000	*0%*
001.440.212	City Hall Printing	$ -	$ -		$ 7,500	$ 2,072	$ 7,500	*0%*
001.440.213	City Hall Utilities	$ 16,242	$ 16,304	$ 16,619	$ 25,000	$ 7,565	$ 25,000	*0%*
001.440.214	City Hall Travel	$ 414	$ -	$ 707	$ 1,500	$ -	$ 2,000	*33%*
001.440.215	City Hall Maintenance / Repair Building & Grounds	$ 1,311	$ 948	$ 9,659	$ 20,000	$ 9,561	$ 15,000	*-25%*
001.440.216	City Hall Maintenance / Repair Equipment	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
001.440.217	City Hall Vehicle Repair	$ 150	$ 18	$ -	$ 500	$ -	$ 500	*0%*
001.440.218	City Hall Postage / Meter	$ 5,989	$ 5,444	$ 7,010	$ 8,000	$ 2,369	$ 7,000	*-13%*
001.440.219	City Hall Building and Equipment Rents	$ 8,873	$ 8,540	$ 11,827	$ 11,000	$ 4,112	$ 11,000	*0%*
001.440.220	City Hall Advertising / Legal Publications	$ 4,038	$ 5,534	$ 1,965	$ 5,000	$ 2,080	$ 5,000	*0%*
001.440.221	City Hall Training	$ 125	$ -	$ 2,141	$ 5,500	$ 160	$ 2,000	*-64%*
001.440.222	City Hall Dues and Subscriptions	$ 2,100	$ 225	$ 2,206	$ 10,000	$ 1,971	$ 10,000	*0%*
001.440.223	City Hall Professional Services	$ 85,530	$ 101,121	$ 84,760	$ 125,000	$ 29,129	$ 100,000	*-20%*
001.440.224	City Hall Audit Costs	$ 29,540	$ 29,540	$ 8,994	$ 109,500	$ 64,476	$ 40,000	*-63%*
001.440.226	City Hall Insurance and Bonds (Liability & Workers Comp)	$ 221,033	$ 224,769	$ 257,742	$ 291,500	$ 210,459	$ 298,500	*2%*
001.440.230	City Hall Contracted Services	$ 124,212	$ 125,732	$ 125,643	$ 200,000	$ 86,598	$ 110,000	*-45%*
001.440.232	City Hall Bank Charges	$ 17,494	$ 26,356	$ 45,584	$ 50,000	$ 22,593	$ 50,000	*0%*
001.440.236	City Hall Refunds	$ 154,687	$ 1,117	$ 278	$ -	$ -	$ -	*0%*
001.440.237	City Hall Other Taxes/Fees (BC Rents)	$ 178,950	$ 64,352	$ -	$ -	$ -	$ -	*0%*
001.440.341	City Hall Supplies and Materials	$ 16,438	$ 8,084	$ 9,727	$ 36,000	$ 6,990	$ 30,000	*-17%*
001.440.343	City Hall Oil and Gas	$ 453	$ -	$ 303	$ 500	$ 59	$ 500	*0%*

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	Year Changes (%)
001.440.345	City Hall Uniforms	$ -	$ -	$ 462	$ 2,000	$ -	$ 2,000	0%
001.440.353	City Hall Computer Software	$ 37,166	$ 62,992	$ 46,397	$ 130,000	$ 48,411	$ 130,000	0%
001.440.570	City Hall Miscellaneous Fees	$ 6,727	$ 1,483	$ 1,154	$ 2,000	$ -	$ 2,000	0%
	Total	**$ 1,186,891**	**$ 985,995**	**$ 982,423**	**$ 1,446,250**	**$ 674,108**	**$ 1,269,000**	**-12%**
City Hall & Elections	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 479,839	$ 496,518	$ 586,052	$ 673,750	$ 375,913	$ 696,000	3%
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 713,659	$ 489,477	$ 396,371	$ 810,250	$ 321,359	$ 582,500	-28%
	Total	**$ 1,193,498**	**$ 985,995**	**$ 982,423**	**$ 1,484,000**	**$ 697,272**	**$ 1,278,500**	**-14%**
	Total - City Hall & Elections	**$ 1,193,498**	**$ 985,995**	**$ 982,423**	**$ 1,484,000**	**$ 697,272**	**$ 1,278,500**	
001.444.566	*Contributions to Others Funds*							
	Municipal Capital Improvement	$ 1,021,012	$ 2,053,791	$ 1,500,000	$ 2,317,178	$ 965,123	$ 649,380	-72%
	CARES Fund	$ 1,083,296	$ -	$ -	$ -	$ -	$ -	0%
	Municipal Stabilization	$ -	$ -	$ -	$ 1,062,136	$ 337,603	$ -	-100%
	Total Contributions	**$ 2,104,308**	**$ 2,053,791**	**$ 1,500,000**	**$ 3,379,314**	**$ 1,302,726**	**$ 649,380**	**-81%**
001.699.000	Contingencies	$ -	$ -	$ -	$ 1,260,865	$ -	$ 1,022,748	-19%
	Total	**$ 2,104,308**	**$ 2,053,791**	**$ 1,500,000**	**$ 4,640,179**	**$ 1,302,726**	**$ 1,672,128**	
General Government	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 1,420,335	$ 1,458,783	$ 1,433,558	$ 1,653,285	$ 844,245	$ 2,014,910	22%
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 987,985	$ 898,152	$ 883,420	$ 1,354,000	$ 536,379	$ 1,147,500	-15%
	424 - Contributions - Dispersed	$ 136,000	$ 135,540	$ 856,047	$ 187,944	$ 57,879	$ 323,800	72%
	435 - Regional Development Authority	$ 1,645	$ 2,975	$ 4,445	$ 5,150	$ 5,107	$ 9,400	83%
	444 - Contributions to Other Funds	$ 2,104,308	$ 2,053,791	$ 1,500,000	$ 3,379,314	$ 1,302,726	$ 649,380	-81%
	699 - Contingencies	$ -	$ -	$ -	$ 1,260,865	$ -	$ 1,022,748	-19%
General Government	**Total Expenditures**	**$ 4,650,272**	**$ 4,549,240**	**$ 4,677,470**	**$ 7,840,558**	**$ 2,746,336**	**$ 5,167,738**	**-34%**
	Total	**$ 4,650,272**	**$ 4,549,240**	**$ 4,677,470**	**$ 7,840,558**	**$ 2,746,336**	**$ 5,167,738**	
700 - Police								
001.700.103	Police Salary (19 FT Officers, 2 FT Admin, 1 Contract Consultant)	$ 1,142,546	$ 1,205,271	$ 1,365,231	$ 1,574,950	$ 786,019	$ 1,705,000	8%
001.700.104	Police FICA	$ 100,324	$ 107,777	$ 122,559	$ 140,950	$ 68,603	$ 142,000	1%

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
001.700.105	Police Insurance	$ 207,745	$ 222,561	$ 278,835	$ 352,500	$ 172,268	$ 442,000	*25%*
001.700.106	Police Retirement	$ 102,154	$ 110,947	$ 124,964	$ 179,250	$ 70,312	$ 163,500	*-9%*
001.700.108	Police Overtime / Extra Help	$ 122,221	$ 152,478	$ 178,689	$ 175,000	$ 77,954	$ 150,000	*-14%*
001.700.110	Police Fringe Benefits	$ -	$ -	$ -	$ 4,750	$ -	$ 4,750	*0%*
001.700.211	Police Telephone	$ 3,979	$ 10,456	$ 5,070	$ 7,500	$ 2,593	$ 7,500	*0%*
001.700.212	Police Printing	$ -	$ -	$ -	$ 500	$ -	$ 500	*0%*
001.700.213	Police Utilities	$ 14,140	$ 13,968	$ 16,577	$ 17,500	$ 5,976	$ 22,500	*29%*
001.700.214	Police Travel	$ 3,289	$ 4,548	$ 1,405	$ 10,000	$ 3,159	$ 10,000	*0%*
001.700.215	Police Maintenance / Repair Building	$ 700	$ -	$ 445	$ 12,500	$ 655	$ 2,500	*-80%*
001.700.216	Police Maintenance / Repair Equipment	$ 1,038	$ 1,755	$ -	$ 1,500	$ -	$ 1,000	*-33%*
001.700.217	Police Vehicle Maintenance	$ 26,097	$ 19,150	$ 8,497	$ 35,000	$ 10,819	$ 25,000	*-29%*
001.700.218	Police Postage	$ 254	$ 475	$ 404	$ 1,000	$ 53	$ 1,000	*0%*
001.700.219	Police Building and Equipment Rents	$ 4,233	$ 3,946	$ 4,540	$ 5,000	$ 2,342	$ 5,000	*0%*
001.700.220	Police Advertising / Legal Publication	$ 330	$ 279	$ -	$ 750	$ -	$ 750	*0%*
001.700.221	Police Training	$ 6,375	$ 3,152	$ 5,163	$ 10,000	$ 4,258	$ 10,000	*0%*
001.700.222	Police Dues and Subscriptions	$ 435	$ 340	$ 1,057	$ 1,500	$ 150	$ 1,500	*0%*
001.700.223	Police Professional Services	$ 7,535	$ -	$ -	$ 30,000	$ 20,468	$ 25,000	*-17%*
001.700.226	Police Insurance and Bonds	$ -	$ -	$ -	$ 200	$ -	$ 200	*0%*
001.700.230	Police Contracted Services	$ 16,696	$ 10,517	$ 35,235	$ 35,500	$ 12,570	$ 30,000	*-15%*
001.700.233	Police Investigation Fees	$ -	$ -	$ -	$ 1,000	$ -	$ 1,000	*0%*
001.700.235	Police Remittance of Fees Collected	$ 126,230	$ 97,723	$ 97,933	$ 102,000	$ 39,348	$ 100,000	*-2%*
001.700.236	Police Refunds	$ 336	$ -	$ -	$ 1,000	$ -	$ -	*-100%*
001.700.237	Police Building Commission Rent	$ 31,579	$ -	$ -	$ -	$ -	$ -	*0%*
001.700.341	Police Supplies and Materials	$ 19,439	$ 14,275	$ 26,180	$ 30,000	$ 7,880	$ 25,000	*-17%*
001.700.343	Police Gas Oil Tires	$ 61,350	$ 51,830	$ 52,584	$ 72,000	$ 34,069	$ 75,000	*4%*
001.700.345	Police Uniforms	$ 6,821	$ 7,722	$ 8,045	$ 12,000	$ 4,874	$ 12,000	*0%*
001.700.353	Police Computer Software	$ 15,411	$ 10,727	$ 11,478	$ 31,000	$ 25,250	$ 31,000	*0%*
001.700.570	Police Misc. Expense	$ -	$ -	$ -	$ 6,800	$ -	$ -	*-100%*
	Total	**$ 2,021,259**	**$ 2,049,897**	**$ 2,344,892**	**$ 2,851,650**	**$ 1,349,620**	**$ 2,993,700**	**5%**
704 - Crossing Guards								
001.704.103	Crossing Guards Salary (0 Employees)	$ 14,375	$ 13,171	$ 19,179	$ 8,625	$ 7,408	$ -	*-100%*
001.704.104	Crossing Guards FICA	$ 1,100	$ 1,008	$ 1,467	$ 665	$ 567	$ -	*-100%*
001.704.570	Crossing Guards Misc.	$ -	$ -	$ -	$ -	$ -	$ -	*0%*
	Total	**$ 15,475**	**$ 14,179**	**$ 20,646**	**$ 9,290**	**$ 7,975**	**$ -**	**-100%**
Public Safety	**Personnel Costs (PD & Crossing Guards)**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 1,697,286	$ 1,820,935	$ 2,098,970	$ 2,448,890	$ 1,188,005	$ 2,619,450	*7%*
	Operations (Commodities & Services)							

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	*Year Changes (%)*
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 339,448	$ 243,141	$ 266,568	$ 412,050	$ 169,590	$ 374,250	*-9%*
Public Safety	**Total Expenditures**	**$ 2,036,734**	**$ 2,064,076**	**$ 2,365,538**	**$ 2,860,940**	**$ 1,357,595**	**$ 2,993,700**	**5%**
750 - Streets								
001.750.103	Streets Salary (10 FT employees)	$ 469,637	$ 486,649	$ 557,539	$ 653,000	$ 295,808	$ 658,000	*1%*
001.750.104	Streets FICA	$ 37,923	$ 39,937	$ 44,678	$ 53,600	$ 23,968	$ 52,000	*-3%*
001.750.105	Streets Insurance	$ 121,357	$ 128,553	$ 153,064	$ 187,000	$ 81,660	$ 229,000	*22%*
001.750.106	Streets Retirement	$ 40,946	$ 44,219	$ 50,733	$ 78,500	$ 26,158	$ 66,000	*-16%*
001.750.108	Streets Overtime / Extra Help	$ 15,687	$ 9,275	$ 12,644	$ 22,500	$ 6,597	$ 15,000	*-33%*
001.750.110	Streets Fringe Benefits	$ -	$ -	$ -	$ 2,500	$ 2,250	$ 2,500	*0%*
001.750.211	Streets Telephone	$ 6,397	$ 6,072	$ 3,748	$ 6,750	$ 2,850	$ 6,750	*0%*
001.750.213	Streets Utilities	$ 8,512	$ 7,377	$ 8,736	$ 12,500	$ 3,717	$ 10,000	*-20%*
001.750.214	Streets Travel	$ 240	$ -	$ -	$ 2,500	$ -	$ 1,000	*-60%*
001.750.215	Streets Maintenance / Repair Building	$ -	$ -	$ 1,278	$ 5,000	$ 1,320	$ 5,000	*0%*
001.750.216	Streets Maintenance / Repair Equipment	$ 15,263	$ 8,910	$ 8,783	$ 15,000	$ 2,484	$ 15,000	*0%*
001.750.217	Streets Maintenance / Repair Vehicles	$ 17,528	$ 4,089	$ 6,573	$ 22,500	$ 1,350	$ 20,000	*-11%*
001.750.219	Streets Building and Equipment Rents	$ 4,833	$ 3,246	$ 2,408	$ 5,000	$ 777	$ 5,000	*0%*
001.750.221	Streets Training	$ 774	$ -	$ 319	$ 2,500	$ 73	$ 2,500	*0%*
001.750.222	Streets Dues	$ 118	$ 132	$ 92	$ 500	$ -	$ 500	*0%*
001.750.223	Streets Professional Services	$ -	$ -	$ -	$ 500	$ 167	$ 500	*0%*
001.750.226	Streets Insurance and Bonds	$ 250	$ 250	$ 250	$ 300	$ -	$ 300	*0%*
001.750.230	Streets Contracted Services	$ 122,231	$ 132,215	$ 179,065	$ 200,000	$ 61,975	$ 200,000	*0%*
001.750.341	Streets Supplies and Materials	$ 58,079	$ 80,170	$ 41,542	$ 60,000	$ 17,283	$ 60,000	*0%*
001.750.343	Streets Gas Oil Tires	$ 27,502	$ 29,282	$ 26,485	$ 30,000	$ 14,756	$ 30,000	*0%*
001.750.345	Streets Uniforms	$ 1,608	$ 2,534	$ 5,607	$ 5,000	$ -	$ 5,000	*0%*
001.750.353	Streets Software	$ 6,673	$ 5,065	$ 3,969	$ 7,000	$ 1,428	$ 7,000	*0%*
	Total	**$ 955,558**	**$ 987,975**	**$ 1,107,513**	**$ 1,372,150**	**$ 544,621**	**$ 1,391,050**	**1%**
751 - Street Lights								
001.751.213	Street Lights - Utilities	$ 85,589	$ 99,007	$ 115,301	$ 135,000	$ 58,168	$ 125,000	*-7%*
	Total	**$ 85,589**	**$ 99,007**	**$ 115,301**	**$ 135,000**	**$ 58,168**	**$ 125,000**	**-7%**
Streets & Transport	**Personnel Costs**							
Budget Summary	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 687,408	$ 711,417	$ 824,515	$ 1,002,400	$ 436,442	$ 1,027,800	*3%*
	Operations (Commodities & Services)							

Account Number	Description	Actual 6/30/2022	Actual 6/30/2023	Actual 6/30/2024	Approved Budget FY2025	Actual thru 12/31/2024	Approved Budget FY2026	Year Changes (%)
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 353,739	$ 375,565	$ 398,298	$ 504,750	$ 166,347	$ 488,250	-3%
Streets	**Total Expenditures**	**$ 1,041,147**	**$ 1,086,982**	**$ 1,222,814**	**$ 1,507,150**	**$ 602,789**	**$ 1,516,050**	**1%**
	Total - Streets & Streetlights	**$ 1,041,147**	**$ 1,086,982**	**$ 1,222,814**	**$ 1,507,150**	**$ 602,789**	**$ 1,516,050**	
900 - Parks & Recreation								
001.990.100	Parks & Recreation Pass through Hotel Tax	$ 301,188	$ 320,093	$ 352,114	$ 225,000	$ 118,503	$ 250,000	11%
001.900.568	Parks & Recreation Operational Contribution	$ -	$ -	$ -	$ 100,000	$ -	$ 50,000	-50%
	Total	**$ 301,188**	**$ 320,093**	**$ 352,114**	**$ 325,000**	**$ 118,503**	**$ 300,000**	**-8%**
	Total - Parks & Recreation	**$ 301,188**	**$ 320,093**	**$ 352,114**	**$ 325,000**	**$ 118,503**	**$ 300,000**	
901 - Convention & Visitors Bureau (CVB)								
001.990.100	CVB Pass through Hotel Tax	$ 301,188	$ 320,093	$ 352,114	$ 225,000	$ 100,981	$ 250,000	11%
	Total	**$ 301,188**	**$ 320,093**	**$ 352,114**	**$ 225,000**	**$ 100,981**	**$ 250,000**	**11%**
	Total - CVB	**$ 301,188**	**$ 320,093**	**$ 352,114**	**$ 225,000**	**$ 100,981**	**$ 250,000**	
Cultural & Recreation Budget Summary	**Fixed Costs**							
	Pass-Through Tax Transfer	$ 602,375	$ 640,186	$ 704,227	$ 550,000	$ 219,484	$ 550,000	0%
	Total - Parks & Recreation and Cultural & Recreation	**$ 602,375**	**$ 640,186**	**$ 704,227**	**$ 550,000**	**$ 219,484**	**$ 550,000**	
General Fund Budget Summary	**Personnel Costs**							
	Salary, Insurance, FICA, Retirement, Uniforms, Workers Comp	$ 3,805,028	$ 3,991,134	$ 4,357,043	$ 5,104,575	$ 2,468,692	$ 5,662,160	11%
	Operations (Commodities & Services)							
	Utilities, Fuel, Telephone, Repairs/ Maintenance, Rents, Training & Travel, Postage, Printing, Ads, Contracted Services, Materials, etc.	$ 1,681,172	$ 1,516,858	$ 1,548,287	$ 2,270,800	$ 872,316	$ 2,010,000	-11%
	424 - Contributions - Dispersed	$ 136,000	$ 135,540	$ 856,047	$ 187,944	$ 57,879	$ 323,800	72%
	435 - Regional Development Authority	$ 1,645	$ 2,975	$ 4,445	$ 5,150	$ 5,107	$ 9,400	83%
	444 - Contributions to Other Funds	$ 2,104,308	$ 2,053,791	$ 1,500,000	$ 3,379,314	$ 1,302,726	$ 649,380	-81%
	699 - Contingencies	$ -	$ -	$ -	$ 1,260,865	$ -	$ 1,022,748	-19%
	900 - Contributions to Cultural & Recreation	$ 602,375	$ 640,186	$ 704,227	$ 550,000	$ 219,484	$ 550,000	0%
	Total	**$ 8,330,528**	**$ 8,340,483**	**$ 8,970,049**	**$ 12,758,648**	**$ 4,926,202**	**$ 10,227,488**	**-20%**
	General Fund Revenues	**$ 10,405,915**	**$ 10,422,188**	**$ 13,830,725**	**$ 12,758,648**	**$ 8,631,597**	**$ 10,227,488**	**-20%**
	General Fund Expenses	**$ 8,330,528**	**$ 8,340,483**	**$ 8,970,049**	**$ 12,758,648**	**$ 4,926,202**	**$ 10,227,488**	**-20%**
	Balance (Overage)	**$ 2,075,387**	**$ 2,081,705**	**$ 4,860,676**	**$ -**	**$ 3,705,396**	**$ -**	

CITY OF RANSON
COAL SEVERANCE FUND BUDGET
FY 2026
Approved March 18th, 2025

Account Titles	*6/30/2022 ACTUAL*	*6/30/2023 ACTUAL*	*6/30/2024 ACTUAL*	*FY 2025 CURRENT BUDGET*	*BALANCES THRU 12/31/2024*	*FY 2026 APPROVED BUDGET*	*% CHANGE*
002-299.100 Fund Balance - Carryover	*$ 249,099*	*$ 270,379*	*$ 296,416*	$ 330,487	$ 330,487	$ 358,000	*8.3%*
002-310.100 Coal Severance Tax	*$ 21,229*	*$ 25,384*	*$ 17,281*	$ 20,000	$ 9,056	$ 18,000	*-10.0%*
002-380.100 Interest on Accounts	*$ 51*	*$ 653*	*$ 10,637*	$ 11,000	$ 5,240	$ 10,000	*-9.1%*
Total Revenues	***$ 270,379***	***$ 296,416***	***$ 324,334***	**$ 361,487**	**$ 344,783**	**$ 386,000**	*6.8%*
002-750.230 Streets Maintenance - Snow	*$ -*	*$ -*	*$ -*	$ 361,487	$ -	$ 386,000	*6.8%*
Total Expenses	***$ -***	***$ -***	***$ -***	**$ 361,487**	***$ -***	**$ 386,000**	*6.8%*
Total Ending Balance	*$ 270,379*	*$ 296,416*	*$ 324,334*	*$ -*	*$ 344,783*	*$ -*	

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Resolution 2025-06: Approval of Capital Improvement Fund Budget for FY 2026

As required by State law, the City Council must meet to approve the Capital Improvement Fund Budget for fiscal year 2026, and to hear any objections to the adopted budget. Enclosed is a copy of the Capital Budget. These funds are dedicated to capital expenditures and utilized for purchasing of capital items and funding of capital improvement projects

The following attachments are enclosed for review and approval:

1. A Resolution of The City of Ranson Adopting and Approving the Capital

   Improvement Fund Budget for 2025 – 2026

2. Capital Fund Budget File FY2026

ATTACHMENTS:

Resolution 2025-06 Capital approvement 4152025.docx
FY2026 Proposed Capital Fund Budget 4-15-2025.pdf

RESOLUTION #2025-06

A RESOLUTION OF THE CITY OF RANSON ADOPTING AND APPROVING THE CAPITAL IMPROVEMENT FUND BUDGET FOR FISCAL YEAR 2026

At a regular session of the Ranson City Council held on April 15, 2025, the following order was made and entered:

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

WHEREUPON, Mayor Keith D. Pierson 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 Capital Improvement Budget.

Signed and approved this 15th day of April 2025.

_____

Keith D. Pierson, Mayor

ATTEST:

_____

Darla Armstrong, City Clerk

CITY OF RANSON
CAPITAL IMPROVEMENT FUND PROPOSED BUDGET
FY 2026

	06-30-22 ACTUAL	*06-30-23 ACTUAL*	*06-30-24 ACTUAL*	FY25 BUDGET APPROVED 3-18-2025	BALANCES THRU 12-31-2024	FY 2026 PROPOSED BUDGET	*Notes*
Carryover Balance	*$ 5,850,000*	*$ 6,039,000*	*$ 7,065,261*	$ 8,488,226	$ 8,488,226	$ 8,000,000	*Anticipated fund balance at 6/30/2025*
201.348.100 Special Assessments - Sidewalk Funds	*$ 3,071*	*$ 11,378*	*$ 9,900*	$ -	$ -	$ -	
201.350.100 City Service Fees	*$ 19,500*	*$ 90,802*	*$ 354,389*	$ 300,000	$ 150,439	$ 300,000	Collections tied to new home development volume
201.365.100 Grants	*$ 37,481*	*$ -*	*$ -*	$ 29,000	$ 29,100	$ -	
201.365.200 Fairfax Blvd. Reimbursement	*$ 70,184*	*$ 743,000*	*$ -*	$ -	$ -	$ -	
201.369.100 Contributions from Other Funds	*$ 1,021,012*	*$ 2,053,791*	*$ 1,500,000*	$ 2,242,178	$ 965,123	$ 600,000	Annual Contribution From General Fund TBD
201.376.000 Table Games Income	*$ 219,685*	*$ 221,741*	*$ 207,036*	$ 175,000	$ 80,776	$ 175,000	Monthly Table Game Distributions
201.380.100 Interest Income	*$ 1,433*	*$ 7,192*	*$ 90,325*	$ 70,000	$ 41,433	$ 70,000	Interest rcvd on Capital Accounts
201.381.200 Demo Reimbursements	*$ 61,435*	*$ 17,745*	*$ (201)*	$ 6,500	$ 6,500	$ -	
201.386.100 Insurance Claim	*$ -*	*$ 3,530*	*$ -*	$ -	$ -	$ -	
201.397.100 Video Lottery Income	*$ 660,851*	*$ 703,434*	*$ 673,085*	$ 600,000	$ 247,744	$ 600,000	Monthly Video Lottery Distributions
TOTAL REVENUES	***$ 7,944,652***	***$ 9,891,613***	***$ 9,899,795***	**$ 11,910,904**	**$ 10,009,341**	**$ 9,745,000**	
EXPENDITURES							
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES							
Bank Charges	*$ 127*	*$ 146*	*$ 173*	$ 175	$ 102	$ 200	Monthly banking fees
Computer Replacement Program (201-975.459.001)	*$ 21,572*	*$ 81,617*	*$ 35,874*	$ 180,000	$ 44,469	$ 50,000	Standard computer/phones/IT equipment replacements for all depts.
Condemnation of Properties (201-975.459.002)	*$ 78,989*	*$ 11,900*	*$ 10,800*	$ 15,000	$ -	$ 25,000	Demolition of dilapidated properties
Cameras	*$ -*	*$ 63,027*	*$ -*	$ -	$ -	$ -	
Replacement Vehicle (201-975.459.003)	*$ -*	*$ -*	*$ -*	$ 55,000	$ -	$ -	
Total - General Government	*$ 100,688*	*$ 156,690*	*$ 46,847*	$ 250,175	$ 44,571	$ 75,200	
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES							
3 Patrol Vehicles (201-976.459.001)	*$ 70,381*	*$ 73,166*	*$ 129,234*	$ 135,000	$ 127,224	$ 168,000	3 Vehicles at $46.6K a piece + 20% for impending tariff expense
Equipment for Patrol Vehicles (201-976.459.002)	*$ 26,137*	*$ 35,500*	*$ 60,997*	$ 75,000	$ 51,259	$ 75,000	Associated Equipment for Vehicle Additions
Three In-Car Camera Systems (201-976.459.002)	*$ 90*	*$ 9,900*	*$ 19,726*	$ 20,000	$ 19,369	$ 37,500	Associated Equipment for Vehicle Additions
Three CAD units (201-976.459.002)	*$ -*	*$ 2,918*	*$ -*	$ 10,000	$ -	$ 10,000	Associated Equipment for Vehicle Additions
E-Ticketing (201-976.459.003)	*$ 2,119*	*$ 82*	*$ 973*	$ 8,000	$ -	$ 8,000	Equipment replacements and/or additions
Radios (201-976.459.003)	*$ 6,771*	*$ -*	*$ -*	$ 15,000	$ 2,836	$ 15,000	Equipment replacements and/or additions
Radars (201-976.459.003)	*$ -*	*$ 3,885*	*$ -*	$ 7,500	$ 7,500	$ 7,500	Equipment replacements and/or additions
Tasers (201-976.459.003)	*$ -*	*$ 50,220*	*$ -*	$ 15,000	$ -	$ 15,000	Equipment replacements and/or additions
License Plate Reader (201-976.459.004)	*$ -*	*$ -*	*$ 19,777*	$ -	$ -	$ -	
Electronic Fingerprint Machine (201-976.459.004	*$ -*	*$ -*	*$ -*	$ 30,000	$ 10,200	$ -	
Crash Reconstructor Equipment (201-976.459.004)	*$ -*	*$ -*	*$ -*	$ 29,500	$ 29,250	$ -	
Exterior Storage Building at PD (201-976.459.005)	*$ -*	*$ -*	*$ -*	$ 10,000	$ 7,416	$ -	
CAD Tablet Replacements x5 (201-796.459.004)	*$ -*	*$ -*	*$ -*	$ 16,500	$ -	$ -	
Existing Police Dept Improvements (201-976.459.005)	*$ -*	*$ -*	*$ -*	$ -	$ -	$ 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	$ 28,954	$ 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 $125K
Total - Public Safety	*$ 105,498*	*$ 175,671*	*$ 230,707*	$ 1,121,500	$ 284,008	$ 1,186,000	

201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES							
Street Construction & Repairs							
5th Avenue Streetscape (201-977.459.016)	$ -	$ 220,291	$ -	$ 1,300,000	$ -	$ 1,300,000	Rolling over FY25 budget allotment to FY26; total project estimated $2.8M
Fairfax Boulevard (Phase II)	$ 25,000	$ -	$ -	$ -	$ -	$ -	
Fairfax Boulevard (Phase III) (201-977.459.017)	$ 2,086,764	$ 1,836,489	$ 2,087	$ -	$ -	$ -	
16th Avenue Roadway Design (201-977.459.015)	$ -	$ -	$ 36,385	$ -	$ -	$ -	
Stormwater Engineering/Repairs							
SWM/Engineering & Construction	$ -	$ -	$ -	$ 50,000	$ -	$ 50,000	Miscellaneous SWM expenses
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	$ 18,649	$ 7,565	$ 163,918	$ 200,000	$ 132,346	$ 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							
Barnes	$ 230	$ 8,250	$ -	$ -	$ -	$ -	
City Hall Roof (201-977.459.011)	$ -	$ 1,500	$ 187,115	$ 20,000	$ -	$ 20,000	Attic Insulation improvements, project needs rebid and may commence in FY2026
Foundry Remediation, Planning and Engineering	$ 32,278	$ 33,106	$ 7,966	$ -	$ -	$ -	
Gateway (Circle Reconstruction)	$ -	$ 17,281	$ -	$ -	$ -	$ -	
Trifecta Place (201-977.459.013)	$ -	$ 5,500	$ -	$ 500,000	$ 19,246	$ 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)	$ 203,834	$ 241,485	$ 262,411	$ 350,000	$ -	$ 300,000	Recurring annual repaving expense allotment
Alley Construction & Preservation (201-977.459.002)	$ 21,303	$ 12,242	$ 10,425	$ 100,000	$ 4,700	$ 50,000	Recurring annual alley expense allotment
Sidewalk & Curb Replacement (201-977.459.003)	$ 77,203	$ 4,680	$ -	$ 75,000	$ 62,237	$ 100,000	Recurring annual sidewalk/curb expense allotment
Street Design/Engineering (201-977.459.004)	$ -	$ -	$ -	$ 50,000	$ 13,969	$ 50,000	General street design expenditures
Street Light Replacement (201-977.459.005)	$ 3,670	$ 17,058	$ 25,986	$ 75,000	$ 14,761	$ 75,000	General street light replacement costs
FORD Trucks (201-977.459.006)	$ 50,062	$ 46,638	$ -	$ 75,000	$ 69,462	$ 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) FY2024 Balance is for Sweeper Truck Purchase	$ -	$ -	$ 217,713	$ -	$ -	$ 126,000	*To replace aging dump truck + 20% for impending tariff expense; may purchase in FY25, if so will remove line alottment with first FY26 revision*
2005 F350 Dump Truck Dump Bed	$ 11,201	$ -	$ -	$ -	$ -	$ -	
Equipment (201-977.459.009)	$ 6,950	$ 96,062	$ 128,307	$ 75,000	$ 8,140	$ 75,000	General Equipment purchases over $5K
2 Zero Turn Mowers	$ -	$ 10,579	$ -	$ -	$ -	$ -	
Loader/Skid Steer Attachments (201-977.459.009)	$ 6,200	$ 3,960	$ 2,624	$ -	$ -	$ -	
Brine Tank System (201-977.459.010)	$ -	$ -	$ 6,400	$ -	$ -	$ -	
Improvement to Public Works Yard (201-977.459.010)	$ -	$ 5,500	$ 59,881	$ 400,000	$ 104,502	$ 150,000	Allotment for PWY improvements (bathrooms, office space and equipment, garage)
Total - Streets & Transportation	$ 2,543,344	$ 2,568,186	$ 1,111,217	$ 4,520,000	$ 429,363	$ 3,234,000	

201.979.459 PARKS & RECREATION CAPITAL EXPENSES							
Civic Center Improvements (201-979.459.001)	$ 11,676	$ 149,201	$ 12,327	$ 40,000	$ 22,900	$ 40,000	Allotment upgrades
Flowing Springs Trail (201-979.459.008)	$ 42,434	$ 14,329	$ 45,601	$ 600,000	$ 6,763	$ -	Anticipate completion of trail in FY25, waiting on DoH notice to proceed. Could rollover funds to FY26 if needed.
Marcus Fields Improvements (201-979.459.002)	$ -	$ -	$ 2,969	$ 50,000	$ 4,326	$ 815,000	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	$ 54,110	$ 163,530	$ 60,897	$ 690,000	$ 33,989	$ 855,000	
Contingencies	$ -	$ -	$ -	$ 5,329,229	$ -	$ -	**Excess Budget Balance will be allotted to Contingencies**
TOTAL EXPENSES	***$ 2,803,640***	***$ 3,064,077***	***$ 1,449,668***	***$ 6,581,675***	***$ 791,932***	***$ 5,350,200***	
REVENUES OVER EXPENSES	***$ 5,141,011***	***$ 6,827,536***	***$ 8,450,127***	***$ 5,329,229***	***$ 9,217,409***	***$ 4,394,800***	

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration for Stop Sign Installation at 19th and Fairfax Avenue

ATTACHMENTS:

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration for Do not enter Sign Installation on Stallion Street

ATTACHMENTS:

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: WVABCA Licensing request- Zoning form, Applicant Colandrea Corporation DBA Inferno Brewery

ATTACHMENTS:

25-15-ABC-_Zoning Letter.pdf
Colandrea Corporation .pdf

City of Ranson

Department of Community Development

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

April 10, 2025

Applicant/Owner:
Inferno Brewery
Andy Colandrea
733 N Mildred St
Ranson, WV 25438

Address of Establishment:
50 Baker Place
Ranson, WV 25438

WV ABC Zoning Review
Project: 25-15-ABC

Dear Applicant,

The City of Ranson Community Development Department has reviewed your application to the State of West Virginia Department of Revenue Alcohol Beverage Control Administration (WVABCA). The location of this application is within the incorporated area of the City of Ranson. In accordance with the requirements set for in W. Va. State Code, this letter is intended for the city to acknowledge notice of intent to apply for an application with the WVABCA Licensing Division.

The Community Development Department reviewed the current development approvals and allowable uses for the above property and have found the proposed use to be consistent with applicable development standards and zoning requirements for this use.

1. The proposed location as described is consistent with the zoning ordinances of the City of Ranson.
2. The proposed location is not an area designated for the use of Community Development Block Grant Funds (CDBG).
3. The City of Ranson does regulate Limited Video Lottery through special exception Sec. 19-8.(c). A separate application to the Board of Zoning Appeals is required.
4. The City does have restrictions on the location of Exotic Dancing through Chapters 19 and 19A Allowable Uses.

This letter shall be transmitted to the City Clerk for completion of WVABCA Zoning Form. If you have any additional questions specific to zoning, please contact the Community Development Department.

Reiley Stanley
Community Development Department

Zoning Form

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: COLANDREA CORPORATION

DBA (Doing Business As): INFERNO BREWERY

Address of Establishment: 50 BAKER PL (Street/Route) RANSON (City) WV (State) 25438 (Zip Code)

Applicant's Name(s): COLANDREA (Last) ANDREA (First) (Middle)

(Last) (First) (Middle)

General Description of Premises: RESTAURANT / TAVERN

Food Services to be Offered: APPETIZERS, PIZZA, DINNERS, LUNCH,

Patron Capacity: 185

This Notice has been filed with the Clerk or Recorder of the City/Town of

_____ **on this** _____ **day of** _____, _____.

Applicant's Signature(s): _____ Date: 4.11.25

_____ Date: _____

(Municipality to fill out reverse side of form)

ABCA-Lic.Z.2

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes X No _____

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes _____ No N/A

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes _____ No X

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes _____ No N/A

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

Yes X No _____

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes X No _____

Additional comments to the Alcohol Beverage Control Administration:

_____

_____

_____

_____

_____

Approved By: Authorized Official Signature and Title

_____

City/Town

Date: _____

Return Original To: **WVABCA**
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Employee Handbook Revision Process

ATTACHMENTS:

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Information April 1, 2025

- Ranson Summer Camps
- EPTA
- Spring Ethics

ATTACHMENTS:

Ranson Summer camps .pdf
EPTA Transit Development .pdf
Spring Ethics Letter .pdf

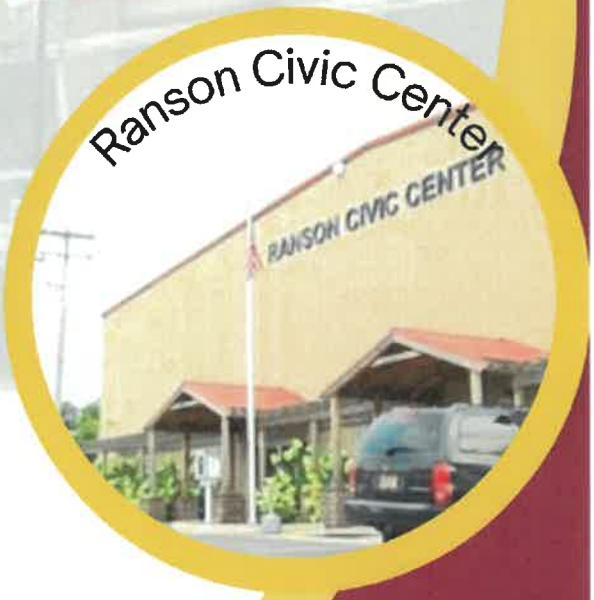
2025 RANSON SUMMER CAMPS

CITY OF RANSON
PARKS AND RECREATION COMMISSION

Jefferson County Parks & Recreation

The City of Ranson and Jefferson County Parks and Recreation are proud to partner and bring new youth camp offerings for kids ages 4-14

- Dance Express Camps
- Jumpstart Basketball
- Kickers Soccer Camps
- Skateboard Camp
- Lego & Minecraft Camps
- Sports Express Camps
- Flag Football Camps
- Pickleball Camps
- Volleyball Camps
- Lacrosse Camp
- Art Camps
- Floor Hockey Camp





Registration opens April 5th

Camps begin June 9th

To register call Jefferson County Parks at 304-728-3207

SCAN HERE

Thanks,
Matt

PUBLIC NOTICE: The Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO), in partnership with the Eastern Panhandle Transit Authority (EPTA), hereby notifies all interested persons of potential service changes for consideration into the Draft Transit Development Plan will be presented for public review and comment.

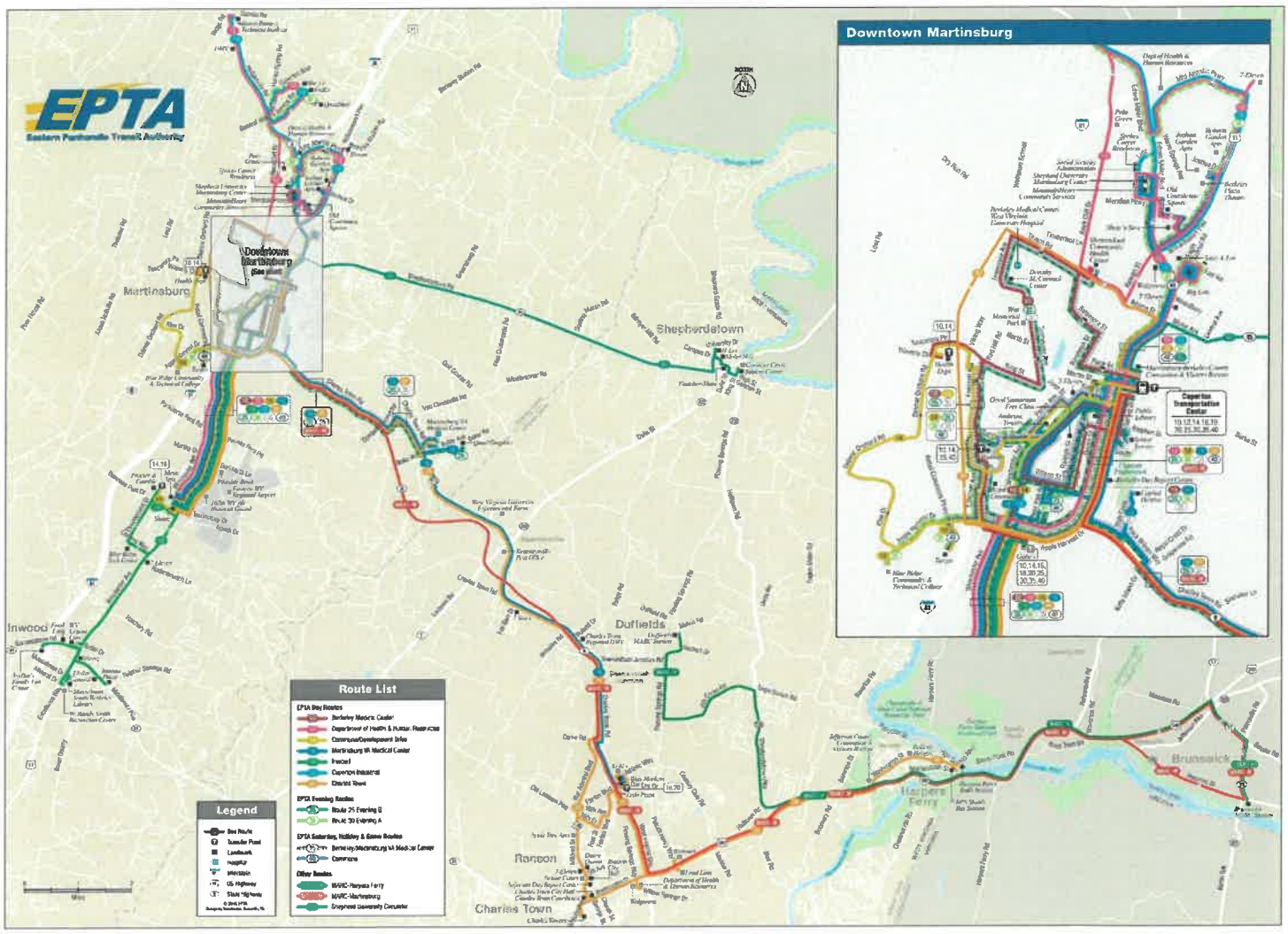
EPTA is currently undergoing a Transit Development Plan update effort to better utilize existing transit resources and determine ways to expand public transit coverage within and beyond its existing service area in Berkeley and Jefferson Counties, WV over the next five years.

Two public meetings on the proposed service changes will be held in the area from 5:00-6:30pm: (1) April 2 – Charles Town Library in County Commission Meeting Room and (2) April 3 – Martinsburg Police Department in George Karos Community Room. Both meeting have a virtual option to join. A formal presentation will be posted online and given at the public meetings.

The public comment period will begin on Wednesday, April 2, 2025 and end on Friday, May 2, 2025. Written comments may be mailed to the EPTA's office (446 Novak Drive, Martinsburg, WV 25405), sent via email to info@eptawv.com or online at www.hepmpo.net/contact. Only written comments will be accepted. Questions should be directed to Elaine Bartoldson at (304) 263-0876 extension 8455.

(attached is current service map)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.


EPTA
Eastern Panhandle Transit Authority
Downtown Martinsburg
Martinsburg
Shepherdstown
Inwood
Duffields
Ranson
Charles Town
Harpers Ferry
Brunswick
Route List
Legend

WV Ethics News

For all WV public officials and employees

Volume 25 April 2025

Happy Spring from the Ethics Commission

Our next virtual training on the Ethics Act and the Open Meetings Act is on April 30, 2025, from 12 noon - 1pm. Earn 1 hour CLE/CPE credit. Email kimberly.b.weber@wv.gov for an invite.

Did You Know?

The Ethics Commission was busy in 2024! The Commission:

Provided 813 confidential responses to requests for informal written advice to public officials, employees, lobbyists, and the public

Gave 2,197 confidential responses to requests for oral advice over the telephone to public officials, employees, lobbyists, and the public

Issued 23 formal advisory opinions and indexed them on our website

Received 146 verified confidential complaints of alleged Ethics Act violations

Trained 2,659 public officials, employees, and lobbyists virtually and throughout WV



NEW OPINIONS

Ethics Act

2025-01 A County Commission may not approve the Sheriff's request to hire his father, who was the former sheriff, as a chief deputy, given that his father participated in creating the chief deputy position when he was the sheriff.

2025-02 County Farmland Protection Board may contract with a bank's customers if an employee of the bank is appointed to the Farmland Board. The member is not associated with the bank for purposes of W. Va. Code § 61-10-15(a), W. Va. Code R. § 158-8-4 and W. Va. Code § 6B-2-5(d). (See also Advisory Opinion 1994-37.)

2025-03 A County Clerk may approve the use of county funds for an elected county official to attend the annual West Virginia Leadership program if there is express or implied authority to do so or if there is an overriding public benefit that justifies the County paying these expenses.



Open Meetings Act

OMAO 2025-01 A meeting does not have to be postponed if a state of emergency or preparedness is declared on a day during the notice period. A governing body must decide on a case-by-case basis how the public would best be served. Some factors to consider are the gravity and public interest in the matters on the agenda for the particular regular meeting and whether the notices and agendas are regularly made available online.

OMAO 2025-02 A county commission may meet in executive session with its attorney to discuss matters covered by the attorney-client privilege. This exception is not limited to matters related to current and pending litigation. A county commission may also meet in executive session to discuss matters personal to an individual official or employee.



(See also OMAOs 2000-10; 2001-02; 2001-25; 2006-13)

New Contract Exemptions

CE 2025-01 A contract exemption was granted to the Mineral County Sheriff and County Commission to contract with RR Communications, a business owned and operated by Deputy Roger Reall, for installing and servicing the upfitting equipment. Deputy Reall may not use county time or resources to fulfill his obligations under the contract.



CE 2025-02 A contract exemption was granted to Fairmont State University allowing it to lease a 1996 Schweitzer S300 helicopter from a company owned by Fairmont State's assistant chief pilot, Jeremy Griffin. The exemption is effective for two academic years at a rate of $185 per hour and the other terms and conditions of the lease agreement that have been represented to the Commission.

Professional Standards for Lobbyists

Most lobbyists in WV must register with the Ethics Commission. Under the Ethics Act, a lobbyist may not::

- Knowingly deceive or attempt to deceive any government officer or employee as to any matter which is the subject of lobbying activity;
- Cause legislation for the purpose of securing its defeat;
- Exercise any undue influence, extortion or unlawful retaliation upon any government officer or employee due to their position on legislation,
- Give a gift to any government officer or employee valued at over $25 (with exceptions).

See our Lobbyist Directory. For questions, contact Kateland, at kateland.j.cantrell@wv.gov.

Fun Fact

The West Virginia Ethics Act was adopted following the Inaugural Address of Governor Gaston Caperton on January 16, 1989, in which he announced a special session asking the legislature to adopt comprehensive ethics legislation. He stated,

> Our mission will be accomplished as we focus with tenacity on a new set of values. Values like ethics. West Virginians are an honest and straightforward people and they deserve the same from their public officials. We need to be able to trust each other, and that trust can only be achieved with the firm commitment toward ethical standards in government.

Proposed Legislation

Senate Bill 745, if passed in its current form, will make substantial changes to lobbying in West Virginia. Some changes include:

- Lobbyists will file activity reports six times a year (instead of three). Four of the reports will be filed during the regular legislative session.
- Fees will be increased from $100 to $250 per cycle for each lobbyist and each employer.
- The Ethics Commission will provide an electronic reporting system for lobbyists and a searchable database for the public.
- Lobbyists will be prohibited from making political campaign contributions to elected officials and candidates.
- Elected public officials and candidates will be prohibited from soliciting political campaign contributions from lobbyists.
- Lobbyists will wear ID badges at the Capitol.

AGENDA ITEM IX.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Partnership on funding the Social Services Coordinator Position for the Fiscal year 2026

A letter was sent to the Jefferson County Commission, endorsing the decision made by the City Council during the April 1, 2025, meeting. The letter reaffirms the Council's commitment to allocate $18,000.00 in support of the FY 2026 Social Service Coordinator position.

ATTACHMENTS:

Funds for FY26 Social Service Coordinator.pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579

Keith D. Pierson - Mayor

Council Members:
Mike Anderson
Andy Colandrea
Tommy Custer
Amanda Stroud
Herbie McDaniel
Ken Suits

April 2, 2025

Edwina Benites-LM
County Administrator
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear Ms. Benites,

Thank you for your March 24 letter requesting the City of Ranson's continued partnership in funding the Social Services Coordinator position for Fiscal Year 2026.

At its meeting on April 1, 2025, the Ranson City Council voted to commit $18,000 in support of the position for the upcoming fiscal year. We recognize the important role the Coordinator plays in supporting Jefferson County's social service infrastructure and facilitating access to funding that benefits our community.

As part of our commitment, the City is eager to receive regular reporting which will hopefully show clear, measurable outcomes from the position's efforts. Additionally, we remain concerned about the long-term sustainability of this role and strongly encourage ongoing conversations and planning to stabilize the position beyond year-to-year contributions.

We appreciate the opportunity to partner with Jefferson County and the other community governments on this shared initiative and look forward to continued collaboration. When the time comes, feel free to contact me directly to arrange how and when the funds should be transferred.

Sincerely,

Todd Wilt
City Manager

AGENDA ITEM IX.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Nominations for the Commissions Consideration's

Nominations for Todd Wilt II and Bob Anderson were submitted to the Jefferson County Commission office for consideration.

ATTACHMENTS:

Nominations .pdf

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 | Fax (304) 728-8579

Keith D. Pierson - Mayor

Council Members:
Mike Anderson
Andy Colandrea
Tommy Custer
Amanda Stroud
Herbie McDaniel
Ken Suits

April 3, 2025

Edwina Benites-LM
County Administrator
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear Ms. Benites and Members of the Jefferson County Commission:

On behalf of the Ranson City Council, I am writing to formally submit two nominations, Todd L. Wilt II and Robert Anderson, for the Commission's consideration in filling the vacant seat on the Jefferson County Development Authority (JCDA) that represents the municipality of Ranson. These nominations were discussed and recommended by the Ranson City Council during its regular meeting on April 1..

The City of Ranson believes it is important to follow the process for municipal representation as outlined in Article III, Section 2 of the JCDA Bylaws, which were adopted by the Authority and approved by the Jefferson County Commission. These bylaws clearly provide that the County Commission shall appoint one member to represent each municipality located within the county, from among names submitted by the respective city or town council.

We are aware of the discrepancy between the interpretation expressed in recent communications regarding appointment responsibilities and the provisions outlined in the bylaws. We respectfully submit that the current bylaws, so long as they are not in conflict with state law, are valid and enforceable. The City of Ranson takes the position that, per W. Va. Code § 7-12-7, the JCDA has every right to supplement state code through its bylaws, provided such provisions remain consistent with applicable law.

Therefore, Ranson City Council stands by its nominations as being consistent with the established bylaws and the collaborative intent of the Authority's formation. We believe following this process helps preserve transparency, reinforces the role of municipal stakeholders, and upholds the integrity of the appointment structure.

Should the Commission wish to discuss this further, we remain open to working together to ensure a representative and effective JCDA board. We thank you for your consideration and continued partnership.

Sincerely,

Todd Wilt
City Manager