CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
www.ransonwv.gov

June 18, 2024 | 7:00 P.M. | Council Chamber

DIGITAL STREAMING OF THIS MEETING AVAILABLE AT :
https://ransonwv.gov/yourgovernment/agendas-and-minutes/

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Ranson City Council Minutes June 4, 2024
   Minutes 642024.pdf

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Police Chief Status Report- May
   PD Stats 05-24.pdf
2. Public Works Status Report- May
   Public Works Status Report - May.pdf
3. Parks and Recreation Status Report - May
   Parks and Rec May Status Report.pdf
4. Community Development Status Report - May
   May 2024 CDD Report.docx
   May 2024 Permits Issued Report.pdf
5. Ranson Convention and Visitor Bureau Status Report- May
   CVB Status Report- May.pdf
6. Finance Department Status Report - May

May 2024 AP Council Report.pdf
May 2024 General Fund Budget Report.pdf
May 2024 Capital Fund Budget Report.pdf

7. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL BUSINESS

1. Ordinance 2024-359: First Reading for Consideration of Jefferson Orchard Inc.'s Petition to Rezone a 194.98 +/- Acre Parcel Located Near Granny Smith Lane, Ranson, WV, Identified on Jefferson County, WV Tax Map Number 12, Parcel 1, from SmartCode, New Community to Industrial Zoning
   Jefferson Orchards Rezoning CC Ordinance.docx
   Jeff Orchards Rezoning Recommendation (Planning).pdf
   Jefferson Orchard App- Zoning Map.pdf
   Jefferson Orchard Rezoning App.pdf

2. Appointment to Board of Building Code Appeals - Term ending December 31, 2025
   L. Scorzelli.pdf
   Advertisement for Building Code appeals Vacancy.docx

3. 2024- 12 A Resolution of the City of Ranson, WV Authorizing Participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2024 to June 30, 2027.
   Resolution 2024-12 Home Consortium.pdf

4. A Cooperative Agreement, "Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia and the City of Ranson, WV for the Period of July 1, 2024 to June 30, 2027.
   Housing Consortium Agreement.pdf

VII. ADJOURNMENT

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT:

ATTACHMENTS:

Minutes 642024.pdf

CITY COUNCIL REGULAR MEETING

RANSON
AT THE CENTER OF OPPORTUNITY

~ AGENDA ~

REGULAR MEETING

312 South Mildred St
Ranson, WV 25438
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June 4, 2024 | 7:00 P.M. | Council Chamber

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

Mayor Keith Pierson	Present
Ken Suits	Present
Andy Colandrea	Present
Tommy Custer	Present
Mike Anderson	Present
Amanda Stroud	Present
Herbie McDaniel	Present
Robbie Roberts	Present
Todd Wilt	Present
Darla Armstrong	Present

II. APPROVAL OF MINUTES

Mayor Keith Pierson	Abstain
Ken Suits	Motion
Andy Colandrea	YES
Tommy Custer	YES
Mike Anderson	YES
Amanda Stroud	Second
Herbie McDaniel	YES

CITIZEN'S PRESENTATIONS/PETITIONS

Brian Parrish – Spoke to the Council and Mayor of his concerns of the City of Ranson Police Department.

Monnie Thompson – Spoke to Council and Mayor his concerns of the Parking in Alleys.

IV. CITY MANAGER/STAFF REPORTS

Police Chief – Reported Matthew Custer graduated from the FBI Academy Thursday June 6, 2024.

City Manager Todd Wilt reported he is still working through the Retirement and did meet at the Police Department last week to speak to the officers. Business Licenses and B& O are online as of last week. Advertising for the Finance Clerk has been advertised.

V. COMMUNICATIONS FROM THE MAYOR

VI. COUNCIL BUSINESS

1. Public Hearing - 2024- 357 Amending and Reenacting Chapter 21 of the Ranson City code regarding Hotel/Motel Occupancy tax, Directing the Dissolution of the Ranson Convention & Visitors Bureau, Inc. and Establishing Membership with the Jefferson County Convention & Visitors Bureau.

   Scott Beveridge, Becky Briggs, Helen Hamill, Laura Creamer, Debbie McClure, John Armel, Chris Cepellka and Todd Kidwell spoke about their concerns of Establishing Membership with the Jefferson County Convention & Visitors Bureau.

2. Second Reading - 2024- 357 Amending and Reenacting Chapter 21 of the Ranson City code regarding Hotel/Motel Occupancy tax, Directing the Dissolution of the Ranson Convention & Visitors Bureau, Inc. and Establishing Membership with the Jefferson County Convention & Visitors Bureau.

   There was a Discussion after the vote. Council member Stroud, Colandrea and Suits had some questions and concerns regarding Ranson Convention & Visitors Bureau, Inc.

   Vote 4-2
   Abstain – 1

Mayor, Keith Pierson	**Abstain**
Ken Suits	**Motion**
Andy Colandra	**YES**
Amanda Stroud	**NO**
Herbie McDaniel	**YES**
Tommy Custer	**SECOND**
Mike Anderson	**NO**

3. Public Hearing - An Ordinance to Relinquish and Vacate a Certain Right of Way described in Deed Book 94, Page 36

   No Public Comments

4. Second Reading - An Ordinance to Relinquish and Vacate a Certain Right of Way described in Deed Book 94, Page 36

6-0
1- Abstain

Mayor, Keith Pierson	**Abstain**
Ken Suits	**Motin**
Andy Colandra	**Second**
Amanda Stroud	**YES**
Herbie McDaniel	**YES**
Tommy Custer	**YES**
Mike Anderson	**YES**

5. Public Hearing - 2024-356 An Ordinance Abandoning and Annulling a Public Alleyway described in the Deed Book 1284, Page 1

No Public Comments

6. Second Reading- 2024-356 An Ordinance Abandoning and Annulling a Public Alleyway described in the Deed Book 1284, Page 1

6-0
1- Abstain

Mayor, Keith Pierson	**Abstain**
Ken Suits	**Motion**
Andy Colandra	**Second**
Amanda Stroud	**YES**
Herbie McDaniel	**YES**
Tommy Custer	**YES**
Mike Anderson	**Yes**

Discussion and Consideration of City Support for a Proposed Summer Revival Event Coordinated by Councilor Custer

Council member Tommy Custer spoke to the Mayor and Council about a Summer Revival. Hoping to get some input and some funding for the event. There was discussion the event could take place at Cranes Lanes. The council did not agree the funding would come from the City of Ranson Residents. Council member Colandrea said he would donate to the event as an Individual and other could if they chose too.

7. Ranson Mini- Grant Program: FY24 Distribution Recommendation

Ranson City Council had recommended Boys and Girls Club of the Eastern Panhandle, Community Ministry and Citizens Fire Company would be reconsidered for the Mini Grant. Mayor Pierson informed the Mini Grant Committee of the recommendation. All three organizations were approved.
Boys and Girls Club of the Eastern Panhandle- $10,000.00
Community Market - $ 2,500.00
Citizens Fire Company - $ 10,000.00

VII. ADJOURNMENT

Adjournment at 7:56 P.M. Motion was made by Ken Suits 2nd by Andy Colandrea. Next Ranson Council meeting will be held June 18, 2024. Ranson Council Chamber 312 South Midred Street, Ranson WV 25438.

_____
Mayor, Keith D. Pierson

_____
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:

ATTACHMENTS:

PD Stats 05-24.pdf

Ranson Police Department
May 2024 Stats

May 2024	Calls for Service	Reports	Arrest	Citations	Warnings	Accidents
Chief Roberts	58	0	0	5	8	0
Capt. Lutman	23	0	0	6	5	0
Lt. Norris	4	1	0	0	0	0
Sgt. Sigulinsky	55	0	0	11	5	1
Sgt. McBride	45	3	5	10	6	1
Cpl. Watson	185	5	5	102	25	2
Cpl. Lynch	48	3	0	7	10	3
Cpl. Meacham	0	0	0	0	0	0
Ptlm. Hosby-Brown	43	1	3	11	5	0
Ptlm. Custer	0	0	0	0	0	0
Ptlm. Swartz	80	10	6	13	7	4
Ptlm. Black	48	2	3	19	10	1
Ptlm. Hutcherson	108	3	5	69	18	3
Ptlm. Hood	45	3	0	0	0	2
Ptlm. Portner	0	0	0	0	0	0
Ptlm. Jenkins	121	8	18	22	30	2
Ptlm. Palmer	78	1	1	13	15	1
Ptlm. Lancaster	0	0	0	0	0	0
Ptlm. Wheat	0	0	0	0	0	0
Walk Ins	210	0	0	0	0	0
TOTAL:	1151	40	46	288	144	20

Drone Call Outs:

May 31, 2024: Assist Jefferson County Sheriff's Office with suspect who fled on foot.

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:

Staff has provided May Status Report for Public Works

ATTACHMENTS:

Public Works Status Report - May.pdf

Department of Public Works

Status Report 05/16/24 – 06/12/24

PUBLIC WORKS MISSION STATEMENT

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

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

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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**						
5311	Streets			5/15/2024			$0.00
Medium	Randy Cook			2	5/17/2024		
				5/15/2024 9:29:02 AM	5/17/2024		
Paint pole on W 3rd an Mineral							
Bill Silveous							
5314	Streets			5/15/2024			$0.00
Medium	Randy Cook			27	6/11/2024		
				5/15/2024 9:39:56 AM	6/11/2024		
Install new pole an stop sign E 4th an Marshall			installed pole stop sign pole $20 sign $30 concrete$7 bracket $4.50				
Bill Silveous							
5318	Visitors Center - Nancy	Main Floor reception		5/17/2024			$0.00
Medium	Chris Silveous			25	6/11/2024		
Plumbing				5/17/2024 11:43:36 AM	6/11/2024		
toilet needs to be fixed. it is stopped up.							
Debbie McClure							
5321	PD VEHICLE	PD UNIT #9 2018 Ford		5/21/2024			$0.00
Medium	Robert Hawkins			2	5/23/2024		
				5/21/2024 7:48:13 AM	5/23/2024		
Oil Change			service complete at 117,501. next service at 122,501 Replaced rear pads and rotors.				
Robbie Roberts							
5322	PD VEHICLE			5/21/2024			$0.00
Medium	Robert Hawkins				5/21/2024		
				5/21/2024 7:54:52 AM	5/21/2024		
Jack fixed on speed trailer			Heated jack handle and bent out some				
Robbie Roberts							
5323	PD VEHICLE	PD UNIT #9 2018 Ford		5/22/2024			$167.44
High	Robert Hawkins			1	5/23/2024		
				5/22/2024 5:33:33 AM	5/23/2024		
Car #09 is leaking anti freeze			Replaced coolant tank and cap				
Robbie Roberts							
5324	Visitors Center - Nancy	Main Floor reception		5/22/2024			$0.00
Medium	Randy Cook			20	6/11/2024		
Signage				5/22/2024 11:27:40 PM	6/11/2024		
please put memorial banners up through old town for memorial day along with the american flags. Thank you!			put up flags and banners				
Debbie McClure							
5325	Visitors Center - Nancy	Main Floor reception		5/22/2024			$0.00
Medium	Bill Silveous			1	5/23/2024		
Masonry				5/22/2024 11:30:20 PM	5/23/2024		
bricks are ready to be pick up in Winchester.							
Debbie McClure							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5326	City Alley			5/23/2024			$0.00
Medium	Randy Cook			19	6/11/2024		
				5/23/2024 11:03:47 AM	6/11/2024		
Install no parking in alley			installed no parking sign an pole				
5327	City Hall			5/23/2024			$0.00
Medium				19	6/11/2024		
				5/23/2024 11:09:50 AM	6/11/2024		
Install custom pavers at Centennial park							
5328	PW VEHICLE			5/23/2024			$0.00
Medium	Robert Hawkins				5/23/2024		
				5/23/2024 2:01:40 PM	5/23/2024		
#9 sweeper truck, Needs gutter brooms replaced			Replaced both right and left side brooms				
Robert Hawkins							
5329	PW EQUIPMENT	Bob Cat E42		5/23/2024			$0.00
Medium	Robert Hawkins				5/23/2024		
				5/23/2024 2:17:16 PM	5/23/2024		
oil change			Complete oil change at 682.3 hrs				
Robert Hawkins							
5334	PW EQUIPMENT			5/28/2024			$0.00
Medium	Robert Hawkins				5/28/2024		
				5/28/2024 2:59:22 PM	5/28/2024		
Holmes trailer has flat tire			Nail in tire. plugged tire				
Robert Hawkins							
5336	PD. STATION	Station Inter.		5/30/2024			$0.00
Medium	Chris Silveous			12	6/11/2024		
				5/30/2024 6:53:38 AM	6/11/2024		
Deadbolt on Hosby-Brown's Office won't lock							
Robbie Roberts							
5341	Visitors Center - Nancy	Main Floor reception		6/4/2024			$0.00
Medium	Chris Silveous			7	6/11/2024		
Event Break Down				6/4/2024 12:50:49 PM	6/11/2024		
please stop by to empty both vehicle's and carry items upstairs.							
Debbie McClure							
5345	Streets			6/9/2024	6/12/2024		$0.00
Medium	Randy Cook			2	6/11/2024		
Grounds				6/9/2024 12:35:20 AM	6/11/2024		
Weekly - PM Schedule created on 6/14/2023 - Refer to PM schedule details.							
Tim Costello							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5346	PD VEHICLE	PD UNIT #9 2018 Ford		6/10/2024			$0.00
High	Robert Hawkins				6/10/2024		
				6/10/2024 5:14:13 AM	6/10/2024		
rear drivers side tire has a hole in sidew all. Sounds like tire w ill need replaced car and tire at PD, Tire behind building by generator.			Replaced tire with used one from PD shed. Creamers auto installed tire				
Robbie Roberts							
5348	Streets			6/3/2024			$0.00
Medium	Randy Cook			8	6/11/2024		
				6/11/2024 8:47:32 AM	6/11/2024		
cut trees back from road on the corner of E 3rd an Reymann			cut trees back an cleaned up				
Bill Silveous							
5349	Streets			6/4/2024	6/4/2024		$0.00
Medium	Randy Cook			7	6/11/2024		
				6/11/2024 9:10:23 AM	6/11/2024		
remove falling tree from road alley betw een Burns St an Grassdale			cut tree out of road				
Bill Silveous							
5350	Streets			6/4/2024			$0.00
Medium	Randy Cook			7	6/11/2024		
				6/11/2024 9:14:31 AM	6/11/2024		
need to call tree company to get dangerous tree taken dow n ASAP			called Harris Tree Removal an cut down tree				
Bill Silveous							
5351	Streets			5/22/2024			$0.00
Medium	Randy Cook			2	5/24/2024		
				6/11/2024 9:29:15 AM	5/24/2024		
paint handicap spaces thru out tow n			paint the spaces				
Bill Silveous							
5352	City Hall			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 1:54:27 PM	6/11/2024		
paint front fence,hand rail							
Bill Silveous							
5353	City Hall			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 1:56:12 PM	6/11/2024		
presser w ash around clock and benches							
Bill Silveous							
5354	Streets			6/11/2024			$0.00
Medium				1			
				6/11/2024 1:59:07 PM	6/11/2024		
paint crubs and parking spaces and street lines							
Chris Silveous							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5355	City Hall			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:01:33 PM	6/11/2024		
put new bricks in around clock							
Bill Silveous							
5356	Lancastle circle			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:04:18 PM	6/11/2024		
picked up brush around town							
Bill Silveous							
5357	Streets			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:06:29 PM	6/11/2024		
spread gravel on 7th							
Bill Silveous							
5358	PD. STATION			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:07:49 PM	6/11/2024		
installed new toilet							
Bill Silveous							
5359	PD. STATION			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:09:47 PM	6/11/2024		
fixed door on office							
Robbie Roberts							
5360	Public Works Building			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:11:09 PM	6/11/2024		
got ready for car show							
Bill Silveous							
5361	City Alley			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:13:39 PM	6/11/2024		
put two no parking sign up							
Bill Silveous							
5362	City Hall			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:16:06 PM	6/11/2024		
put two deck togather for kim and rally							
Bill Silveous							
5363	Public Works Building			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:18:02 PM	6/11/2024		
clean up concreat from pole barn							
Bill Silveous							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5364	Park - Flowing Springs			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:19:20 PM	6/11/2024		
bushhog park							
Bill Silveous							
5365	Park - Marcus Football			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:21:01 PM	6/11/2024		
replace decking boards							
Bill Silveous							
5366	City Hall			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:22:46 PM	6/11/2024		
fixed door in council room							
Bill Silveous							
5367	Park - Marcus Football			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:25:31 PM	6/11/2024		
paint flag pole							
Bill Silveous							
5368	Park - Marcus Football			6/11/2024			$0.00
Medium	Chris Silveous			1			
				6/11/2024 2:27:30 PM	6/11/2024		
took dow n old stairs oof deck							
Bill Silveous							
Count: 38 Work Orders		**Avg. Age of WO's**	**5**		**Total for Complete**	**0**	**$167.44**
Status:	**Pending**						
5316	Streets			5/17/2024	5/20/2024		$0.00
Medium	Randy Cook			26			
Grounds				5/17/2024 12:26:33 AM	5/17/2024		
Weekly - PM Schedule created on 6/14/2023 - Refer to PM schedule details.							
Tim Costello							
5317	Streets			5/17/2024	5/21/2024		$0.00
Medium	tony dix			26			
Trash Removal				5/17/2024 12:26:33 AM	5/17/2024		
Weekly - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5319	Streets			5/19/2024	5/22/2024		$0.00
Medium	Randy Cook			24			
Grounds				5/19/2024 12:31:44 AM	5/19/2024		
Weekly - PM Schedule created on 6/14/2023 - Refer to PM schedule details.							
Tim Costello							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5320	Park - Briar Run			5/19/2024	5/22/2024		$0.00
Medium	tony dix			24			
Parks				5/19/2024 12:31:44 AM	5/19/2024		
Daily - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5330	City Hall			5/24/2024	5/27/2024		$0.00
Medium	Robert Hawkins			19			
Fire Extinguishers				5/24/2024 12:26:20 AM	5/24/2024		
Monthly - Fire Extinguisher Inspection-City Hall - Refer to PM schedule details.							
Tim Costello							
5331	Visitors Center - Nancy			5/24/2024	5/27/2024		$0.00
Medium	Robert Hawkins			19			
Fire Extinguishers				5/24/2024 12:26:20 AM	5/24/2024		
Monthly - Fire Extinguishers Inspection - Refer to PM schedule details.							
Tim Costello							
5332	Park - Briar Run			5/24/2024	5/27/2024		$0.00
Medium	tony dix			19			
Parks				5/24/2024 12:26:20 AM	5/24/2024		
Daily - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5333	Streets			5/28/2024	6/1/2024		$0.00
Medium	tony dix			15			
Trash Removal				5/28/2024 12:38:31 AM	5/28/2024		
Weekly - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5335	Park - Briar Run			5/29/2024	6/1/2024		$0.00
Medium	tony dix			14			
Parks				5/29/2024 12:34:22 AM	5/29/2024		
Daily - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5338	Streets			5/31/2024	6/4/2024		$0.00
Medium	tony dix			12			
Trash Removal				5/31/2024 12:39:14 AM	5/31/2024		
Weekly - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5339	Park - Briar Run			6/3/2024	6/6/2024		$0.00
Medium	tony dix			9			
Parks				6/3/2024 1:13:33 AM	6/3/2024		
Daily - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5340	Streets			6/4/2024	6/7/2024		$0.00
Medium	Randy Cook			8			
Grounds				6/4/2024 12:37:08 AM	6/4/2024		
Weekly - PM Schedule created on 6/14/2023 - Refer to PM schedule details.							
Tim Costello							
5343	Streets			6/7/2024	6/10/2024		$0.00
Medium	Randy Cook			5			
Grounds				6/7/2024 12:26:46 AM	6/7/2024		
Weekly - PM Schedule created on 6/14/2023 - Refer to PM schedule details.							
Tim Costello							
5344	Park - Briar Run			6/8/2024	6/11/2024		$0.00
Medium	tony dix			4			
Parks				6/8/2024 12:17:52 AM	6/8/2024		
Daily - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
5347	Streets			6/11/2024	6/15/2024		$0.00
Medium	tony dix			1			
Trash Removal				6/11/2024 12:38:20 AM	6/11/2024		
Weekly - PM Schedule created on 6/26/2023 - Refer to PM schedule details.							
Tim Costello							
Count: 15 Work Orders		**Avg. Age of WO's**	**15**		**Total for Pending**	**0**	**$0.00**
Status:	**Work In Progress**						
5310	Streets			5/15/2024			$0.00
Medium	Randy Cook			28			
				5/15/2024 9:26:51 AM	5/15/2024		
Paint pole on W 2nd an George							
Bill Silveous							
5312	Streets			5/15/2024			$0.00
Medium				28			
				5/15/2024 9:30:47 AM	5/15/2024		
Install new pole an stop sign on E 4th an Marshall							

Work Order Summary List

Selected Date Range for Request Dates:5/15/2024 - 6/12/2024 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							
5313	Streets			5/15/2024			$0.00
Medium				28			
				5/15/2024 9:33:04 AM	5/15/2024		
E 4th an Preston paint pole an change stop sign pull old pole							
5315	Streets			5/15/2024			$0.00
Medium	Randy Cook			28			
				5/15/2024 9:42:41 AM	5/15/2024		
paint pole an change stop sign pull old pole on E 4th an Preston							
Bill Silveous							
5337	PD VEHICLE	PD UNIT #14 2015		5/30/2024			$0.00
Medium	Robert Hawkins			13			
				5/30/2024 9:42:30 AM	5/30/2024		
Check engine light on							
Robbie Roberts							
5342	PD VEHICLE	PD UNIT #6 2013		6/4/2024			$0.00
Medium	Robert Hawkins			8			
				6/4/2024 5:12:57 PM	6/5/2024		
Rear hatch not w orking can't open							
Robbie Roberts							
5369	PD VEHICLE	PD UNIT #20 2020		6/12/2024			$0.00
Low	Robert Hawkins						
				6/12/2024 5:15:15 AM	6/12/2024		
Door lock drivers side, this can w ait until after Robert is off vacation.							
Robbie Roberts							

Count: 7 Work Orders	**Avg. Age of WO's 19**	**Total for Work In Progress**	**0**	**$0.00**
Count: 60 Work Orders	**Avg. Age of WO's** 9	**Grand Total**	0	$167.44

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:

Staff has provided May Status Report for Parks and Recreation

ATTACHMENTS:

Parks and Rec May Status Report.pdf

RANSON PARKS AND RECREATION BOARD

Director's Report June 14, 2024

1.) Ms. Joyce held another yard sale May 18 with right around 60 vendors. We followed that up with a Pay Your Dues Wrestling event that evening.

2.)Met with Tennis League staff May 20. Went over expectations and learned as much as I could about the history

3.)Another American Cornhole League Tournament was held June 1

4.) Ranson Festival and Car Show was also held June 1. All staff participated in various functions.

5.) Marcus Roper and his Money Mar Training held a four day basketball camp June 11 through 14

6.) Other evenings were filled with open gym for adult volleyball, graduation and birthday parties

7.) Adult and Middle basketball Summer Leagues will begin within next couple of weeks.

8.) Cracked outdoor rims have been replaced.

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:

Staff has provided May Status Report for Community Development Department.

ATTACHMENTS:

May 2024 CDD Report.docx
May 2024 Permits Issued Report.pdf

City of Ranson

Community Development Department

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

TO: Ranson City Council

FROM: Community Development Director

RE: Community Development Department Report – May 2024

Permitting:

- Staff received 128 permit applications,
  - 114 – regular permit applications (new home, roof, sign, etc.)
  - 11 – rental registration applications
  - 3 – seasonal site surety permits
- Staff issued 99 permits with the reported valuation of work totaling $9,361,844.14. Of those 99 permits, 35 were for new homes.

Code Enforcement:

- Staff started 9 new code cases for property maintenance, work without a permit, tall grass, and lack of rental registration.

Inspections:

- Staff performed 809 permit inspections.
  - Patrick Coulter performed 622 inspections.
  - Matt Anderson (contracted) performed 135 inspections
  - Reiley Stanley performed 41 site-inspections.
  - The last 11 inspections were rental self-certifications that Kim Hawkins processed.
- Patrick Coulter also performed 8 code enforcement inspections.

Planning & Zoning:

- There are currently 30 planning projects that are either in review, ready for Planning Commission approval, or being finalized and closed out.
- Planning Commission agenda items for June –
  - Jefferson Orchards rezoning to Industrial.

Permits Issued By Permit Type

Between 5/1/2024 & 5/31/2024

Permit Type	Permit Number	Parcel Number	Work Class	Issued Date	Status	Contract Value	Address
Accessory Structure, Carport, Deck, Porch, or Garage	24-289	08000800010000	No Class Listed	5/1/2024	Closed	$3,500.00	130 COOLIDGE AVE, RANSON, WV 25438
	24-305	08000800010000	No Class Listed	5/30/2024	Issued	$11,000.00	139 NATIONAL ST, RANSON, WV 25438
	24-308	08008D001K0000	No Class Listed	5/8/2024	Issued	$22,090.00	106 SWAN FIELD AVE, RANSON, WV 25438
	24-354	08000800010000	No Class Listed	5/16/2024	Issued	$9,000.00	191 NATIONAL ST, RANSON, WV 25438
	24-394	08008D001I0000	No Class Listed	5/16/2024	Issued	$4,000.00	33 BROOKFIELD MEWS, RANSON, WV 25438
	24-395	08008D001I0000	No Class Listed	5/16/2024	Issued	$3,500.00	37 BROOKFIELD MEWS, RANSON, WV 25438
	24-396	08008D001I0000	No Class Listed	5/16/2024	Issued	$4,000.00	41 BROOKFIELD MEWS, RANSON, WV 25438
	24-397	08008D001I0000	No Class Listed	5/16/2024	Issued	$3,000.00	45 BROOKFIELD MEWS, RANSON, WV 25438
	24-398	08008D001I0000	No Class Listed	5/16/2024	Issued	$4,000.00	49 BROOKFIELD MEWS, RANSON, WV 25438
	24-399	08008D001I0000	No Class Listed	5/22/2024	Issued	$3,000.00	53 BROOKFIELD MEWS, RANSON, WV 25438
	24-400	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	57 BROOKFIELD MEWS, RANSON, WV 25438
	24-401	08008D001I0000	No Class Listed	5/22/2024	Issued	$4,000.00	306 MINERAL SPRINGS RD, RANSON, WV 25438
	24-402	08008D001I0000	No Class Listed	5/22/2024	Issued	$3,000.00	310 MINERAL SPRINGS RD, RANSON, WV 25438
	24-403	08008D001I0000	No Class Listed	5/22/2024	Issued	$4,000.00	314 MINERAL SPRINGS RD, RANSON, WV 25438
	24-404	08008D001I0000	No Class Listed	5/20/2024	Issued	$3,000.00	318 MINERAL SPRINGS RD, RANSON, WV 25438
	24-405	08008D001I0000	No Class Listed	5/22/2024	Issued	$3,000.00	322 MINERAL SPRINGS RD, RANSON, WV 25438
	24-406	08008D001I0000	No Class Listed	5/22/2024	Issued	$4,000.00	326 MINERAL SPRINGS RD, RANSON, WV 25438
	24-407	08000800010000	No Class Listed	5/22/2024	Issued	$4,000.00	162 COOLIDGE AVE, RANSON, WV 25438
	24-408	08000800010000	No Class Listed	5/22/2024	Issued	$3,500.00	158 COOLIDGE AVE, RANSON, WV 25438
	24-409	08000800010000	No Class Listed	5/22/2024	Issued	$3,500.00	154 COOLIDGE AVE, RANSON, WV 25438
	24-410	08000800010000	No Class Listed	5/22/2024	Issued	$3,500.00	150 COOLIDGE AVE, RANSON, WV 25438
	24-411	08000800010000	No Class Listed	5/22/2024	Issued	$4,000.00	146 COOLIDGE AVE, RANSON, WV 25438
	24-412	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	142 COOLIDGE AVE, RANSON, WV 25438
	24-413	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	138 COOLIDGE AVE, RANSON, WV 25438
	24-414	08000800010000	No Class Listed	5/23/2024	Issued	$4,000.00	134 COOLIDGE AVE, RANSON, WV 25438
	24-415	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	8 BROOKFIELD MEWS, RANSON, WV 25438
	24-416	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	12 BROOKFIELD MEWS, RANSON, WV 25438
	24-417	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	16 BROOKFIELD MEWS, RANSON, WV 25438
	24-418	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	20 BROOKFIELD MEWS, RANSON, WV 25438
	24-419	08008D001I0000	No Class Listed	5/23/2024	Issued	$4,000.00	24 BROOKFIELD MEWS, RANSON, WV 25438
	24-420	08000800010000	No Class Listed	5/23/2024	Issued	$4,000.00	194 COOLIDGE AVE, RANSON, WV 25438
	24-421	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	190 COOLIDGE AVE, RANSON, WV 25438
	24-422	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	186 COOLIDGE AVE, RANSON, WV 25438
	24-423	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	182 COOLIDGE AVE, RANSON, WV 25438
	24-424	08000800010000	No Class Listed	5/23/2024	Issued	$4,000.00	178 COOLIDGE AVE, RANSON, WV 25438
	24-425	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	174 COOLIDGE AVE, RANSON, WV 25438
	24-426	08000800010000	No Class Listed	5/23/2024	Issued	$3,500.00	170 COOLIDGE AVE, RANSON, WV 25438
	24-427	08000800010000	No Class Listed	5/23/2024	Issued	$4,000.00	166 COOLIDGE AVE, RANSON, WV 25438

	24-431	08000300390000	No Class Listed	5/21/2024	Issued	$3,000.00	400 N REYMANN ST, RANSON, WV 25438
	24-456	08008A01570000	No Class Listed	5/29/2024	Issued	$3,000.00	392 OAK LEE DR, RANSON, WV 25438
						$177,090.00	**Total Permit Type: 40**
Commercial & Industrial	24-234	08008B00020000	No Class Listed	5/23/2024	Issued	$69,160.00	217 OAK LEE DR, RANSON, WV 25438
	24-358		No Class Listed	5/6/2024	Issued	$9,388.00	
						$78,548.00	**Total Permit Type: 2**
Fence	24-362	08008A03070000	No Class Listed	5/6/2024	Closed	$4,800.00	33 CECILY WAY, RANSON, WV 25438
	24-433	08000600820000	No Class Listed	5/23/2024	Issued	$6,000.00	308 W 4TH AVE, RANSON, WV 25438
	24-439	08008D01050000	No Class Listed	5/23/2024	Issued	$6,700.00	212 SHORT BRANCH DR, RANSON, WV 25438
						$17,500.00	**Total Permit Type: 3**
New Construction - Residential	24-217	08000100320000	No Class Listed	5/6/2024	Issued	$200,000.00	117 E PARK AVE, RANSON, WV 25438
	24-335	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$185,000.00	34 SUMTER AVE, RANSON, WV 25438
	24-336	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$180,000.00	42 SUMTER AVE, RANSON, WV 25438
	24-337	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$190,000.00	46 SUMTER AVE, RANSON, WV 25438
	24-338	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$190,000.00	38 SUMTER AVE, RANSON, WV 25438
	24-339	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$190,000.00	50 SUMTER AVE, RANSON, WV 25438
	24-342	08009BPCLA0000	No Class Listed	5/6/2024	Issued	$190,000.00	54 SUMTER AVE, RANSON, WV 25438
	24-346	08000800010000	No Class Listed	5/6/2024	Issued	$159,000.00	95 EISENHOWER AVE, RANSON, WV 25438
	24-347	08000800010000	No Class Listed	5/9/2024	Issued	$159,000.00	63 EISENHOWER AVE, RANSON, WV 25438
	24-348	08000800010000	No Class Listed	5/6/2024	Issued	$159,000.00	77 EISENHOWER AVE, RANSON, WV 25438
	24-355	08009B00590000	No Class Listed	5/8/2024	Issued	$312,711.00	96 HOPKINS ST, RANSON, WV 25438
	24-359	08008D001L0000	No Class Listed	5/16/2024	Issued	$400,000.00	330 SANDY BOTTOM CIR, RANSON, WV 25438
	24-361	08008D001L0000	No Class Listed	5/21/2024	Issued	$400,000.00	342 SANDY BOTTOM CIR, RANSON, WV 25438
	24-365	08000800010000	No Class Listed	5/16/2024	Issued	$159,000.00	51 EISENHOWER AVE, RANSON, WV 25438
	24-369	08008D001I0000	No Class Listed	5/21/2024	Issued	$300,000.00	75 SHORT BRANCH DR, RANSON, WV 25438
	24-370	08008D001I0000	No Class Listed	5/21/2024	Issued	$250,000.00	71 SHORT BRANCH DR, RANSON, WV 25438
	24-371	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	67 SHORT BRANCH DR, RANSON, WV 25438
	24-372	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	63 SHORT BRANCH DR, RANSON, WV 25438
	24-373	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	59 SHORT BRANCH DR, RANSON, WV 25438
	24-374	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	55 SHORT BRANCH DR, RANSON, WV 25438
	24-375	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	51 SHORT BRANCH DR, RANSON, WV 25438
	24-376	08008D001I0000	No Class Listed	5/22/2024	Issued	$250,000.00	47 SHORT BRANCH DR, RANSON, WV 25438
	24-378	08009B00570000	No Class Listed	5/30/2024	Issued	$343,000.00	116 HOPKINS ST, RANSON, WV 25438
	24-380	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$272,000.00	49 SHERMAN AVE, RANSON, WV 25438
	24-381	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$272,000.00	45 SHERMAN AVE, RANSON, WV 25438
	24-382	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$270,000.00	41 SHERMAN AVE, RANSON, WV 25438
	24-383	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$269,000.00	37 SHERMAN AVE, RANSON, WV 25438
	24-384	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$270,000.00	33 SHERMAN AVE, RANSON, WV 25438
	24-386	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$265,000.00	27 SHERMAN AVE, RANSON, WV 25438
	24-387	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$267,000.00	23 SHERMAN AVE, RANSON, WV 25438
	24-388	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$267,000.00	19 SHERMAN AVE, RANSON, WV 25438
	24-389	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$267,000.00	15 SHERMAN AVE, RANSON, WV 25438
	24-390	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$268,000.00	11 SHERMAN AVE, RANSON, WV 25438

	24-391	08009BPCLA0000	No Class Listed	5/30/2024	Issued	$271,000.00	7 SHERMAN AVE, RANSON, WV 25438
	24-436	08009B0056000	No Class Listed	5/30/2024	Issued	$356,000.00	128 HOPKINS ST, RANSON, WV 25438
						$8,780,711.00	**Total Permit Type: 35**
Re-roofing - Non-Residential	24-343	0800050156000	No Class Listed	5/16/2024	Issued	$150,000.00	131 RACETRACK ST, RANSON, WV 25438
						$150,000.00	**Total Permit Type: 1**
Re-roofing - Residential (over 100 sq ft)	24-366	08008C0125000	No Class Listed	5/16/2024	Issued	$13,200.00	1339 DESTRIER ST, RANSON, WV 25438
	24-367	0800070031000	No Class Listed	5/16/2024	Issued	$6,500.00	206 S REYMANN ST, RANSON, WV 25438
	24-379	0800050123000	No Class Listed	5/13/2024	Issued	$16,348.00	110 N REYMANN ST, RANSON, WV 25438
	24-385	0800040022000	No Class Listed	5/13/2024	Issued	$2,500.00	302 W 5TH AVE, RANSON, WV 25438
						$38,548.00	**Total Permit Type: 4**
Residential & Institutional	24-299	0800060170000	No Class Listed	5/10/2024	Issued	$5,000.00	210 W 3RD AVE, RANSON, WV 25438
	24-303	0800010065000	No Class Listed	5/2/2024	Issued	$4,000.00	201 E 14TH AVE, RANSON, WV 25438
	24-332	0800080001000	No Class Listed	5/16/2024	Issued	$6,200.00	95 NATIONAL ST, RANSON, WV 25438
	24-352	0800010011000	No Class Listed	5/8/2024	Issued	$100.00	205 BOUNDARY ST, RANSON, WV 25438
	24-393	0800050033000	No Class Listed	5/20/2024	Issued	$49,289.01	209 E 6TH AVE, RANSON, WV 25438
	24-432	08008D0108000	No Class Listed	5/23/2024	Issued	$5,000.00	203 SHORT BRANCH DR, RANSON, WV 25438
	24-435	08008A0246000	No Class Listed	5/23/2024	Issued	$6,400.00	460 THUMPER DR, RANSON, WV 25438
	24-440	08008C0081000	No Class Listed	5/29/2024	Issued	$21,122.00	1307 STALLION ST, RANSON, WV 25438
	24-444	0800030089000	No Class Listed	5/23/2024	Issued	$12,000.00	411 E 12TH AVE, RANSON, WV 25438
	24-445	0800060158000	No Class Listed	5/24/2024	Closed	$1,180.00	118 W 4TH AVE, RANSON, WV 25438
	24-446	0800040026000	No Class Listed	5/24/2024	Issued	$2,984.00	100 S BUCHANNAN ST, RANSON, WV 25438
						$113,275.01	**Total Permit Type: 11**
Sign Permit	24-300	08008B0002000	No Class Listed	5/24/2024	Issued	$6,088.13	217 OAK LEE DR, RANSON, WV 25438
	24-357	0800010139000	No Class Listed	5/6/2024	Issued	$84.00	602 N MILDRED ST, RANSON, WV 25438
						$6,172.13	**Total Permit Type: 2**
Temporary Structures	24-377	0800050047000	No Class Listed	5/10/2024	Issued	$0.00	212 E 6TH AVE, RANSON, WV 25438
						$0.00	**Total Permit Type: 1**
						$9,361,844.14	**Total Permits: 99**

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:

Staff has provided May Status Report for Ranson Convention and Visitor Bureau.

ATTACHMENTS:

CVB Status Report- May.pdf

RANSON
WV
CONVENTION AND
VISITORS BUREAU

Monthly CVB Director's Report to City Manager

May's Report

Continuing to promote the Ranson Festival and Car Show on all social media.

Met with our media companies that we use for advertising the festival and car show.

Met with Moises from Social Connections in reference to our social media campaigns.

Met with our sales rep with Effect TV to discuss changing our demographics for the rest of May and June.

Portable message boards have been delivered. Waiting for the sales rep to give us a demonstration on how to work the boards.

Met with Guy's Buick in reference to sponsoring the car show. Setting up table with giveaway items and bringing 2 vehicles.

Received copies of all the display signs, metro, and bus wraps from the Division of Tourism. This campaign will continue until the end of June.

Reached out to Liz Cook from Charles Town to discuss WV Fest.

Attended Directors Meeting

Continuing to get quotes for a portable stage.

Continue to mail the Ranson brochures to patrons that requested more information about the area.

Spent two days going to businesses to see if they wanted to sponsor the Ranson Festival and Car Show.

Took flyers to our local housing developments to post our event flyer on their bulletin boards.

Ordered new banners for the festival.

Met with Brenda Gaskins to discuss an upcoming food drive which is being held on June 22nd.

RANSON
WV
CONVENTION AND
VISITORS BUREAU

Continued to work on the Ranson Festival and car show. Finalized the sports celebrities for the event.

Ordered trophies for the kid's car show.

Beginning to work on the holiday events.

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:

Staff is providing the following items for your review:

· Accounts Payable Council Report for May 2024

· General Fund Budget Report through May 2024

· Capital Improvement Fund Budget Report through May 2024

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

ATTACHMENTS:

May 2024 AP Council Report.pdf
May 2024 General Fund Budget Report.pdf
May 2024 Capital Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10-42 TACTICAL LLC	5/23/24	PD STRMLGT WEAPON LGHT X3	GENERAL FUND	POLICE DEPARTMENT	567.99
	5/23/24	PD SAFARILAND HOLSTERS X3	GENERAL FUND	POLICE DEPARTMENT	645.99
				TOTAL:	1,213.98
5.11TACTICAL.COM	5/30/24	LANCASTER ACADEMY SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	465.00
				TOTAL:	465.00
7-ELEVEN	5/23/24	JENKINS FUEL 4/17-4/29/24	GENERAL FUND	POLICE DEPARTMENT	285.12
	5/30/24	JENKINS FUEL 5/1-26/24	GENERAL FUND	POLICE DEPARTMENT	124.51
	5/23/24	R HAWKINS FUEL 4/22/24	GENERAL FUND	STREETS & TRANSPORT	25.00
	5/30/24	COOK FUEL 5/7/24	GENERAL FUND	STREETS & TRANSPORT	90.24
	5/30/24	COOK FUEL 5/7-22/24	GENERAL FUND	STREETS & TRANSPORT	174.60
				TOTAL:	699.47
84 LUMBER	5/23/24	CONCRETE X3 FIX SIDEWALK	GENERAL FUND	STREETS & TRANSPORT	20.97
				TOTAL:	20.97
8X8, INC	5/10/24	PHONES APR 24	GENERAL FUND	CITY HALL	502.56
				TOTAL:	502.56
AALIYAH SAINI	5/21/24	MFTD 24' 3RD PLACE WINNER	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
ABC PEST CONTROL	5/15/24	PD PEST CONTROL MAY 24	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00
AC&T CO INC	5/23/24	PT CRANES LN 3/4/24	PARKS & RECREATION	Parks & Recreation	161.00
	5/23/24	PT LANCE SLUSHER PARK 3/4/	PARKS & RECREATION	Parks & Recreation	161.00
	5/23/24	PT MARCUS FLD 3/4/24	PARKS & RECREATION	Parks & Recreation	161.00
				TOTAL:	483.00
ADVANCE AUTO PARTS	5/30/24	PD WIPERS X2	GENERAL FUND	POLICE DEPARTMENT	44.92
	5/23/24	PW SHOP BRK CLNR X12/DEGRS	GENERAL FUND	STREETS & TRANSPORT	63.84
	5/23/24	PW SHOP BRK CLNR X12/DEGRS	GENERAL FUND	STREETS & TRANSPORT	18.39
	5/23/24	PW #12 OIL/FILTERS X2	GENERAL FUND	STREETS & TRANSPORT	21.15
	5/23/24	PW #12 OIL/FILTERS X2	GENERAL FUND	STREETS & TRANSPORT	24.50
	5/23/24	PW #12 OIL/FILTERS X2	GENERAL FUND	STREETS & TRANSPORT	93.36
	5/30/24	PW OIL WRENCH X2	GENERAL FUND	STREETS & TRANSPORT	38.89
	5/30/24	PW MAG PU TOOL X1	GENERAL FUND	STREETS & TRANSPORT	9.19
				TOTAL:	314.24
AMAZON.COM	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY ADMINISTRATION	37.48
	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY ADMINISTRATION	37.48
	5/23/24	ADMIN CARDSTOCK CREDIT	GENERAL FUND	CITY ADMINISTRATION	49.12-
	5/23/24	FIN FEBREZE X6/ ADMIN TP X	GENERAL FUND	CITY ADMINISTRATION	32.19
	5/23/24	COPY PAPERX2 BX/ LABELS X	GENERAL FUND	CITY ADMINISTRATION	60.67
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	CITY ADMINISTRATION	31.99
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	CITY ADMINISTRATION	28.04
	5/30/24	ADMIN COPY PAPER X1	GENERAL FUND	CITY ADMINISTRATION	39.99
	5/30/24	ADMIN COPY PAPER	GENERAL FUND	CITY ADMINISTRATION	39.10
	5/23/24	P&Z DESK CALENDAR	GENERAL FUND	PLANNING & ZONING	10.72
	5/23/24	COPY PAPERX2 BX/ LABELS X	GENERAL FUND	PLANNING & ZONING	60.67
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	PLANNING & ZONING	24.99
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	PLANNING & ZONING	14.87
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	PLANNING & ZONING	6.24
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	PLANNING & ZONING	31.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/23/24	BA LOCKING FILE CABINET	GENERAL FUND	CITY HALL	148.38
	5/23/24	FILE PRCTOR/ BINDERS/DIVID	GENERAL FUND	CITY HALL	15.41
	5/23/24	FILE PRCTOR/ BINDERS/DIVID	GENERAL FUND	CITY HALL	38.99
	5/23/24	FILE PRCTOR/ BINDERS/DIVID	GENERAL FUND	CITY HALL	183.89
	5/23/24	DIVIDERS X250	GENERAL FUND	CITY HALL	41.72
	5/23/24	3 RING BINDERS X8	GENERAL FUND	CITY HALL	105.92
	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY HALL	7.99
	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY HALL	16.13
	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY HALL	9.92
	5/23/24	PC/BATTERIES/COPY PAPER	GENERAL FUND	CITY HALL	37.48
	5/23/24	FIN FEBREZE X6/ ADMIN TP X	GENERAL FUND	CITY HALL	21.12
	5/23/24	COPY PAPERX2 BX/ LABELS X	GENERAL FUND	CITY HALL	13.98
	5/30/24	T TURNER MOUSEPAD X1	GENERAL FUND	CITY HALL	4.27
	5/30/24	T TURNER BLACK TONER X2	GENERAL FUND	CITY HALL	59.91
	5/30/24	ANDREWS FILE SORTER X 2	GENERAL FUND	CITY HALL	33.89
	5/30/24	PM TONER X4	GENERAL FUND	CITY HALL	52.88
	5/30/24	PM DRUM UNIT X 4	GENERAL FUND	CITY HALL	55.98
	5/30/24	FIN COPY PAPER X2	GENERAL FUND	CITY HALL	78.20
	5/30/24	CD TONER X4	GENERAL FUND	CITY HALL	49.98
	5/30/24	FIN BANKER BOXES X12	GENERAL FUND	CITY HALL	57.94
	5/23/24	PD COFFEE CUPS X 1000	GENERAL FUND	POLICE DEPARTMENT	99.98
	5/30/24	PD INK CARTRIDGES X2	GENERAL FUND	POLICE DEPARTMENT	113.98
	5/30/24	PD FLASH DRIVE X1	GENERAL FUND	POLICE DEPARTMENT	36.39
	5/30/24	HIGHLIGHTERS X12/INK CART	GENERAL FUND	POLICE DEPARTMENT	85.62
	5/23/24	PW DESK CALENDAR	GENERAL FUND	STREETS & TRANSPORT	10.72
	5/23/24	PW WALL CALENDAR	GENERAL FUND	STREETS & TRANSPORT	8.91
	5/23/24	PW LARGE PLATES X204	GENERAL FUND	STREETS & TRANSPORT	22.49
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	STREETS & TRANSPORT	20.89
	5/23/24	STAPLER/BATTERIES/SUGAR/CR	GENERAL FUND	STREETS & TRANSPORT	21.55
				TOTAL:	1,861.81
AMERICAN CANCER SOCIETY	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	1,500.00
				TOTAL:	1,500.00
AMERICAN EXPRESS - MERCH FEES	5/06/24	APR2024 AMEX TRANSACTION F	GENERAL FUND	CITY HALL	10.23
				TOTAL:	10.23
APPLE VALLEY TIRE LLC.	5/23/24	PW TRAILER TIRE X2	GENERAL FUND	STREETS & TRANSPORT	215.00
				TOTAL:	215.00
APPLE VALLEY WASTE	5/23/24	PW YARD WASTE MAR 24	GENERAL FUND	STREETS & TRANSPORT	438.46
				TOTAL:	438.46
ASK HEATING & AIR CONDITIONING	5/23/24	CC HEATPUMP THERMOSTAT	PARKS & RECREATION	Parks & Recreation	467.54
				TOTAL:	467.54
AUTO ZONE	5/23/24	PD #9 DORMAN CERAMIC SOCKE	GENERAL FUND	POLICE DEPARTMENT	12.99
	5/23/24	PD #6 OXYGEN SENSOR X1	GENERAL FUND	POLICE DEPARTMENT	35.99
	5/23/24	PW SHOP OIL X4	GENERAL FUND	STREETS & TRANSPORT	91.67
	5/23/24	PW FLAT WRENCH SET X3	GENERAL FUND	STREETS & TRANSPORT	56.67
	5/30/24	PW OIL DRAIN PLUG GASKETS	GENERAL FUND	STREETS & TRANSPORT	11.38
	5/30/24	PW TOOL TRAY X1, PLIERS X1	GENERAL FUND	STREETS & TRANSPORT	40.48
				TOTAL:	249.18
BCN TELECOM INC	5/21/24	INTERNET MAY 24	GENERAL FUND	CITY HALL	511.51
	5/21/24	INTERNET MAY 24	GENERAL FUND	POLICE DEPARTMENT	161.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/21/24	INTERNET MAY 24	GENERAL FUND	STREETS & TRANSPORT	149.40
	5/21/24	INTERNET MAY 24	PARKS & RECREATION	Parks & Recreation	190.90
	5/21/24	INTERNET MAY 24	CONVENTION & VISIT	Convention Visitor Bur	149.40
				TOTAL:	1,163.11
BEN HOLBEN	5/23/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	2,277.00
				TOTAL:	2,277.00
BFS FOODS	5/30/24	ANDREWS FUEL 5/3/24 MFOA	GENERAL FUND	CITY HALL	24.56
				TOTAL:	24.56
BIEDLER'S ELECTRIC MOTOR REPAIR, INC	5/30/24	PW SHOP FAN MOTOR-REPLACED	GENERAL FUND	STREETS & TRANSPORT	258.39
				TOTAL:	258.39
BLACK STONE ROOFING, LLC	5/16/24	CH ROOF FINAL PAYMENT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	58,695.00
				TOTAL:	58,695.00
BP	5/23/24	NORRIS FUEL 4/25/24	GENERAL FUND	POLICE DEPARTMENT	59.55
	5/23/24	MCBRIDE FUEL 4/3-24/24	GENERAL FUND	POLICE DEPARTMENT	163.70
	5/23/24	LUTMAN FUEL 4/10-19/24	GENERAL FUND	POLICE DEPARTMENT	104.51
	5/23/24	ROBERTS FUEL 4/11-19/24	GENERAL FUND	POLICE DEPARTMENT	88.00
	5/23/24	SWARTZ FUEL 3/30-4/25/24	GENERAL FUND	POLICE DEPARTMENT	348.21
	5/23/24	WATSON FUEL 4/3-26/24	GENERAL FUND	POLICE DEPARTMENT	305.79
	5/23/24	BLACK FUEL 4/1-29/24	GENERAL FUND	POLICE DEPARTMENT	326.54
	5/23/24	HOSBY-BROWN FUEL 3/28-4/25	GENERAL FUND	POLICE DEPARTMENT	352.62
	5/23/24	PALMER FUEL 4/5-28/24	GENERAL FUND	POLICE DEPARTMENT	239.08
	5/30/24	WATSON FUEL 4/30-5/24/24	GENERAL FUND	POLICE DEPARTMENT	361.63
	5/30/24	LUTMAN FUEL 5/3-17/24	GENERAL FUND	POLICE DEPARTMENT	100.23
	5/30/24	MCBRIDE FUEL 5/9-22/24	GENERAL FUND	POLICE DEPARTMENT	78.50
	5/30/24	SWARTZ FUEL 5/1-23/24	GENERAL FUND	POLICE DEPARTMENT	282.02
	5/30/24	HOSBY-BROWN FUEL 5/2-5/29/	GENERAL FUND	POLICE DEPARTMENT	249.46
	5/30/24	BLACK FUEL 5/5-28/24	GENERAL FUND	POLICE DEPARTMENT	253.34
	5/30/24	ROBERTS FUEL 4/30-5/28/24	GENERAL FUND	POLICE DEPARTMENT	60.00
	5/30/24	PALMER FUEL 5/2-30/24	GENERAL FUND	POLICE DEPARTMENT	415.90
	5/30/24	JENKINS FUEL 5/20/24	GENERAL FUND	POLICE DEPARTMENT	52.48
	5/23/24	PIERSON FUEL 4/4/24	GENERAL FUND	STREETS & TRANSPORT	83.13
	5/30/24	PIERSON FUEL 5/30/24	GENERAL FUND	STREETS & TRANSPORT	82.32
				TOTAL:	4,007.01
BREEZY HR INC	5/23/24	HR CONSULTING 4/20-5/20/24	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BSN SPORTS LLC	5/23/24	CC HD NETS X12 BRKWY GOAL	PARKS & RECREATION	Parks & Recreation	87.00
	5/23/24	CC HD NETS X12 BRKWY GOAL	PARKS & RECREATION	Parks & Recreation	672.24
				TOTAL:	759.24
BUILDING CODE MASTER	5/23/24	RS 18 BLD CODE PRACTICE EX	GENERAL FUND	PLANNING & ZONING	75.00
				TOTAL:	75.00
BULKAPPAREL.COM	5/30/24	LANCASTER ACADEMY SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	60.16
				TOTAL:	60.16
BUREAU FOR CHILD SUPPORT ENFORCEMENT	5/20/24	# 438446	GENERAL FUND	NON-DEPARTMENTAL	164.77
	5/24/24	# 438446	GENERAL FUND	NON-DEPARTMENTAL	164.77
	5/20/24	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00
	5/24/24	CASE ID #455252	GENERAL FUND	NON-DEPARTMENTAL	198.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	725.54
BURR PARK LIBERTY	5/23/24	ROBERTS FUEL 4/4-11/24	GENERAL FUND	POLICE DEPARTMENT	60.00
	5/23/24	LYNCH FUEL 3/31-4/20/24	GENERAL FUND	POLICE DEPARTMENT	126.61
	5/30/24	LYNCH FUEL 5/6-28/24	GENERAL FUND	POLICE DEPARTMENT	220.44
	5/30/24	HOOD FUEL 5/11/24	GENERAL FUND	POLICE DEPARTMENT	54.49
	5/30/24	ROBERTS FUEL 5/6-15/24	GENERAL FUND	POLICE DEPARTMENT	65.01
	5/30/24	JENKINS FUEL 5/13-27/24	GENERAL FUND	POLICE DEPARTMENT	121.04
				TOTAL:	647.59
CALENDLY LLC	5/23/24	WILT SUB TAX REFUND	GENERAL FUND	CITY ADMINISTRATION	8.40-
	5/23/24	WILT ANL SUB 4/22/24-4/22/	GENERAL FUND	CITY ADMINISTRATION	128.40
				TOTAL:	120.00
CATELYNN VEILLON	5/21/24	MFTD 24' 2ND PLACE WINNER	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
CENTRAL ELEVATOR INSPECTION SERVICES	5/23/24	CH ELEV FULL LD 5YR TEST	GENERAL FUND	CITY HALL	375.00
				TOTAL:	375.00
CHARLES TOWN UTILITIES GENERAL FUND	5/23/24	WATER 2/15-3/15/24	GENERAL FUND	CITY HALL	163.37
	5/23/24	WATER 2/15-3/15/24	GENERAL FUND	POLICE DEPARTMENT	58.59
	5/23/24	WATER 2/15-3/15/24	GENERAL FUND	STREETS & TRANSPORT	238.28
	5/23/24	WATER 2/15-3/15/24	GENERAL FUND	STREETS & TRANSPORT	56.16
	5/23/24	WATER 2/15-3/15/24	GENERAL FUND	STREET LIGHTS	56.16
	5/23/24	P&R WATER 2/15-3/15/24	PARKS & RECREATION	Parks & Recreation	285.55
	5/23/24	P&R WATER 2/15-3/15/24	PARKS & RECREATION	Parks & Recreation	56.16
	5/23/24	MF SEWER 2/25-3/25/24	PARKS & RECREATION	Parks & Recreation	30.48
	5/23/24	CVB WATER 2/15-3/15/24	CONVENTION & VISIT	Convention Visitor Bur	56.16
				TOTAL:	1,000.91
CHATGPT SUBSCRIPTION	5/23/24	WILT OPEN AI SUB 4/14-5/14	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CIVICPLUS	5/23/24	MUNICODE ORDNCE UPDT 3/25/	GENERAL FUND	CITY HALL	472.00
				TOTAL:	472.00
COMMUNITY COMBINED MINISTRIES	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	2,500.00
				TOTAL:	2,500.00
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	5/23/24	CH COPY CONT/OVRGS	GENERAL FUND	CITY HALL	31.50
	5/23/24	CH COPY CONT/OVRGS	GENERAL FUND	CITY HALL	602.39
				TOTAL:	633.89
CONSTANT CONTACT	5/23/24	EMAIL ADS 4/1/24-5/1/24	CONVENTION & VISIT	Convention Visitor Bur	110.00
	5/30/24	EMAIL ADS 5/1-5/31/24	CONVENTION & VISIT	Convention Visitor Bur	110.00
				TOTAL:	220.00
DANA'S TUXEDO	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	30.00
	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	18.75
	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	36.75
	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	41.25
	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	52.50
	5/15/24	PD UNIFORM ALTERATIONS	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	209.25

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DELUXE	5/23/24	GF DEPOSIT BOOKS X3	GENERAL FUND	CITY HALL	171.42
	5/23/24	GF X600/P&R X300 DUP DEP	GENERAL FUND	CITY HALL	214.64
	5/23/24	GF X600/P&R X300 DUP DEP	PARKS & RECREATION	Parks & Recreation	140.64
				TOTAL:	526.70
DEPARTMENT OF ENVIRONMENT PROTECTION	5/23/24	KIDDIE VRF 1/2-3/19/24	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,324.91
				TOTAL:	1,324.91
DEPARTMENT OF TAX & REVENUE	5/01/24	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	3,676.00
	5/01/24	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	85.00
	5/01/24	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,510.00
				TOTAL:	8,271.00
DICKIES	5/30/24	LANCASTER ACADEMY SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	222.54
				TOTAL:	222.54
DILLON LIGHTNING PROTECTION SYSTEMS, I	5/23/24	CH ROOF LIGHTNING PROTECTI	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	12,070.00
				TOTAL:	12,070.00
DISCOUNTMUGS	5/23/24	RF/CS 24 STAFF EVNT SHIRTS	CONVENTION & VISIT	Convention Visitor Bur	482.36
				TOTAL:	482.36
EAST MOUNTAIN HEALTH PHYSICIANS INC	5/30/24	WHEAT EMP PHYSICAL	GENERAL FUND	POLICE DEPARTMENT	313.50
				TOTAL:	313.50
ENDLESS HORRORS CORPORATION DBA TWISTE	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	3,500.00
				TOTAL:	3,500.00
ESCALADE SPORTS	5/23/24	OUTDOOR BACKBOARD X1	PARKS & RECREATION	Parks & Recreation	64.20
				TOTAL:	64.20
ETS CORPORATION	5/02/24	APR2024 MERCH FEES - CITY	GENERAL FUND	CITY HALL	169.13
	5/02/24	APR2024 MERCH FEES - MGO C	GENERAL FUND	CITY HALL	2,180.11
				TOTAL:	2,349.24
EVERBRITE LLC	5/23/24	CC SCOREBRDS PWR SPLY X3	PARKS & RECREATION	Parks & Recreation	143.00
	5/23/24	CC SCOREBRD KEYBRD X1	PARKS & RECREATION	Parks & Recreation	72.00
				TOTAL:	215.00
EXECUTIVE EMERGENCY LIGHTING LLC	5/30/24	PD #16 SIREN REPAIR	GENERAL FUND	POLICE DEPARTMENT	241.50
				TOTAL:	241.50
FACEBOOK	5/23/24	RANSON CS/FEST AD 2/29-3/2	CONVENTION & VISIT	Convention Visitor Bur	61.30
	5/23/24	RANSON CS/FEST AD	CONVENTION & VISIT	Convention Visitor Bur	11.00
	5/30/24	RF/CS '24 AD 3/29-4/28/24	CONVENTION & VISIT	Convention Visitor Bur	99.42
	5/30/24	SURVEY AD 3/29-4/10/24	CONVENTION & VISIT	Convention Visitor Bur	26.87
				TOTAL:	198.59
FBI RETAIL STORE	5/23/24	CUSTER FBI ACDMY UNIFORM I	GENERAL FUND	POLICE DEPARTMENT	359.41
	5/23/24	CUSTER FBI ACDMY UNIFORM I	GENERAL FUND	POLICE DEPARTMENT	67.92
				TOTAL:	427.33
FISHER AUTO PARTS INC	5/23/24	PD #4 BATTERY	GENERAL FUND	POLICE DEPARTMENT	158.32
	5/23/24	PD #9 BRAKE PAD SET/ ROTOR	GENERAL FUND	POLICE DEPARTMENT	177.35
	5/23/24	PD #18 BATTERY	GENERAL FUND	POLICE DEPARTMENT	115.10
	5/30/24	PW # 4 FRONT&READ BRK PADS	GENERAL FUND	STREETS & TRANSPORT	151.62

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/30/24	PW MSC RATCHETS X 1	GENERAL FUND	STREETS & TRANSPORT	64.40
				TOTAL:	666.79
FREDERICK BLOCK BRICK & STONE	5/30/24	RANSON MEMORIAL BRICKS X30	CONVENTION & VISIT	Convention Visitor Bur	262.50
				TOTAL:	262.50
FRONTIER	5/10/24	CH FIRE ALARM MAY 24	GENERAL FUND	CITY HALL	117.05
	5/10/24	CH FAX MAY 24	GENERAL FUND	CITY HALL	118.21
	5/16/24	ELEVATOR LINE MAY 24	GENERAL FUND	CITY HALL	79.19
	5/23/24	TRIFECTA ALARM MAY 24	GENERAL FUND	CITY HALL	148.51
	5/23/24	PD FAX MAY 24	GENERAL FUND	POLICE DEPARTMENT	163.37
				TOTAL:	626.33
GALLS INC	5/23/24	PD REVERSIBLE RAIN JACKET	GENERAL FUND	POLICE DEPARTMENT	108.08
	5/23/24	PD OUTER CARRIER VEST X1	GENERAL FUND	POLICE DEPARTMENT	84.10
				TOTAL:	192.18
GOLDEN RULE CREATIONS	5/23/24	PD SHOULDER EMBLEMS X100	GENERAL FUND	POLICE DEPARTMENT	280.94
				TOTAL:	280.94
GOOGLE	5/23/24	RANSON/CVB INFO ADS APR 2	CONVENTION & VISIT	Convention Visitor Bur	350.00
	5/23/24	RANSON/CVB ADS APR 24	CONVENTION & VISIT	Convention Visitor Bur	500.00
	5/30/24	CVB PROMOTE AD	CONVENTION & VISIT	Convention Visitor Bur	36.99
				TOTAL:	886.99
GRAINGER	5/30/24	PW WATER PUMP BOLTS X8	GENERAL FUND	STREETS & TRANSPORT	25.43
				TOTAL:	25.43
GRANICUS	5/07/24	ENCDNG APL HDW/VID TRNG	GENERAL FUND	CITY HALL	3,075.00
	5/07/24	ENCDNG APL HDW/VID TRNG	GENERAL FUND	CITY HALL	1,350.00
				TOTAL:	4,425.00
HARBOR FREIGHT TOOLS	5/30/24	BELT BRKER SET X1	GENERAL FUND	STREETS & TRANSPORT	39.99
	5/30/24	WRENCH X 1	GENERAL FUND	STREETS & TRANSPORT	21.99
	5/30/24	MAGNETIC LIGHT X 1	GENERAL FUND	STREETS & TRANSPORT	29.99
	5/30/24	PW SERVICE JACK X1	GENERAL FUND	STREETS & TRANSPORT	139.99
	5/30/24	PW TOOL BOX LATCH X2	GENERAL FUND	STREETS & TRANSPORT	31.98
				TOTAL:	263.94
HDL COMPANIES	5/02/24	B&O COLLECTION MAR 24	GENERAL FUND	CITY HALL	373.68
				TOTAL:	373.68
HOME DEPOT	5/23/24	CH BSMNT BEAMS/STEEL POST	GENERAL FUND	CITY HALL	409.48
	5/23/24	CH FIX ROOF DRAINS/SHOVEL	GENERAL FUND	CITY HALL	31.22
	5/23/24	CH MAYOR PIC HANGERS X2	GENERAL FUND	CITY HALL	9.96
	5/23/24	TRIFECTA LOCK/SCREWDRIVER	GENERAL FUND	CITY HALL	69.97
	5/23/24	CONCRETE CH SIDEWALK	GENERAL FUND	CITY HALL	49.53
	5/23/24	CH STRAPS FOR UNITS X11	GENERAL FUND	CITY HALL	40.80
	5/30/24	CH CLOCK FLOWERS/BLACK PAI	GENERAL FUND	CITY HALL	302.84
	5/23/24	PD OFFICE KEY X1	GENERAL FUND	POLICE DEPARTMENT	4.25
	5/30/24	PD REPAIR TOILET	GENERAL FUND	POLICE DEPARTMENT	209.66
	5/30/24	PD SUPPLY LINE	GENERAL FUND	POLICE DEPARTMENT	7.83
	5/23/24	CONCRETE (SIDEWALK CH)	GENERAL FUND	STREETS & TRANSPORT	23.92
	5/23/24	PW YARD CONDUIT PIPE/FITTI	GENERAL FUND	STREETS & TRANSPORT	169.18
	5/23/24	POLE BARN BREAKER 20A STRA	GENERAL FUND	STREETS & TRANSPORT	9.06
	5/23/24	POLE BARN LED LIGHT&PHOTOC	GENERAL FUND	STREETS & TRANSPORT	156.95

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/23/24	PW BLD 1000W ELE PHOTO SEN	GENERAL FUND	STREETS & TRANSPORT	21.98
	5/23/24	PW 4X4 POST X2	GENERAL FUND	STREETS & TRANSPORT	22.56
	5/23/24	PW PAINT BRUSH X1	GENERAL FUND	STREETS & TRANSPORT	12.27
	5/23/24	CH FIX ROOF DRAINS/SHOVEL	GENERAL FUND	STREETS & TRANSPORT	75.96
	5/23/24	TRIFECTA LOCK/SCREWDRIVER	GENERAL FUND	STREETS & TRANSPORT	32.97
	5/23/24	PW STRAPS X14 FENCE PANEL	GENERAL FUND	STREETS & TRANSPORT	102.93
	5/23/24	CH STREET LIGHT CONDUIT	GENERAL FUND	STREETS & TRANSPORT	5.43
	5/23/24	PW METRIC IMPACT SOCKETS X	GENERAL FUND	STREETS & TRANSPORT	24.97
	5/23/24	PW FIRE SAFE	GENERAL FUND	STREETS & TRANSPORT	35.45
	5/23/24	PW FUEL RATCHET X1	GENERAL FUND	STREETS & TRANSPORT	199.00
	5/23/24	PW MAGNETIC SWEEPER X1	GENERAL FUND	STREETS & TRANSPORT	29.97
	5/23/24	PW GREASE CARTRIDGEX4/LUBE	GENERAL FUND	STREETS & TRANSPORT	94.25
	5/30/24	CLOCK MULCH X5	GENERAL FUND	STREETS & TRANSPORT	16.65
	5/30/24	PAINT ROLLERS FOR CURBS	GENERAL FUND	STREETS & TRANSPORT	35.90
	5/30/24	PLIERS/STORAGE BIN X4	GENERAL FUND	STREETS & TRANSPORT	50.39
	5/30/24	PW GOOGLES, SCREWS, MARKER	GENERAL FUND	STREETS & TRANSPORT	34.94
	5/30/24	PLIERS, IMPACT SOCKETS	GENERAL FUND	STREETS & TRANSPORT	51.25
	5/30/24	PW 15/16 WRENCH X 1	GENERAL FUND	STREETS & TRANSPORT	24.97
	5/30/24	PW SHOP TOOL BOX X1	GENERAL FUND	STREETS & TRANSPORT	998.00
	5/30/24	SPRAY PAINT X2	GENERAL FUND	STREETS & TRANSPORT	28.91
	5/30/24	FLAG POLE PAINT X4	GENERAL FUND	STREETS & TRANSPORT	36.86
	5/30/24	SCREWS FOR ST SIGNS/FOAM	GENERAL FUND	STREETS & TRANSPORT	20.30
	5/30/24	PW TRASH BAGS X5	GENERAL FUND	STREETS & TRANSPORT	139.85
	5/30/24	PW GLOVES X1	GENERAL FUND	STREETS & TRANSPORT	15.98
	5/30/24	CONCRETE X2 FOR POLES	GENERAL FUND	STREETS & TRANSPORT	13.72
	5/23/24	CC DRILL & GREASE (BASKETS	PARKS & RECREATION	Parks & Recreation	144.96
	5/23/24	CC SCREWS FOR STORAGE ROOM	PARKS & RECREATION	Parks & Recreation	8.48
	5/23/24	CC STORAGE ROOM BOLTS	PARKS & RECREATION	Parks & Recreation	9.74
	5/23/24	CC HOOKS/SCREWDRVR SET	PARKS & RECREATION	Parks & Recreation	43.81
	5/30/24	MF FOOTBALL TICKET BOOTH T	PARKS & RECREATION	Parks & Recreation	31.87
	5/30/24	MF FOOTBALL TICKET BOOTH T	PARKS & RECREATION	Parks & Recreation	18.46
	5/30/24	ADHESIVE- BACKBOARD REPAIR	PARKS & RECREATION	Parks & Recreation	104.80
	5/30/24	CC WINDOW X1	PARKS & RECREATION	Parks & Recreation	249.28
	5/30/24	CC TRIM X2	PARKS & RECREATION	Parks & Recreation	18.46
	5/30/24	HS SUPPLIES	CONVENTION & VISIT	Convention Visitor Bur	110.92
				TOTAL:	4,360.89
HOME TEAM PEST DEFENSE	5/23/24	CH PEST CONTROL APR 24	GENERAL FUND	CITY HALL	273.80
	5/23/24	PW PEST CONTROL APR 24	GENERAL FUND	STREETS & TRANSPORT	79.40
				TOTAL:	353.20
IKEA	5/23/24	RS & KH DESK TAX REFUND	GENERAL FUND	PLANNING & ZONING	94.29-
	5/23/24	RS & KH NEW DESK X2	GENERAL FUND	PLANNING & ZONING	1,441.29
				TOTAL:	1,347.00
INITIALLY YOURS	5/30/24	UNIFORM SSXX48/HATS X24	GENERAL FUND	STREETS & TRANSPORT	1,247.88
				TOTAL:	1,247.88
INTERNAL REVENUE SERVICE	5/20/24	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	8,901.96
	5/23/24	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	10,042.06
	5/24/24	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,171.18
	5/30/24	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	471.10
	5/20/24	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	6,713.66
	5/23/24	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	7,265.68
	5/24/24	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	406.50
	5/30/24	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	200.69

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/20/24	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,570.14
	5/23/24	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,699.21
	5/24/24	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	95.07
	5/30/24	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	46.94
	5/23/24	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	5/23/24	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	5/23/24	Social Security Payable	GENERAL FUND	CITY COUNCIL	310.02
	5/23/24	Medicare Payable	GENERAL FUND	CITY COUNCIL	72.48
	5/20/24	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	465.51
	5/23/24	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	465.51
	5/20/24	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	108.87
	5/23/24	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	108.87
	5/23/24	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	5/23/24	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	5/20/24	Social Security Payable	GENERAL FUND	PLANNING & ZONING	812.75
	5/23/24	Social Security Payable	GENERAL FUND	PLANNING & ZONING	813.13
	5/20/24	Medicare Payable	GENERAL FUND	PLANNING & ZONING	190.08
	5/23/24	Medicare Payable	GENERAL FUND	PLANNING & ZONING	190.17
	5/20/24	Social Security Payable	GENERAL FUND	CITY HALL	615.23
	5/23/24	Social Security Payable	GENERAL FUND	CITY HALL	545.24
	5/24/24	Social Security Payable	GENERAL FUND	CITY HALL	406.50
	5/20/24	Medicare Payable	GENERAL FUND	CITY HALL	143.88
	5/23/24	Medicare Payable	GENERAL FUND	CITY HALL	127.51
	5/24/24	Medicare Payable	GENERAL FUND	CITY HALL	95.07
	5/20/24	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,400.94
	5/23/24	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,520.24
	5/30/24	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	200.69
	5/20/24	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	795.38
	5/23/24	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	823.27
	5/30/24	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	46.94
	5/20/24	Social Security Payable	GENERAL FUND	POLICE SPECIAL DUTY	58.90
	5/23/24	Social Security Payable	GENERAL FUND	POLICE SPECIAL DUTY	62.00
	5/20/24	Medicare Payable	GENERAL FUND	POLICE SPECIAL DUTY	13.79
	5/23/24	Medicare Payable	GENERAL FUND	POLICE SPECIAL DUTY	14.52
	5/20/24	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,360.33
	5/23/24	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,369.74
	5/20/24	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	318.14
	5/23/24	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	320.34
				TOTAL:	56,582.08
INTERNATIONAL CODE COUNCIL	5/23/24	KH STUDY GUIDES/MATERIAL	GENERAL FUND	PLANNING & ZONING	69.00
	5/23/24	KH STUDY GUIDES/MATERIAL	GENERAL FUND	PLANNING & ZONING	59.00
	5/23/24	KH STUDY GUIDES/MATERIAL	GENERAL FUND	PLANNING & ZONING	40.00
	5/23/24	P&Z CODE BKS FOR SET	GENERAL FUND	PLANNING & ZONING	35.00
	5/23/24	P&Z CODE BKS FOR SET	GENERAL FUND	PLANNING & ZONING	161.00
				TOTAL:	364.00
JEFF CO CVB TOURISM	5/23/24	TW/DA JC CVB TOURISM CONF	GENERAL FUND	CITY ADMINISTRATION	149.46
				TOTAL:	149.46
JEFFERSON CO PARKS & RECREATION	5/23/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	5,000.00
				TOTAL:	5,000.00
JEFFERSON COUNTY CHAMBER OF COMMERCE,	5/30/24	BA CHAMBER MTG APR 24	GENERAL FUND	PLANNING & ZONING	39.00
	5/30/24	BA '24 TOWNHALL RECAP	GENERAL FUND	PLANNING & ZONING	32.00
				TOTAL:	71.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JEFFERSON COUNTY EMERGENCY COMMUNICATI	5/10/24	CAD/MOBILE 1/6/24-2/5/24	GENERAL FUND	POLICE DEPARTMENT	353.36
				TOTAL:	353.36
JEFFERSON COUNTY SOLID WASTE AUTHORITY	5/10/24	YARD/PB CLNUP APR 24	GENERAL FUND	STREETS & TRANSPORT	69.06
	5/10/24	YARD/PB CLNUP APR 24	GENERAL FUND	STREETS & TRANSPORT	93.44
	5/10/24	YARD/PB CLNUP APR 24	GENERAL FUND	STREETS & TRANSPORT	101.56
	5/10/24	YARD/PB CLNUP APR 24	GENERAL FUND	STREETS & TRANSPORT	103.19
	5/10/24	YARD/PB CLNUP APR 24	GENERAL FUND	STREETS & TRANSPORT	71.50
				TOTAL:	438.75
JEFFERSON COUNTY CVB	5/23/24	DM/AS JEFF CO TOURISM CONF	CONVENTION & VISIT	Convention Visitor Bur	149.46
	5/23/24	T CUSTER JC CVB TOURISM 24	CONVENTION & VISIT	Convention Visitor Bur	74.73
				TOTAL:	224.19
JEFFERSON PUBLISHING CO. INC	5/23/24	NPH ORDINANCE AMND 3/20/24	GENERAL FUND	PLANNING & ZONING	37.02
	5/23/24	NPH HUNTWELL PHASE 1B 4/3	GENERAL FUND	PLANNING & ZONING	40.30
	5/23/24	NPH BRIDGEFORTH PROP 4/3	GENERAL FUND	PLANNING & ZONING	48.50
	5/23/24	NPH REZNE 1982 N MILDRED 4	GENERAL FUND	PLANNING & ZONING	50.14
	5/23/24	LEVY EST FY 25 3/27/24	GENERAL FUND	CITY HALL	420.78
	5/23/24	RAN FEST/CS AD 2/7	CONVENTION & VISIT	Convention Visitor Bur	300.00
				TOTAL:	896.74
JEFFERSON RENTALS	5/23/24	PW ROCK BRKER RENTAL 4/26/	GENERAL FUND	STREETS & TRANSPORT	455.20
				TOTAL:	455.20
JEFFERSON SECURITY BANK	5/23/24	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	690.00
	5/24/24	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	690.00
	5/30/24	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	690.00
				TOTAL:	2,070.00
JOHN HANCOCK	5/20/24	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,584.08
	5/28/24	457b payment	GENERAL FUND	NON-DEPARTMENTAL	8,562.67
	5/20/24	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	110.48
	5/28/24	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	99.43
	5/20/24	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	615.10
	5/28/24	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	616.01
	5/20/24	401a Payment	GENERAL FUND	CITY ADMINISTRATION	359.68
	5/28/24	401a Payment	GENERAL FUND	CITY ADMINISTRATION	359.68
	5/20/24	457b payment	GENERAL FUND	CITY ADMINISTRATION	359.68
	5/28/24	457b payment	GENERAL FUND	CITY ADMINISTRATION	359.68
	5/20/24	401a Payment	GENERAL FUND	PLANNING & ZONING	635.65
	5/28/24	401a Payment	GENERAL FUND	PLANNING & ZONING	635.95
	5/20/24	457b payment	GENERAL FUND	PLANNING & ZONING	494.59
	5/28/24	457b payment	GENERAL FUND	PLANNING & ZONING	494.89
	5/20/24	401a Payment	GENERAL FUND	CITY HALL	477.16
	5/28/24	401a Payment	GENERAL FUND	CITY HALL	420.71
	5/20/24	457b payment	GENERAL FUND	CITY HALL	380.14
	5/28/24	457b payment	GENERAL FUND	CITY HALL	323.69
	5/20/24	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,558.26
	5/28/24	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,615.87
	5/20/24	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,318.48
	5/28/24	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,376.09
	5/20/24	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,072.35
	5/28/24	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,072.35
	5/20/24	457b payment	GENERAL FUND	STREETS & TRANSPORT	911.29
	5/28/24	457b payment	GENERAL FUND	STREETS & TRANSPORT	911.29

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	37,725.25
JUMPING BEANS PARTY	5/23/24	CS/FEST 24 MOONBOUNCE DEP	CONVENTION & VISIT	Convention Visitor Bur	20.00
				TOTAL:	20.00
KEITH D PIERSON	5/21/24	MFTD 24' LUNCH REIBRSMNT	GENERAL FUND	CITY HALL	47.00
				TOTAL:	47.00
KEITH PIERSON, JR.	5/02/24	PIERSON BOOTS PURCHASE	GENERAL FUND	STREETS & TRANSPORT	139.09
				TOTAL:	139.09
KIMBALL MIDWEST PAYEEZY CLOVER .COM	5/23/24	PW TEST PAINT FOR POLES X1	GENERAL FUND	STREETS & TRANSPORT	20.63
				TOTAL:	20.63
KIMLEY - HORN AND ASSOCIATES INC.	5/21/24	PERMIT/PLAN RVW APR 24	GENERAL FUND	PLANNING & ZONING	2,498.89
	5/21/24	PERMIT/PLN RV APR 24	GENERAL FUND	PLANNING & ZONING	6,627.46
				TOTAL:	9,126.35
LAURA SNYDER	5/21/24	MFTD 24' 1ST PLACE WINNER	GENERAL FUND	CITY HALL	100.00
				TOTAL:	100.00
LEAF	5/16/24	1&3 FLR COPIER MAY 24	GENERAL FUND	CITY HALL	223.00
	5/30/24	P&Z COPIER MAY 24	GENERAL FUND	CITY HALL	129.00
	5/15/24	PW COPIER APR 24	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	475.00
LINCOLN FINANCIAL GROUP	5/28/24	MAY2024 EE DEDUCTION AJ	GENERAL FUND	NON-DEPARTMENTAL	56.80
	5/28/24	MAY2024 EE DEDUCTION AJ	GENERAL FUND	NON-DEPARTMENTAL	22.00
	5/28/24	Life Insurance	GENERAL FUND	NON-DEPARTMENTAL	138.39
	5/28/24	Life Insurance	GENERAL FUND	NON-DEPARTMENTAL	138.39
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	GENERAL FUND	CITY ADMINISTRATION	193.59
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	GENERAL FUND	PLANNING & ZONING	324.17
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	GENERAL FUND	CITY HALL	254.41
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	GENERAL FUND	POLICE DEPARTMENT	1,415.52
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	GENERAL FUND	STREETS & TRANSPORT	536.48
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	PARKS & RECREATION	Parks & Recreation	33.57
	5/28/24	MAY24 LIFE INS,STD,LTD PRE	CONVENTION & VISIT	Convention Visitor Bur	107.71
				TOTAL:	3,221.03
LONG FENCE	5/23/24	PW FENCE PANELS X108'	GENERAL FUND	STREETS & TRANSPORT	546.48
				TOTAL:	546.48
MARTIN'S FUEL	5/23/24	LYNCH FUEL 4/24/24	GENERAL FUND	POLICE DEPARTMENT	41.43
				TOTAL:	41.43
MARTINSBURG-BERKELEY CO CHAMBER OF COM	5/23/24	DM/BA WOMEN NETWRK CONF	GENERAL FUND	CITY HALL	80.00
	5/23/24	DM/BA WOMEN NETWRK CONF	CONVENTION & VISIT	Convention Visitor Bur	80.00
				TOTAL:	160.00
MATTHEW W. ANDERSON, PE, PLLC	5/02/24	SITE INSPECTION 4/26/24	GENERAL FUND	PLANNING & ZONING	600.00
	5/07/24	SITE INSPECT 4/30-5/3/24	GENERAL FUND	PLANNING & ZONING	900.00
	5/15/24	SITE INSPECT 5/7-10/24	GENERAL FUND	PLANNING & ZONING	3,000.00
	5/30/24	SITE INSPETNS 5/22-24/24	GENERAL FUND	PLANNING & ZONING	3,375.00
				TOTAL:	7,875.00
MEALS ON WHEELS	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	2,500.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,500.00
METLIFE	5/01/24	5/2024 DENTAL	GENERAL FUND	CITY ADMINISTRATION	220.58
	5/30/24	6/2024 DENTAL	GENERAL FUND	CITY ADMINISTRATION	220.58
	5/01/24	5/2024 DENTAL	GENERAL FUND	PLANNING & ZONING	312.04
	5/30/24	6/2024 DENTAL	GENERAL FUND	PLANNING & ZONING	312.04
	5/01/24	5/2024 DENTAL	GENERAL FUND	CITY HALL	201.75
	5/30/24	6/2024 DENTAL	GENERAL FUND	CITY HALL	201.75
	5/01/24	5/2024 DENTAL	GENERAL FUND	POLICE DEPARTMENT	1,735.20
	5/30/24	6/2024 DENTAL	GENERAL FUND	POLICE DEPARTMENT	1,630.16
	5/01/24	5/2024 DENTAL	GENERAL FUND	STREETS & TRANSPORT	784.14
	5/30/24	6/2024 DENTAL	GENERAL FUND	STREETS & TRANSPORT	784.14
	5/01/24	5/2024 DENTAL	PARKS & RECREATION	Parks & Recreation	141.23
	5/30/24	6/2024 DENTAL	PARKS & RECREATION	Parks & Recreation	141.23
	5/01/24	5/2024 DENTAL	CONVENTION & VISIT	Convention Visitor Bur	141.23
	5/30/24	6/2024 DENTAL	CONVENTION & VISIT	Convention Visitor Bur	141.23
				TOTAL:	6,967.30
MILLERS SUPPLIES AT WORK	5/23/24	CH BOTTLES CREDIT X25	GENERAL FUND	CITY HALL	195.00-
	5/30/24	CH BOTTLE DEPOSIT X24	GENERAL FUND	CITY HALL	56.00-
	5/23/24	CH/PW/PD WATER X25 DEC 23	GENERAL FUND	CITY HALL	149.50
	5/30/24	CH WATER X15	GENERAL FUND	CITY HALL	224.25
	5/23/24	PD WATER BOTTLE CREDIT	GENERAL FUND	POLICE DEPARTMENT	50.75-
	5/30/24	PD BOTTLE DEPOSIT X24	GENERAL FUND	POLICE DEPARTMENT	72.00-
	5/23/24	CH/PW/PD WATER X25 DEC 23	GENERAL FUND	POLICE DEPARTMENT	149.50
	5/30/24	PD WATER X12	GENERAL FUND	POLICE DEPARTMENT	179.40
	5/23/24	PW WATER BOTTLE CREDIT	GENERAL FUND	STREETS & TRANSPORT	8.00-
	5/30/24	PW BOTTLE DEPOSIT X24	GENERAL FUND	STREETS & TRANSPORT	64.00-
	5/23/24	CH/PW/PD WATER X25 DEC 23	GENERAL FUND	STREETS & TRANSPORT	74.75
				TOTAL:	331.65
MORGAN-BERKELEY-JEFFERSON LODGE 83 FOP	5/23/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	5,000.00
				TOTAL:	5,000.00
NAPA AUTO PARTS	5/07/24	PD OIL DRUM 5W20 X1	GENERAL FUND	POLICE DEPARTMENT	839.99
	5/23/24	PW #32 FUELX1 &OILX1 FILTE	GENERAL FUND	STREETS & TRANSPORT	23.61
	5/23/24	PW #32 FUELX1 &OILX1 FILTE	GENERAL FUND	STREETS & TRANSPORT	23.98
	5/23/24	PW OIL FILTERS X4	GENERAL FUND	STREETS & TRANSPORT	65.00
	5/23/24	PW OIL LAWN TRACTOR X12	GENERAL FUND	STREETS & TRANSPORT	83.88
	5/23/24	PW #32 AIR FILTERS	GENERAL FUND	STREETS & TRANSPORT	75.28
	5/23/24	PW #28 SERPENTINE BELT X1	GENERAL FUND	STREETS & TRANSPORT	57.65
	5/23/24	PW #33 EXHAUST ELBOW X1	GENERAL FUND	STREETS & TRANSPORT	8.74
	5/16/24	PW 55 GAL OIL DRUM X1	GENERAL FUND	STREETS & TRANSPORT	979.99
	5/23/24	PW #32 BRAKE FLUID X2	GENERAL FUND	STREETS & TRANSPORT	16.98
	5/30/24	PW SUPER CLEAN DEGREASER X	GENERAL FUND	STREETS & TRANSPORT	35.97
	5/30/24	PW OIL FILTERS X2/ COMPOUN	GENERAL FUND	STREETS & TRANSPORT	18.30
	5/30/24	COMPOUND X1	GENERAL FUND	STREETS & TRANSPORT	6.99
	5/30/24	AIR GAUGE X 1	GENERAL FUND	STREETS & TRANSPORT	9.79
	5/30/24	AIR CHUCK X 1	GENERAL FUND	STREETS & TRANSPORT	20.57
				TOTAL:	2,266.72
NATIONAL PEN	5/30/24	PENS X150 FOR NNO & RF '24	GENERAL FUND	POLICE DEPARTMENT	201.44
				TOTAL:	201.44
NATIONAL TANK OUTLET	5/30/24	PW BRINE TANK X4	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	6,400.00
				TOTAL:	6,400.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NIKE.COM	5/30/24	LANCASTER ACADEMY SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	111.27
	5/30/24	LANCASTER ACADEMY SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	111.27
				TOTAL:	222.54
OFFICE MAX/DEPOT	5/23/24	PLOTTER PAPER X1	GENERAL FUND	PLANNING & ZONING	90.40
				TOTAL:	90.40
ONCOURT OFFCOURT LTD	5/30/24	TENNIS BALLS X5 CASES	PARKS & RECREATION	Parks & Recreation	639.75
				TOTAL:	639.75
ORACLE ELEVATOR HOLDCO, INC	5/02/24	CH ELEV MAINT MAY 24	GENERAL FUND	CITY HALL	155.35
				TOTAL:	155.35
PAYMENTECH - MERCH FEES	5/02/24	APR2024 TYLER CITY CC FEES	GENERAL FUND	CITY HALL	1,635.80
				TOTAL:	1,635.80
PEIA	5/06/24	5/24 PEIA INV	GENERAL FUND	CITY ADMINISTRATION	2,500.50
	5/06/24	5/24 PEIA INV	GENERAL FUND	PLANNING & ZONING	4,686.90
	5/06/24	5/24 PEIA INV	GENERAL FUND	CITY HALL	3,149.92
	5/06/24	5/24 PEIA INV	GENERAL FUND	POLICE DEPARTMENT	20,522.60
	5/06/24	5/24 PEIA INV	GENERAL FUND	STREETS & TRANSPORT	10,730.82
	5/06/24	5/24 PEIA INV	PARKS & RECREATION	Parks & Recreation	1,965.42
	5/06/24	5/24 PEIA INV	CONVENTION & VISIT	Convention Visitor Bur	1,962.96
				TOTAL:	45,519.12
PETTI PEST CONTROL	5/23/24	CVB TERMITE SERVICE 4/24-4	CONVENTION & VISIT	Convention Visitor Bur	350.00
				TOTAL:	350.00
POTOMAC EDISON	5/30/24	ELE MAR 24	GENERAL FUND	CITY HALL	883.71
	5/30/24	ELE MAR 24	GENERAL FUND	POLICE DEPARTMENT	751.31
	5/30/24	ELE MAR 24	GENERAL FUND	STREETS & TRANSPORT	237.87
	5/07/24	FF BLVD 111 ELE APR 24	GENERAL FUND	STREET LIGHTS	97.62
	5/30/24	ELE MAR 24	GENERAL FUND	STREET LIGHTS	9,651.51
	5/30/24	ELE MAR 24	PARKS & RECREATION	Parks & Recreation	1,127.62
	5/30/24	ELE MAR 24	CONVENTION & VISIT	Convention Visitor Bur	194.59
				TOTAL:	12,944.23
POTOMAC VALLEY AUDUBON SOCIETY,INC	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	3,000.00
				TOTAL:	3,000.00
PRESTO DIRECT - THE NOTARY STORE	5/23/24	K HAWKINS NOTARY STAMP	GENERAL FUND	PLANNING & ZONING	35.99
				TOTAL:	35.99
R&L LANDSCAPES, INC.	5/10/24	BRIAR RUN POND MAY 24	GENERAL FUND	STREETS & TRANSPORT	800.00
	5/10/24	LANDSCAPE MAY 24	GENERAL FUND	STREETS & TRANSPORT	10,053.75
				TOTAL:	10,853.75
RANSON ELEMENTARY SCHOOL	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	1,000.00
				TOTAL:	1,000.00
RANSON POST OFFICE	5/23/24	MAIL DOH AGMNT 5TH AVE ST	GENERAL FUND	CITY HALL	9.60
	5/30/24	2023 CVB 990 MAILING	GENERAL FUND	CITY HALL	10.40
	5/30/24	PD STAMPS	GENERAL FUND	POLICE DEPARTMENT	136.00
				TOTAL:	156.00
RCS SECURITY & HOME AUDIO	5/23/24	CC OVRPMT FOR 1/1-3/31/24	PARKS & RECREATION	Parks & Recreation	79.56

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/23/24	CC ALRM/CELL MONT 1/1-3/31	PARKS & RECREATION	Parks & Recreation	79.56
	5/23/24	CC ALARM/CELL MONT 4/1-6/3	PARKS & RECREATION	Parks & Recreation	90.00
	5/23/24	CVB ALARM/CELL MONT 4/1-6/	CONVENTION & VISIT	Convention Visitor Bur	94.50
				TOTAL:	343.62
RENEWED LIFE MINISTRY	5/23/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	3,000.00
				TOTAL:	3,000.00
ROYAL FARMS	5/23/24	JENKINS FUEL 4/1/24	GENERAL FUND	POLICE DEPARTMENT	41.83
				TOTAL:	41.83
RUCKMAN ENGINEERING PLC	5/02/24	PRMT RV 4/15-19/24	GENERAL FUND	PLANNING & ZONING	3,075.00
	5/02/24	PRMT/PLAN RV 4/22-26/24	GENERAL FUND	PLANNING & ZONING	2,925.00
	5/15/24	PRMT RV 4/29-5/3/24	GENERAL FUND	PLANNING & ZONING	2,700.00
	5/16/24	PRMT RVW 5/6-10/24	GENERAL FUND	PLANNING & ZONING	1,725.00
	5/21/24	PRMT RVW 5/13-17/24	GENERAL FUND	PLANNING & ZONING	3,125.00
				TOTAL:	13,550.00
SCPDC	5/02/24	MY GOV APR 24	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHEETZ	5/23/24	COULTER FUEL 4/10/24	GENERAL FUND	PLANNING & ZONING	42.33
	5/30/24	COULTER FUEL 5/1-20/24	GENERAL FUND	PLANNING & ZONING	96.46
	5/30/24	ANDREWS FUEL 5/1/24 MFOA	GENERAL FUND	CITY HALL	17.14
	5/23/24	LANCASTER FUEL 4/16/24	GENERAL FUND	POLICE DEPARTMENT	26.37
	5/23/24	ROBERTS FUEL 4/24/24	GENERAL FUND	POLICE DEPARTMENT	34.00
	5/23/24	SIGULINSKY FUEL 4/24/24	GENERAL FUND	POLICE DEPARTMENT	62.25
	5/23/24	BLACK FUEL 4/11/24	GENERAL FUND	POLICE DEPARTMENT	41.42
	5/23/24	HUTCHERSON FUEL 4/1-28/24	GENERAL FUND	POLICE DEPARTMENT	417.48
	5/23/24	PALMER FUEL 3/28-4/27/24	GENERAL FUND	POLICE DEPARTMENT	545.47
	5/23/24	JENKINS FUEL 3/31-4/15/24	GENERAL FUND	POLICE DEPARTMENT	178.94
	5/30/24	HOOD FUEL 5/2/24	GENERAL FUND	POLICE DEPARTMENT	51.25
	5/30/24	LANCASTER FUEL 5/13/24	GENERAL FUND	POLICE DEPARTMENT	50.06
	5/30/24	BLACK FUEL 4/9/24	GENERAL FUND	POLICE DEPARTMENT	44.33
	5/30/24	HUTCHERSON FUEL 4/29-5/29/	GENERAL FUND	POLICE DEPARTMENT	531.07
	5/30/24	ROBERTS FUEL 5/8-28/24	GENERAL FUND	POLICE DEPARTMENT	89.01
	5/30/24	PALMER FUEL 5/1-26/24	GENERAL FUND	POLICE DEPARTMENT	264.34
	5/30/24	JENKINS FUEL 5/3-19/24	GENERAL FUND	POLICE DEPARTMENT	223.99
	5/23/24	COSTELLO FUEL 4/9-26/24	GENERAL FUND	STREETS & TRANSPORT	126.59
	5/23/24	HARDER FUEL 4/9-4/24/24	GENERAL FUND	STREETS & TRANSPORT	420.91
	5/23/24	B SILVEOUS FUEL 4/8/24	GENERAL FUND	STREETS & TRANSPORT	87.50
	5/23/24	B SILVEOUS FUEL 4/18/24	GENERAL FUND	STREETS & TRANSPORT	75.10
	5/23/24	COOK FUEL 4/5/24	GENERAL FUND	STREETS & TRANSPORT	28.98
	5/23/24	COOK FUEL 4/9/24	GENERAL FUND	STREETS & TRANSPORT	34.26
	5/23/24	COOK FUEL 4/12/24	GENERAL FUND	STREETS & TRANSPORT	77.46
	5/23/24	C SILVEOUS FUEL 4/10/24	GENERAL FUND	STREETS & TRANSPORT	94.95
	5/23/24	C SILVEOUS FUEL 4/18/24	GENERAL FUND	STREETS & TRANSPORT	90.43
	5/23/24	C SILVEOUS FUEL 4/18/24	GENERAL FUND	STREETS & TRANSPORT	363.57
	5/23/24	R HAWKINS FUEL 4/12/24	GENERAL FUND	STREETS & TRANSPORT	50.00
	5/23/24	R HAWKINS FUEL 4/24/24	GENERAL FUND	STREETS & TRANSPORT	60.01
	5/30/24	HARDER FUEL 5/1-22/24	GENERAL FUND	STREETS & TRANSPORT	533.08
	5/30/24	COSTELLO FUEL 5/6/24	GENERAL FUND	STREETS & TRANSPORT	56.00
	5/30/24	PIERSON FUEL 4/29-5/3/24	GENERAL FUND	STREETS & TRANSPORT	296.28
	5/30/24	C SILVEOUS FUEL 5/1-22/24	GENERAL FUND	STREETS & TRANSPORT	317.74
	5/30/24	DIX FUEL 5/13-29/24	GENERAL FUND	STREETS & TRANSPORT	177.80
	5/30/24	W SILVEOUS FUEL 5/3-29/24	GENERAL FUND	STREETS & TRANSPORT	290.12

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/23/24	WATKINS FUEL 4/24/24	PARKS & RECREATION	Parks & Recreation	60.00
	5/30/24	MCCLURE FUEL 5/13/24	CONVENTION & VISIT	Convention Visitor Bur	48.56
				TOTAL:	6,005.25
SHERWIN-WILLIAMS	5/30/24	CH BLD DOORS PAINT X1	GENERAL FUND	CITY HALL	69.43
	5/30/24	STREET PAINT X6	GENERAL FUND	STREETS & TRANSPORT	89.34
	5/30/24	MF TICKET BOOTH PAINT X1	PARKS & RECREATION	Parks & Recreation	67.56
				TOTAL:	226.33
SOCIAL CONNECTION MARKETING	5/23/24	FCBK ADS FEB&APR 24/GOOGLE	CONVENTION & VISIT	Convention Visitor Bur	2,787.87
	5/23/24	FCBK ADS FEB&APR 24/GOOGLE	CONVENTION & VISIT	Convention Visitor Bur	297.26
				TOTAL:	3,085.13
SOUTHERN STATES	5/23/24	PW WEED EATER OIL X6	GENERAL FUND	STREETS & TRANSPORT	49.98
	5/23/24	PW GRASS SEED X50LB	GENERAL FUND	STREETS & TRANSPORT	89.99
				TOTAL:	139.97
STAPLES ADVANTAGE	5/30/24	P&R OFFICE CHAIR	PARKS & RECREATION	Parks & Recreation	142.03
				TOTAL:	142.03
STEWARTS MENS WEAR	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	165.00
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	171.00
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	202.50
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	192.00
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	198.00
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	205.20
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	243.00
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	230.40
	5/02/24	LANCASTER/WHEAT UNIFORM	GENERAL FUND	POLICE DEPARTMENT	70.00
				TOTAL:	1,677.10
STUNSTER LLC	5/23/24	PD TASER HOLDERS X3	GENERAL FUND	POLICE DEPARTMENT	282.44
				TOTAL:	282.44
SUNOCO	5/23/24	LYNCH FUEL 4/8/24	GENERAL FUND	POLICE DEPARTMENT	41.63
	5/23/24	HOOD FUEL 4/15&26/24	GENERAL FUND	POLICE DEPARTMENT	75.69
	5/23/24	HUTCHERSON FUEL 4/2/24	GENERAL FUND	POLICE DEPARTMENT	30.35
	5/30/24	LYNCH FUEL 4/30/24	GENERAL FUND	POLICE DEPARTMENT	39.20
	5/30/24	JENKINS FUEL 5/15/24	GENERAL FUND	POLICE DEPARTMENT	60.22
	5/23/24	WHITE FUEL 4/5-29/24	GENERAL FUND	STREETS & TRANSPORT	423.77
	5/23/24	DIX FUEL 4/9-4/12/24	GENERAL FUND	STREETS & TRANSPORT	160.50
	5/30/24	WHITE FUEL 4/30-5/28/24	GENERAL FUND	STREETS & TRANSPORT	247.60
	5/30/24	COSTELLO FUEL 5/7/24	GENERAL FUND	STREETS & TRANSPORT	29.90
	5/30/24	DIX FUEL 5/13/24	GENERAL FUND	STREETS & TRANSPORT	143.00
	5/30/24	R HAWKINS FUEL #5 5/10/24	GENERAL FUND	STREETS & TRANSPORT	60.00
	5/30/24	R HAWKINS FUEL 5/22/24	GENERAL FUND	STREETS & TRANSPORT	50.12
				TOTAL:	1,361.98
SUPERIOR AUTO BODY LLC	5/30/24	PD #23 REPAIR INS DEDUCTIB	GENERAL FUND	POLICE DEPARTMENT	1,000.00
				TOTAL:	1,000.00
SUPERIOR LAUNDRIES INC.	5/07/24	PD & PW MATS 4/3/24	GENERAL FUND	POLICE DEPARTMENT	22.41
	5/07/24	PD & PW MATS 4/10/24	GENERAL FUND	POLICE DEPARTMENT	22.41
	5/07/24	PD & PW MATS 4/17/24	GENERAL FUND	POLICE DEPARTMENT	22.41
	5/07/24	PD & PW MATS 4/24/24	GENERAL FUND	POLICE DEPARTMENT	22.41
	5/07/24	PD & PW MATS 4/3/24	GENERAL FUND	STREETS & TRANSPORT	15.27

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/07/24	PD & PW MATS 4/10/24	GENERAL FUND	STREETS & TRANSPORT	15.27
	5/07/24	PD & PW MATS 4/17/24	GENERAL FUND	STREETS & TRANSPORT	15.27
	5/07/24	PD & PW MATS 4/24/24	GENERAL FUND	STREETS & TRANSPORT	15.27
				TOTAL:	150.72
SYMBOL ARTS	5/23/24	PD BADGES X2	GENERAL FUND	POLICE DEPARTMENT	195.00
				TOTAL:	195.00
TEK ADVISORS LLC	5/10/24	COMPUTER MAINT MAY 24	GENERAL FUND	CITY HALL	6,670.55
	5/10/24	COMPUTER MAINT MAY 24	GENERAL FUND	CITY HALL	2,339.90
	5/10/24	COMPUTER MAINT MAY 24	GENERAL FUND	POLICE DEPARTMENT	1,353.75
	5/10/24	COMPUTER MAINT MAY 24	CAPITAL IMPROVEMEN	GENERAL GOVERNMENT	1,808.25
	5/10/24	COMPUTER MAINT MAY 24	CAPITAL IMPROVEMEN	GENERAL GOVERNMENT	2,327.42
				TOTAL:	14,499.87
TENNIS EXPRESS	5/30/24	TENNIS BALLS X2 CASES	PARKS & RECREATION	Parks & Recreation	192.70
				TOTAL:	192.70
THE CAT'S VOICE WV, INC	5/30/24	2024 MINI GRANT AWARDEE	GENERAL FUND	CONT TO COMMISSIONS	1,500.00
				TOTAL:	1,500.00
THE JOURNAL COLUMN (MARTINBURG)	5/23/24	LN SALE 5TH AVE 3/15/24	GENERAL FUND	PLANNING & ZONING	26.99
	5/23/24	LN 5TH AVE PROP AD 3/11/24	GENERAL FUND	PLANNING & ZONING	28.68
				TOTAL:	55.67
THOMPSON GAS	5/07/24	CH PROPANE 4/25/24	GENERAL FUND	CITY HALL	156.85
	5/10/24	CH PROPANE 4/25/2024	GENERAL FUND	CITY HALL	110.70
				TOTAL:	267.55
THOS SOMERVILLE CO	5/23/24	CC A/C FILTERS X36	PARKS & RECREATION	Parks & Recreation	644.49
	5/23/24	CC AIR FILTER RETURN	PARKS & RECREATION	Parks & Recreation	260.73-
				TOTAL:	383.76
TIMOTHY P. STRANKO, ESQ	5/10/24	LEGAL RETAINER MAY 24	GENERAL FUND	CITY HALL	5,500.00
				TOTAL:	5,500.00
TOOLE DESIGN GROUP	5/07/24	ENG SVC 2/24-3/29/24	GENERAL FUND	PLANNING & ZONING	1,425.78
	5/07/24	ENG SVC 2/24-3/29/24	GENERAL FUND	PLANNING & ZONING	237.63
	5/07/24	ENG SVC 2/24-3/29/24	GENERAL FUND	PLANNING & ZONING	237.63
	5/07/24	ENG SVC 2/24-3/29/24	GENERAL FUND	PLANNING & ZONING	2,019.86
	5/07/24	ENG SVC 2/24-3/29/24	GENERAL FUND	PLANNING & ZONING	475.26
				TOTAL:	4,396.16
TRACTOR SUPPLY	5/23/24	PW WEED KILLER/WATER	GENERAL FUND	STREETS & TRANSPORT	119.97
	5/23/24	PW WEED KILLER/WATER	GENERAL FUND	STREETS & TRANSPORT	16.47
	5/23/24	PW 15GALLON SPRAY TANK X1	GENERAL FUND	STREETS & TRANSPORT	149.99
	5/23/24	PW 15GALLON SPRAY TANK X1	GENERAL FUND	STREETS & TRANSPORT	23.99
	5/23/24	PW FUEL TANK X1	GENERAL FUND	STREETS & TRANSPORT	499.99
	5/23/24	SEALANT/LCK NUTS/BOLTS	GENERAL FUND	STREETS & TRANSPORT	54.44
	5/23/24	PW GRINDER X1/FLAP DISC X1	GENERAL FUND	STREETS & TRANSPORT	103.96
	5/30/24	PW 1/4 RD KIT X1	GENERAL FUND	STREETS & TRANSPORT	19.99
	5/30/24	PW BEE SPRAY X1	GENERAL FUND	STREETS & TRANSPORT	19.99
	5/30/24	PW PRESSURE WASHER	GENERAL FUND	STREETS & TRANSPORT	403.57
	5/30/24	PWQ WATER X4	GENERAL FUND	STREETS & TRANSPORT	21.96
				TOTAL:	1,434.32

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TRUIST MERCHANT SERVICES	5/15/24	APR2024 PD OFFLINE CC FEES	GENERAL FUND	CITY HALL	367.91
				TOTAL:	367.91
UNITED WAY OF THE EASTERN PANHANDLE	5/16/24	APR 24 TEEN COURT FEE RMT	GENERAL FUND	POLICE DEPARTMENT	812.94
				TOTAL:	812.94
US BANK	5/24/24	CREDIT CARD APR 24 CHARGES	GENERAL FUND	NON-DEPARTMENTAL	45,426.33
				TOTAL:	45,426.33
VISION SERVICE PLAN	5/01/24	5/2024 VISION	GENERAL FUND	CITY ADMINISTRATION	36.29
	5/30/24	06/2024 VISION	GENERAL FUND	CITY ADMINISTRATION	36.29
	5/01/24	5/2024 VISION	GENERAL FUND	PLANNING & ZONING	66.49
	5/30/24	06/2024 VISION	GENERAL FUND	PLANNING & ZONING	66.49
	5/01/24	5/2024 VISION	GENERAL FUND	CITY HALL	35.58
	5/30/24	06/2024 VISION	GENERAL FUND	CITY HALL	35.58
	5/01/24	5/2024 VISION	GENERAL FUND	POLICE DEPARTMENT	389.58
	5/30/24	06/2024 VISION	GENERAL FUND	POLICE DEPARTMENT	344.78
	5/01/24	5/2024 VISION	GENERAL FUND	STREETS & TRANSPORT	164.17
	5/30/24	06/2024 VISION	GENERAL FUND	STREETS & TRANSPORT	164.17
	5/01/24	5/2024 VISION	PARKS & RECREATION	Parks & Recreation	30.48
	5/30/24	06/2024 VISION	PARKS & RECREATION	Parks & Recreation	30.48
	5/01/24	5/2024 VISION	CONVENTION & VISIT	Convention Visitor Bur	30.48
	5/30/24	06/2024 VISION	CONVENTION & VISIT	Convention Visitor Bur	30.48
				TOTAL:	1,461.34
VITAL SIGNS INC.	5/23/24	CH SELF STICK ENVELOPES X3	GENERAL FUND	CITY HALL	525.00
	5/23/24	CH SELF STICK ENVELOPES X3	GENERAL FUND	CITY HALL	230.00
	5/23/24	PD BC WHEAT X100/CUSTER X1	GENERAL FUND	POLICE DEPARTMENT	39.95
	5/23/24	PD BC WHEAT X100/CUSTER X1	GENERAL FUND	POLICE DEPARTMENT	39.95
	5/23/24	PW BUCKET TRK LETTER/EXIT	GENERAL FUND	STREETS & TRANSPORT	19.00
	5/23/24	PW SWEEPER TRK LETTERS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	485.00
	5/23/24	PW BUCKET TRK LETTER/EXIT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	485.00
				TOTAL:	1,823.90
WALMART	5/30/24	MFAD CERT FRAMES X 6	GENERAL FUND	CITY HALL	16.28
	5/23/24	PD OFFICE SUP/TB/CUTLERY/C	GENERAL FUND	POLICE DEPARTMENT	108.25
	5/30/24	PD PT, TP, TRASHBAGS, COFF	GENERAL FUND	POLICE DEPARTMENT	119.35
	5/23/24	PW PROPANE TANK EXCHANGE X	GENERAL FUND	STREETS & TRANSPORT	39.84
	5/30/24	P&R FIRST AD KIT SUPPLIES	PARKS & RECREATION	Parks & Recreation	43.88
				TOTAL:	327.60
WEIS	5/23/24	HOOD FUEL 4/4/24	GENERAL FUND	POLICE DEPARTMENT	37.87
	5/23/24	SIGULINSKY FUEL 4/8&15/24	GENERAL FUND	POLICE DEPARTMENT	131.52
				TOTAL:	169.39
WEST VIRGINIA AMERICAN WATER	5/23/24	MF IRRIGATION WATER 3/6-4/	PARKS & RECREATION	Parks & Recreation	304.45
	5/23/24	MF WATER 2/2-3/5/24	PARKS & RECREATION	Parks & Recreation	96.55
	5/23/24	MF WATER 2/2-3/5/24	PARKS & RECREATION	Parks & Recreation	60.00-
				TOTAL:	341.00
WISE GUYS POLICE TRAINING AND SERVICES	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
	5/02/24	PD RADAR CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	45.00
				TOTAL:	765.00
WV DIVISION OF LABOR	5/15/24	ELEVATOR CERT 2024	GENERAL FUND	CITY HALL	90.00
				TOTAL:	90.00
WV SECRETARY OF STATE	5/23/24	K HAWKINS NOTARY RENEWAL	GENERAL FUND	PLANNING & ZONING	52.00
				TOTAL:	52.00
WV STATE TREASURER'S OFFICE	5/13/24	COURT FEES 04/2024	GENERAL FUND	POLICE DEPARTMENT	5,891.06
				TOTAL:	5,891.06
WYNDHAM HOTELS AND RESORTS	5/30/24	BA MFOA LODGING 5/1-3/24	GENERAL FUND	CITY HALL	190.18
				TOTAL:	190.18
**PAYROLL EXPENSES	5/01/2024 - 5/31/2024		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	5,000.04
			GENERAL FUND	CITY ADMINISTRATION	14,387.07
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	25,431.81
			GENERAL FUND	CITY HALL	24,513.31
			GENERAL FUND	POLICE DEPARTMENT	107,066.25
			GENERAL FUND	POLICE SPECIAL DUTY	1,950.00
			GENERAL FUND	STREETS & TRANSPORT	43,046.11
			PARKS & RECREATION	Parks & Recreation	11,244.10
			CONVENTION & VISIT	Convention Visitor Bur	7,881.26
				TOTAL:	243,419.95

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========	
001 GENERAL FUND	595,196.32
201 CAPITAL IMPROVEMENT	83,595.58
900 PARKS & RECREATION	20,156.50
901 CONVENTION & VISITORS	17,059.24
GRAND TOTAL:	716,007.64

TOTAL PAGES: 18

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: 5/01/2024 THRU 5/31/2024

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 5/01/2024 THRU 5/31/2024

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:YES

FY 2024
General Fund Budget
May-24

	Current Budget as of 5-21-2024	Year to Date	Budget Balance	% of Budget Received
FY23 Carryover Fund Balance	*2,015,058*	*2,015,058*	-	100%
	-			
Revenue Summary	-			
Taxes	5,017,964	4,905,576	(112,388)	98%
Fines & Forfeitures	400,000	374,856	(25,145)	94%
Licenses & Permits	610,000	584,342	(25,658)	96%
Charges for Services	116,500	110,137	(6,363)	95%
Intergovernmental	4,067,745	4,110,035	42,290	101%
Miscellaneous	70,000	70,698	698	101%
Total Revenues	***12,297,267***	***12,170,701***	***(126,566)***	***99%***
Expenditure Summary				
Mayor's Office	15,060	11,942	3,119	79%
City Council	66,800	59,283	7,517	89%
City Administrator	527,940	375,020	152,920	71%
Police Judge's Office	34,300	23,473	10,827	68%
Contribution to Commissions	1,118,658	769,547	349,111	69%
Regional Development Authority	4,445	4,445	-	0%
Planning & Zoning	1,027,000	741,157	285,843	72%
City Hall	1,226,500	924,608	301,892	75%
Contribution/Transfer	1,500,000	1,500,000	-	100%
Contingency	783,817	-	783,817	0%
Police Department	2,630,500	2,139,021	491,479	81%
Police Special Duty	24,200	19,677	4,523	81%
Streets Department	1,279,960	1,017,732	262,228	80%
Street Lights	105,000	105,524	(524)	100%
Parks & Recreation	300,000	296,554	3,446	99%
Convention & Visitor's Bureau	300,000	296,554	3,446	99%
975 General Government Capital Outlay	1,353,087	-	1,353,087	
Total Expenditures	***12,297,267***	***8,284,538***	***4,012,729***	***67%***
Revenue Over Expenses		***3,886,163***		

FY 2024 General Fund Budget Revenues

Account Number	*Description*	*Current Budget as of 05-21-2024*	*FY2024 Q1*	*FY2024 Q2*	*FY2024 Q3*	*April 2024*	*May 2024*	*FY2024 Q4*	*Year to Date*	*Budget Balance*	*% of Budget Received*
	FY23 Carryover Fund Balance	2,015,058	2,015,058	-	-	-		-	2,015,058	-	100%
001.301.100.100	Ad Valorem Tax Current Year	1,560,864	605,811	372,249	451,421	73,073	29,075	102,148	1,531,628	29,236	98%
001.303.100.100	Gas and Oil Severance Tax Current Year	55,600	-	55,538	-	-	-	-	55,538	62	100%
001.304.100.100	Utility Tax	225,000	34,236	67,648	73,641	19,307	26,626	45,933	221,458	3,542	98%
001.305.100.103	B&O Tax	2,500,000	36,338	769,483	818,272	589,461	287,945	877,405	2,501,498	(1,498)	100%
001.306.100.100	Wine and Liquor Tax	75,000	-	19,831	20,926	20,769	-	20,769	61,527	13,473	82%
001.307.100.100	Animal Tax	1,500	813	289	54	11	3	14	1,169	331	78%
001.308.100.100	Hotel/Motel Tax	600,000	113,671	172,056	130,851	57,978	58,203	116,181	532,759	67,241	89%
001.320.100.100	Fines, Fees, and Court Costs	400,000	100,931	100,469	111,519	31,379	30,323	61,702	374,621	25,380	94%
001.321.100.100	Parking Tickets	-	75	20	90	20	30	50	235	(235)	0%
001.325.100.100	Business Licenses	15,000	6,977	1,518	1,415	613	510	1,123	11,032	3,969	74%
001.326.100.100	Building Permits	475,000	87,108	156,731	101,510	48,655	37,603	86,258	431,606	43,394	91%
001.326.102.100	U&O Permits	-	2,400	7,600	5,950	1,900	2,200	4,100	20,050	(20,050)	0%
001.328.100.100	Franchise Tax	45,000	-	12,942	12,716	-	12,696	12,696	38,355	6,645	85%
001.329.100.100	Rental Registration	5,000	1,000	940	2,040	180	340	520	4,500	500	90%
001.330.100.100	IRP Fees	70,000	23,020	16,825	16,746	10,516	11,692	22,208	78,800	(8,800)	113%
001.335.100.100	Private Liquor Club Fees	6,500	2,455	3,475	190	-	-	-	6,120	380	94%
001.350.200.100	Refuse Collection	-	-	-	-	-	-	-	-	-	0%
001.353.100.111	Planning Commission Fees	110,000	98	53,376	40,965	2,229	7,350	9,579	104,017	5,983	95%
001.365.100.100	Federal Grants	-	45,844	-	-	-	-	-	45,844	(45,844)	0%
001.366.100.100	State Grants	-	-	-	-	-	-	-	-	-	0%
001.369.100.100	Contributions from Other Funds (Sales Tax)	1,700,000	-	850,000	-	850,000	-	850,000	1,700,000	-	100%
001.369.100.200	Contributions from Other Funds (ARPA Revenue Loss Allowance XFR)	2,327,745	2,327,745	-	-	-	-	-	2,327,745	-	100%
001.374.100.100	Payroll Reimbursement	40,000	6,107	12,862	10,588	4,682	2,207	6,889	36,446	3,554	91%
001.380.100.100	Interest Gained on Investments	30,000	5,074	9,546	8,624	2,926	3,384	6,311	29,554	446	99%
001.382.100.100	Refunds & Rebates	15,000	1,495	4,858	9,395	626	1,483	2,109	17,857	(2,857)	119%
001.383.100.100	Sale of Fixed Asset	5,000	-	-	4,689	-		-	4,689	311	94%
001.386.100.100	Insurance Claim	10,000	(159)	1,251	5,406	-	2,500	2,500	8,997	1,003	0%
001.389.100.100	Accident Reports	5,000	1,420	1,160	660	420	300	720	3,960	1,040	79%
001.389.101.100	Criminal Reports	-	100	40	20	20	20	40	200	(200)	0%
001.399.100.100	Miscellaneous	5,000	1,419	170	3,116	82	148	230	4,935	65	99%
001.399.102.100	Yard Sale Fees	-	135	25	10	10	55	65	235	(235)	0%
001.399.103.100	Fingerprint Fee	-	50	100	80	25	15	40	270	(270)	0%
	Total Revenues	***12,297,267***	***5,419,220***	***2,691,000***	***1,830,893***	***1,714,880***	***514,708***	***2,229,588***	***12,170,701***	***126,566***	**99%**

FY 2024 General Fund Budget Expenditures

Account Number	Description	Current Budget as of 5-21-2024	FY2024 Q1	FY2024 Q2	FY2024 Q3	April 2024	May 2024	FY2024 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
409 - Mayor's Office											
001.409.101.000	Mayor Salary	12,000	3,000	3,000	3,000	1,000	1,000	2,000	11,000	1,000	92%
001.409.104.000	Mayor FICA	960	230	230	230	77	77	153	842	119	88%
001.409.214.000	Mayor Travel	2,000	-	-	-		-	-	-	2,000	0%
001.409.226.000	Mayor Insurance Bonds	100	-	-	-		100	100	100	-	100%
	Total	15,060	***3,230***	***3,230***	***3,230***	***1,077***	***1,177***	***2,253***	***11,942***	***3,119***	***79%***
410 - City Council											
001.410.101.000	City Council Salary	60,000	15,000	15,000	15,000	5,000	5,000	10,000	55,000	5,000	92%
001.410.104.000	City Council FICA	4,800	1,148	1,148	1,148	383	383	765	4,208	593	88%
001.410.214.000	City Council Travel	2,000	-	-	-	75	-	75	75	1,925	4%
001.410.226.000	City Council Insurance Bonds	-	-	-	-	-	-	-	-	-	0%
	Total	66,800	**16,148**	**16,148**	**16,148**	**5,457**	**5,383**	**10,840**	**59,283**	**7,517**	**89%**
412 - City Administration Office											
001.412.103.000	City Administration Salary (2 FT employees)	238,000	49,676	65,287	50,370	14,387	14,387	28,774	194,108	43,892	82%
001.412.104.000	City Administration FICA	19,440	3,974	4,044	4,022	1,149	1,149	2,298	14,338	5,103	74%
001.412.105.000	City Administration Insurance	55,000	8,644	9,217	8,920	2,701	2,951	5,652	32,431	22,569	59%
001.412.106.000	City Administration Retirement	25,000	4,709	4,595	5,036	1,439	1,439	2,877	17,217	7,783	69%
001.412.108.000	City Administration Overtime	5,000	31	2,472	-	-	-	-	2,504	2,496	50%
001.412.214.000	City Administration Travel	5,000	924	-	-	-	-	-	924	4,076	18%
001.412.221.000	City Administration Training	2,000	210	-	79	149	-	149	438	1,562	22%
001.412.222.000	City Administration Dues and Subscriptions	3,500	610	-	621	141	-	141	1,373	2,127	39%
001.412.223.000	City Administration Professional Services	120,000	40,061	35,205	567	189	-	189	76,022	43,978	63%
001.412.226.000	City Administration Insurance and Bonds	-	-	-	-	-	-	-	-	-	0%
001.412.341.000	City Administration Supplies and Materials	6,000	320	2,234	751	179	-	179	3,484	2,516	58%
001.412.343.000	City Administration Gas Oil Tires	1,000	109	-	13	-	-	-	122	878	12%
001.412.353.000	City Administration Computer Software	48,000	-	31,511	550	-	-	-	32,061	15,939	67%
	Total	527,940	***109,269***	***154,565***	***70,927***	***20,334***	***19,926***	***40,259***	***375,020***	***152,920***	***71%***
416 - Police Judge's Office		-									
001.416.103.000	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	5,700	6,512	5,700	1,900	1,900	3,800	21,712	3,288	87%
001.416.104.000	Police Judge FICA	2,000	436	498	436	145	145	291	1,661	339	83%
001.416.223.000	Police Judge Professional Services	7,000	-	-	-	-	-	-	-	7,000	0%
001.416.226.000	Police Judge Insurance and Bonds	300	-	-	100	-	-	-	100	200	33%
	Total	34,300	***6,136***	***7,010***	***6,236***	***2,045***	***2,045***	***4,091***	***23,473***	***10,827***	***68%***
424 - Contributions		-									
001.424.568.000	Contributions - Dispersed	-	-	-	-	-	-	-	-	-	
	Region 9 Planning & Development Council	-	-	-	-	-	-	-	-	-	
	PANTRAN	15,000	-	-	-	-	-	-	-	15,000	0%
	Independent Fire Dept	14,000	-	-	-	-	-	-	-	14,000	0%
	Citizen Fire Dept.	9,000	-	-	-	-	-	-	-	9,000	0%
	2023 Ranson Community Distribution Program	975,658	361,595	290,175	-	70,000	-	70,000	721,770	253,888	74%
	Mini-Grant Program	100,000	-	-	-	3,500	44,277	47,777	47,777	52,223	48%
	Community Sponsorship	5,000	-	-	-	-	-	-	-	5,000	0%
	Total	1,118,658	***361,595***	***290,175***	***-***	***73,500***	***44,277***	***117,777***	***769,547***	***349,111***	**69%**
435 - Regional Development Authority		-									
001.435.222.000	Region 9 Planning & Development Council	4,445	4,445	-	-	-	-	-	4,445	***0***	100%
437 - Planning and Zoning		-									
001.437.103.000	Planning & Zoning Salary (6 FT employees)	473,000	107,246	79,610	90,976	25,426	25,432	50,858	328,690	144,310	69%
001.437.104.000	Planning and Zoning FICA	35,000	8,427	6,269	7,021	2,008	2,006	4,014	25,730	9,270	74%
001.437.105.000	Planning and Zoning Insurance	93,000	13,983	13,212	5,233	4,994	5,390	10,383	53,690	39,310	58%
001.437.106.000	Planning and Zoning Retirement	47,000	8,602	6,709	7,912	2,260	2,261	4,522	27,744	19,256	59%
001.437.108.000	Planning and Zoning Overtime/Extra Help	5,000	270	-	13	26	-	26	309	4,691	6%

FY 2024 General Fund Budget Expenditures

Account Number	Description	Current Budget as of 5-21-2024	FY2024 Q1	FY2024 Q2	FY2024 Q3	April 2024	May 2024	FY2024 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
001.437.214.000	Planning and Zoning Travel	3,000	363	-	126	-		-	489	2,511	16%
001.437.217.000	Planning and Zoning Vehicle Repair	1,000	-	-	-	-		-	-	1,000	0%
001.437.220.000	Planning and Zoning Legal Publications	4,000	503	537	604	203		203	1,846	2,154	46%
001.437.221.000	Planning and Zoning Training	6,500	2,547	581	655	439		439	4,222	2,278	65%
001.437.222.000	Planning & Zoning Dues and Subscriptions	1,500	75	-	270	-		-	345	1,155	23%
001.437.223.000	Planning and Zoning Professional Services	325,000	52,928	77,410	98,901	36,539	18,500	55,039	284,277	40,723	87%
001.437.230.001	Planning and Zoning Contracted Services	1,000	106	74	-	-	-	-	181	819	18%
001.437.238.000	Planning and Zoning Refund of Deposits	7,500	310	-	185	-	-	-	495	7,005	7%
001.437.341.000	Planning and Zoning Supplies and Materials	10,000	597	1,263	2,098	1,675	-	1,675	5,632	4,368	56%
001.437.343.000	Planning and Zoning Gas, Oil, Tires	2,500	541	175	263	42	-	42	1,021	1,479	41%
001.437.353.000	Planning and Zoning Computer Software	12,000	2,162	1,621	1,621	-	1,081	1,081	6,485	5,515	54%
	Total	***1,027,000***	***198,660***	***187,460***	***226,756***	***73,611***	***54,669***	***128,281***	***741,157***	***285,843***	***72%***
440 - City Hall		-									
001.440.103.000	City Hall Salary (4 FT employees)	270,000	52,275	51,007	77,948	19,086	24,513	43,599	224,829	45,171	83%
001.440.104.000	City Hall FICA	21,000	5,067	4,085	5,588	1,518	1,933	3,452	18,191	2,809	87%
001.440.105.000	City Hall Insurance	53,000	8,577	8,540	11,081	3,437	3,642	7,079	35,277	17,723	67%
001.440.106.000	City Hall Retirement	25,000	4,406	4,358	5,953	1,715	1,602	3,316	18,033	6,967	72%
001.440.108.000	City Hall Overtime / Extra Help	1,000	-	208	-	-	-	-	208	792	21%
001.440.211.000	City Hall Telephone	32,500	5,168	5,095	5,726	1,477	1,478	2,955	18,943	13,557	58%
001.440.213.000	City Hall Utilities	20,000	3,046	4,329	5,902	1,406	723	2,129	15,405	4,595	77%
001.440.214.000	City Hall Travel	1,500	-	385	-	133	-	133	517	983	34%
001.440.215.000	City Hall Maintenance / Repair Building	13,000	1,088	2,298	5,301	601	-	601	9,287	3,713	71%
001.440.217.000	City Hall Vehicle Repair	-	-	-	-	-	-	-	-	-	#DIV/0!
001.440.218.000	City Hall Postage / Meter	8,000	2,265	1,595	1,469	513	-	513	5,843	2,157	73%
001.440.219.000	City Hall Building and Equipment Rents	14,000	3,632	3,136	2,692	986	352	1,338	10,797	3,203	77%
001.440.220.000	City Hall Advertising / Legal Publications	6,000	409	717	279	421	-	421	1,825	4,175	30%
001.440.221.000	City Hall Training	3,500	1,846	-	150	80	-	80	2,076	1,425	59%
001.440.222.000	City Hall Dues and Subscriptions	3,500	2,081	-	-	-	-	-	2,081	1,419	59%
001.440.223.000	City Hall Professional Services	100,000	16,500	30,014	22,274	5,972	5,500	11,472	80,260	19,740	80%
001.440.224.000	City Hall Audit Costs	50,000	-	8,994	-	-	-	-	8,994	41,007	18%
001.440.226.000	City Hall Insurance and Bonds (Travelers)	265,000	112,697	80,205	60,336	-	-	-	253,237	11,763	96%
001.440.230.000	City Hall Contracted Services	165,000	25,212	32,023	36,378	12,539	9,256	21,795	115,408	49,592	70%
001.440.232.000	City Hall Bank Charges	55,000	7,911	11,678	11,986	5,484	4,593	10,078	41,653	13,347	76%
001.440.236.000	City Hall Refunds	2,000	278	-	-	-	-	-	278	1,722	14%
001.440.341.000	City Hall Supplies and Materials	15,000	4,577	1,891	1,335	1,746	-	1,746	9,550	5,450	64%
001.440.343.000	City Hall Oil, Gas & Tires	500	138	123	-	-	-	-	262	238	52%
001.440.353.000	City Hall Computer Software	100,000	33,354	8,500	101	-	8,547	8,547	50,502	49,498	51%
001.440.570.000	City Hall Miscellaneous Fees	2,000	907	-	-	-	247	247	1,154	846	58%
	Total	***1,226,500***	***291,434***	***259,178***	***254,496***	***57,114***	***62,386***	***119,500***	***924,608***	***301,892***	***75%***
444 - Contributions to Other Funds		-									
001.444.000.000	Contributions to Others Funds	-									

FY 2024 General Fund Budget Expenditures

Account Number	Description	Current Budget as of 5-21-2024	FY2024 Q1	FY2024 Q2	FY2024 Q3	April 2024	May 2024	FY2024 Q4	Year-to-date	Budget Balance	Percent of Budget Expended
	Municipal Capital Improvement	1,500,000	-	750,000	-	750,000	-	750,000	1,500,000	-	100%
	Total	***1,500,000***	***-***	***750,000***	***-***	***750,000***	***-***	***750,000***	***1,500,000***	***-***	***100%***
699 - Contingencies		-									
001.699.000.000	Contingencies	783,817	-	-	-	-	-	-	-	783,817	0%
	Total	***783,817***	***-***	***-***	***-***	***-***	***-***	***-***	***-***	***783,817***	***0%***
700 - Police		-									
001.700.103.000	Police Salary (21 FT employees)	1,470,000	348,952	323,729	367,218	107,753	103,483	211,236	1,251,135	218,865	85%
001.700.104.000	Police FICA	131,000	31,694	29,090	34,390	8,586	8,540	17,126	112,300	18,700	86%
001.700.105.000	Police Insurance	308,550	72,694	66,784	68,638	22,166	24,063	46,229	254,344	54,206	82%
001.700.106.000	Police Retirement	140,000	32,134	29,196	33,849	9,775	9,869	19,643	114,823	25,177	82%
001.700.108.000	Police Overtime / Extra Help	200,000	52,243	43,485	63,951	3,028	3,583	6,611	166,290	33,710	83%
001.700.211.000	Police Telephone	11,500	1,107	788	1,639	328	325	653	4,187	7,313	36%
001.700.213.000	Police Utilities	20,000	3,035	4,044	4,293	1,163	2,392	3,555	14,928	5,072	75%
001.700.214.000	Police Travel	7,500	1,138	-	-	-	-	-	1,138	6,362	15%
001.700.215.000	Police Maintenance / Repair Building	2,500	-	50	-	-	-	-	50	2,450	2%
001.700.216.000	Police Maintenance / Repair Equipment	2,000	-	-	-	-	-	-	-	2,000	0%
001.700.217.000	Police Vehicle Maintenance	25,000	2,117	575	2,480	500	-	500	5,672	19,328	23%
001.700.218.000	Police Postage	1,000	21	36	173	-	-	-	230	770	23%
001.700.219.000	Police Building and Equipment Rents	6,000	1,176	1,086	1,132	382	-	382	3,776	2,224	63%
001.700.220.000	Police Advertising / Legal Publication	1,250	-	-	-	-	-	-	-	1,250	0%
001.700.221.000	Police Training	10,000	3,604	1,179	-	-	-	-	4,783	5,217	48%
001.700.222.000	Police Dues and Subscriptions	2,000	100	240	717	-	-	-	1,057	943	53%
001.700.223.000	Police Professional Services	5,000	-	-	-	-	-	-	-	5,000	0%
001.700.226.000	Police Insurance and Bonds	200	-	-	-	-	-	-	-	200	0%
001.700.230.000	Police Contracted Services	40,000	7,585	2,451	8,177	14,743	1,384	16,127	34,340	5,660	86%
001.700.233.000	Police Investigation Fees	1,000	-	-	-	-	-	-	-	1,000	0%
001.700.235.000	Police Remittance of Fees Collected	110,000	23,708	24,283	24,264	7,785	6,704	14,489	86,744	23,256	79%
001.700.236.000	Police Refunds	1,000	-	-	-	-	-	-	-	1,000	0%
001.700.341.000	Police Supplies and Materials	35,000	8,890	6,121	6,186	2,556	-	2,556	23,752	11,248	68%
001.700.343.000	Police Gas Oil Tires	57,500	12,653	13,549	12,044	5,045	-	5,045	43,292	14,208	75%
001.700.345.000	Police Uniforms	12,500	731	600	856	2,194	321	2,515	4,702	7,798	38%
001.700.353.000	Police Software	30,000	11,478	-	-	-	-	-	11,478	18,522	38%
	Total	***2,630,500***	***615,059***	***547,286***	***630,007***	***186,004***	***160,664***	***346,668***	***2,139,021***	***491,479***	***81%***
704 - Crossing Guards		-									
001.704.103.000	Crossing Guards Salary (5 PT Employees)	22,500	2,225	6,629	6,338	1,138	1,950	3,088	18,279	4,221	81%
001.704.104.000	Crossing Guards FICA	1,600	170	507	485	87	149	236	1,398	202	87%
001.704.570.000	Crossing Guards Misc.	100	-	-	-	-	-	-	-	100	0%
	Total	***24,200***	***2,395***	***7,136***	***6,822***	***1,225***	***2,099***	***3,324***	***19,677***	***4,523***	***81%***
750 - Streets		-									
001.750.103.000	Streets Salary (9 FT employees)	587,000	145,844	132,851	150,130	42,894	42,894	85,789	514,614	72,386	88%
001.750.104.000	Streets FICA	48,160	11,489	10,777	12,083	3,362	3,369	6,731	41,079	7,081	85%
001.750.105.000	Streets Insurance	165,000	40,296	39,207	37,282	11,431	12,216	23,647	140,432	24,568	85%
001.750.106.000	Streets Retirement	54,000	13,490	11,452	13,885	3,967	3,967	7,935	46,762	7,238	87%
001.750.108.000	Streets Overtime / Extra Help	15,000	1,280	3,658	4,358	68	152	220	9,515	5,485	63%
001.750.211.000	Streets Telephone	7,500	1,173	448	1,122	149	149	299	3,041	4,459	41%
001.750.213.000	Streets Utilities	10,000	1,722	2,029	3,210	671	243	914	7,876	2,124	79%
001.750.214.000	Streets Travel	4,000	-	-	-	-		-	-	4,000	0%
001.750.215.000	Streets Maintenance / Repair Building	3,000	-	370	-	649	-	649	1,019	1,981	34%
001.750.216.000	Streets Maintenance / Repair Equipment	15,000	5,855	256	1,655	-	-	-	7,767	7,233	52%
001.750.217.000	Streets Maintenance / Repair Vehicles	25,000	892	563	1,507	1,557	-	1,557	4,519	20,481	18%
001.750.219.000	Streets Building and Equipment Rents	7,500	608	420	404	578	123	701	2,133	5,367	28%

FY 2024 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget as of 5-21-2024*	*FY2024 Q1*	*FY2024 Q2*	*FY2024 Q3*	*April 2024*	*May 2024*	*FY2024 Q4*	*Year-to-date*	*Budget Balance*	*Percent of Budget Expended*
001.750.221.000	Streets Training	5,000	-	21	298	-		-	319	4,681	6%
001.750.222.000	Streets Dues	500	-	-	-	92		92	92	408	18%
001.750.223.000	Streets Professional Services	500	-	-	-	-		-	-	500	0%
001.750.226.000	Streets Insurance and Bonds	300	-	-	250	-		-	250	50	83%
001.750.230.000	Streets Contracted Services	200,000	62,617	38,770	51,150	9,059	11,104	20,163	172,699	27,301	86%
001.750.341.000	Streets Supplies and Materials	80,000	8,340	7,553	15,113	4,959	-	4,959	35,965	44,035	45%
001.750.343.000	Streets Gas Oil Tires	40,000	6,501	5,078	5,473	5,026	-	5,026	22,079	17,921	55%
001.750.345.000	Streets Uniforms	5,000	236	772	2,802	412	76	489	4,298	702	86%
001.750.353.000	Streets Software	7,500	-	-	3,274	-		-	3,274	4,226	44%
	Total	***1,279,960***	***300,342***	***254,226***	***303,995***	***84,876***	***74,293***	***159,169***	***1,017,732***	***262,228***	***80%***
751 - Street Lights		-									
001.751.213.000	Street Lights - Utilities	105,000	24,273	33,175	28,468	9,805	9,803	19,608	105,524	(524)	100%
	Total	***105,000***	***24,273***	***33,175***	***28,468***	***9,805***	***9,803***	***19,608***	***105,524***	***(524)***	**100%**
900 - Parks & Recreation		-									
001.900.568	Parks & Recreation Pass through Hotel Tax	300,000	87,010	86,028	65,426	28,989	29,101	58,090	296,554	3,446	99%
	Total	***300,000***	***87,010***	***86,028***	***65,426***	***28,989***	***29,101***	***58,090***	***296,554***	**3,446**	***99%***
901 - Convention & Visitors Bureau (CVB)		-									
001.901.568	CVB Pass through Hotel Tax	300,000	87,010	86,029	65,426	28,989	29,101	58,090	296,554	3,446	99%
	Total	***300,000***	***87,010***	***86,029***	***65,426***	***28,989***	***29,101***	***58,090***	***296,554***	**3,446**	***99%***
975 - General Government		-									
001.975.566.000	*Contributions/Transfers to Other Funds	1,353,087	-	-	-	-		-	-	1,353,087	0%
	Total	1,353,087	***-***	***-***		***-***	***-***		***-***	***1,353,087***	***0%***
	Total Expenses	***12,297,267***	***2,107,004***	***2,681,646***	***1,677,937***	***1,323,027***	***494,925***	***1,817,951***	***8,284,538***	***4,012,729***	***67%***
	Revenue Over Expenses		***3,312,216***	***9,354***	***152,956***	***391,854***	***19,783***	***411,637***	***3,886,163***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2024

	FY2024 APPROVED BUDGET 05-21-2024	FY2024 Q1	FY2024 Q2	FY2024 Q3	APRIL 2024	MAY 2024	FY2024 Q4	YEAR TO DATE	Budget Balance
Carryover Balance	7,065,261	7,065,261	-	-	-	-	-	7,065,261	-
201.348.100 Special Assessments - Sidewalk Funds	-	4,950	2,250	2,700	-	-	-	9,900	(9,900)
201.350.100 City Service Fees	275,000	30,000	71,000	75,389	58,000	34,000	92,000	268,389	6,612
201.365.100 Grants	-	-	-	-			-	-	-
201.365.200 Fairfax Blvd. Reimbursement	-	-	-	-			-	-	-
201.369.100 Contributions from Other Funds	1,500,000	-	750,000	-	750,000	-	750,000	1,500,000	-
201.376.000 Table Games Income	190,000	36,917	48,049	50,233	20,688	18,003	38,691	173,890	16,110
201.380.100 Interest Income	75,000	22,230	20,834	22,002	7,975	8,688	16,663	81,729	(6,729)
201.381.200 Demo Reimbursements	-	(3,840)	-	-	-		-	(3,840)	3,840
201.381.100 Capital Reimbursements	-	-	-	-	-	3,639	3,639	3,639	(3,639)
201.397.100 Video Lottery Income	575,000	50,836	179,054	218,476	64,418	63,778	128,196	576,562	(1,562)
TOTAL REVENUES	***9,680,261***	***7,206,354***	***1,071,186***	***368,800***	***901,081***	***128,108***	***1,029,189***	***9,675,529***	***4,732***
EXPENDITURES									
201 Misc Fees									
Bank Charges	150	35	38	48	17	18	35	156	(6)
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES									
Computer Replacement Program (201-975.459.001)	100,000	-	-	14,431	7,751	4,136	11,886	26,317	73,683
Condemnation of Properties (201-975.459.002)	25,000	5,100	5,700	-	-	-	-	10,800	14,200
Total - General Government	*125,150*	*5,135*	*5,738*	*14,479*	*7,768*	*4,154*	*11,921*	*37,273*	*87,877*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES								-	
3 Patrol Vehicles (201-976.459.001)	129,000	-	129,234	-	-	-	-	129,234	(234)
Equipment for Patrol Vehicles (201-976.459.002)	75,000	44,458	1,671	-	-	-	-	46,130	28,870
Two In-Car Camera Systems (201-976.459.002)	20,000	19,726	-	-	-	-	-	19,726	274
Three CAD units (201-976.459.002)	5,000	-	-	-	-	-	-	-	5,000
E-Ticketing (201-976.459.003)	5,000	-	-	973	-	-	-	973	4,027
Radios (201-976.459.003)	10,000	-	-	-	-	-	-	-	10,000
Radars (201-976.459.003)	2,000	-	-	-	-	-	-	-	2,000
Tasers (201-976.459.003)	10,000	-	-	-	-	-	-	-	10,000
License Plate Reader (201-976.459.004)	20,000	-	19,777	-	-	-	-	19,777	223
Total - Public Safety	*276,000*	*64,184*	*150,682*	*973*	-	-	-	*215,840*	*60,160*
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES									
Street Construction & Repairs									
5th Avenue Streetscape (201-977.459.016)	1,100,000	-	-	-	-		-	-	1,100,000
Fairfax Boulevard (Phase III) (201-977.459.017)	75,000	2,087	-	-	-		-	2,087	72,913
16th Avenue Roadway Design (201-977.459.015)	50,000	34,157	2,228	-	-		-	36,385	13,615

CITY OF RANSON
CAPITAL FUND BUDGET
FY2024

	FY2024 APPROVED BUDGET 05-21-2024	FY2024 Q1	FY2024 Q2	FY2024 Q3	APRIL 2024	MAY 2024	FY2024 Q4	YEAR TO DATE	Budget Balance
Stormwater Engineering/Repairs									
Stormwater Management/Engineering (Mildred) - Design (201-977.459.012)	200,000	-	-	-	-		-	-	200,000
Stormwater Management/Engineering (Mildred) Phase 1 (201-977.459.012)	1,200,000	-	-	92,211	-		-	92,211	1,107,789
Miscellaneous Other Capital Projects									
City Hall Roof (201-977.459.011)	205,000	-	116,350	-	12,070	58,695	70,765	187,115	17,885
Foundry Remediation, Planning and Engineering (201-977.459.014)	35,000	4,327	228	2,085	-	1,325	1,325	7,966	27,034
Trifecta Place (201-977.459.013)	1,100,000	-	-	-	-	-	-	-	1,100,000
PW Capital Budget Items									
Street Preservation (Asphalt Overlay) (201-977.459.001)	350,000	-	262,411	-	-		-	262,411	87,589
Alley Construction & Preservation (201-977.459.002)	100,000	7,125	1,800	-	-		-	8,925	91,075
Sidewalk & Curb Replacement (201-977.459.003)	75,000	-	-	-	-		-	-	75,000
Street Design/Engineering (201-977.459.004)	100,000	-	-	-	-		-	-	100,000
Street Light Replacement (201-977.459.005)	75,000	18,430	(91,767)	7,556	-		-	(65,781)	140,781
Sweeper Truck (201-977.459.008)	250,000	-	-	217,228	485		485	217,713	32,287
Equipment (201-977.459.009)	125,000	-	-	125,000	485		485	125,485	(485)
Loader/Skid Steer Attachments (201-977.459.009)	11,000	-	2,624	-	-		-	2,624	8,376
Brine Tank System (201-977.459.010)	10,000	-	-	-	-		-	-	10,000
Improvement to Public Works Yard (201-977.459.010)	494,500	5,500	54,044	337	-		-	59,881	434,619
Total - Streets & Transportation	*5,555,500*	*71,626*	*347,917*	*444,418*	*13,040*	*60,020*	*73,060*	*937,020*	*4,618,480*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES									
Civic Center Improvements (201-979.459.001)	50,000	12,327	-	-	-		-	12,327	37,673
Flowing Springs Park (201-979.459.008)	700,000	735	739	9,900	4,240		4,240	15,614	684,386
Marcus Fields Improvements (201-979.459.002)	100,000	-	-	-	-		-	-	100,000
Total - Parks & Recreation	*850,000*	*13,062*	*739*	*9,900*	*4,240*	*-*	*4,240*	*27,941*	*822,059*
Contingencies	2,873,461	-	-	-	-		-	-	2,873,461
TOTAL EXPENSES	***6,806,650***	***154,008***	***505,076***	***469,770***	***25,048***	***64,174***	***89,221***	***1,218,075***	***5,588,575***
REVENUES OVER EXPENSES	***2,873,611***	***7,052,347***	***566,110***	***(100,970)***	***876,033***	***63,935***	***939,968***	***8,457,455***	

AGENDA ITEM IV.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

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

SUBJECT:

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 VI.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT:

Jefferson Orchard Inc. has petitioned the City of Ranson to consider a rezoning the specified parcel from SmartCode New Community to Industrial Zoning. The Ranson Planning Commission has found the request to be consistent currently adopted Comprehensive Plan and forwards the action to the City Council for Consideration. If the ordinance is approved on first reading, a subsequent public hearing and second reading will be scheduled for July 16.

ATTACHMENTS:

Jefferson Orchards Rezoning CC Ordinance.docx
Jeff Orchards Rezoning Recommendation (Planning).pdf
Jefferson Orchard App- Zoning Map.pdf
Jefferson Orchard Rezoning App.pdf

Ordinance 2024-359: Consideration of Jefferson Orchard Inc.'s Petition to Rezone a 194.98 +/- Acre Parcel Located Near Granny Smith Lane, Ranson, WV, Identified on Jefferson County, WV Tax Map Number 12, Parcel 1, from SmartCode, New Community to Industrial Zoning

AN ORDINANCE to amend the official Zoning Map of the City of Ranson, West Virginia, rezoning a 194.98 +/- acre parcel located near Granny Smith Lane, identified on Jefferson County Tax Map Number 12, Parcel 1 from SmartCode New Community (SC-NC) to Industrial.

WHEREAS, West Virginia Code § 8A-7-8 and § 8A-7-9 authorize the Ranson City Council to amend zoning ordinances;

WHEREAS, Jefferson Orchard Inc. submitted a rezoning petition on April 29, 2024 requesting this action;

WHEREAS, the Ranson Planning Commission, during its June 3, 2024 meeting, found the application and request consistent with the currently adopted Comprehensive Plan and recommended approval;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Council of the City of Ranson, West Virginia:

Section 1. The official Zoning Map of the City of Ranson is hereby amended to designate a 194.98 +/- acre parcel located near Granny Smith Lane, identified on Jefferson County Tax Map Number 12, Parcel 1, as having an Industrial Zoning Designation.

Section 2. City staff is directed to update the official zoning map to reflect this amendment.

Section 3. This ordinance shall be effective upon passage.

First Reading: June 18, 2024

Public Hearing: _____

Second Reading: _____

Keith D. Pierson
Mayor

ATTEST:

Darla Armstrong
City Clerk

City of Ranson

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

Rezoning Application

City of Ranson
Planning and Zoning Department

Recommended June 3, 2024

President of Planning Commission

Member of Planning Commission

Submittal Date: 04-29-2021	Development District:_____
Official Submittal:_____ (Staff Use Only)	Fee Paid: $ 6,600.00 (194 Acres) Rezoning Request: $1,000 plus $100 per acre for first ten (10) acres, then $25.00 per acre thereafter. Proffer Amendments: $1,000 flat fee
Taken By:_____	Payment Type: Check
Project Number:_____	

JEFFERSON ORCHARDS

APPLICATION FOR ZONING MAP AMENDMENT

CITY OF RANSON
WEST VIRGINIA

April 29, 2024

Prepared By:
INTEGRITY FEDERAL SERVICES

Prepared For:
JEFFERSON ORCHARDS INC.

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Table of Contents

Part 1 Executive Summary

Part 2 Property Information

Part 3 Proposed Uses

Part 4 Benefit Analysis

Part 5 Development Controls

Part 6 Transportation and Utilities

Part 7 Public Health, Safety, Welfare

Part 8 Adjacent Lands

Part 9 Comprehensive Plan Compatibility

SUPPLEMENTAL INFORMATION

Exhibit 1 – Existing Conditions

Exhibit 2 – Existing Land Use & Zoning

Exhibit 3 – Boundary Exhibit

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Part 1 – Executive Summary

Jefferson Orchards seeks rezoning for its approximately 194-acre tract of real Property (as further described in this Application, the "Property") rezoned. The proposed rezoning would replace the current Smart Code zoning with the recently amended Industrial zoning classification.

On April 9th, 2024, the Ranson City Council voted to adopt a resolution amending Chapter 19 Zoning, Section 2 Definitions, and Section 11 - Industrial District of the Ranson Municipal Code. This amendment removed heavy industrial development and uses in favor of light industrial development.

The requested rezoning is both consistent with Ranson's Comprehensive Plan, which acknowledges the importance of employment-based development to the City, and is in the best interest of the City and its citizens.

Legal Basis for Rezoning. The Ranson Municipal Code provides that "[b]efore amending the zoning ordinance, the city council with the advice of the planning commission, must find that the amendment *is consistent with the adopted comprehensive plan*".[1] Jefferson Orchards' rezoning request meets this determinative criteria, it is fully consistent with Ranson's newly-adopted 2024-2034 Comprehensive Plan. The Comprehensive Plan repeatedly calls for the Property to be designated for "Large Parcel Mixed Use" development, a category that includes light industry, logistics, warehousing and data centers—all uses permitted under Ranson's newly-revised (and heavy-industry-free) industrial zoning ordinance.

It is clear that the current Comprehensive Plan is consistent with Jefferson Orchards' requested rezoning designation. Ranson will benefit both economically and socially from the development of the Property as permitted under the revised industrial zoning ordinance. Such development will result in a significant increase in tax revenues to the city. It will also provide citizens with local job opportunities.

History. In 2012, the Property (then consisting of approximately 400 acres of land), became one of the initial Smart Code rezonings, completed with the adoption of Ranson's then new zoning ordinance. The rezoning sought to foster development of the Property as a mixed-use employment center with a special industrial district on the western side of the Property.[2]

While the mixed-use portion of the project was heavily marketed by Jefferson Orchards at material cost and time investment, only the land located in the special industrial district zone of the Property proved of market interest, with a portion of that land being sold to and developed by Rockwool, Inc.

Market Analysis. The industrial acquisition and development of the Rockwool facility, and subsequent marketing efforts by Jefferson Orchards provide clear indication that the Property is best suited as a dedicated employment hub. Among other considerations, West Virginia has funded significant road and utility infrastructure improvements benefiting the Property's use as an employment-based hub. That development may take various forms. The Property is suitable for the development of multiple smaller sites, like the Burr Industrial Park, or by a single large use.

[1] *See* City of Ranson Municipal Code §19-19(c)(1) (https://library.municode.com/wv/ranson/codes/code_of_ordinances?nodeId=PTIITHCO_CH19ZO_S19-19AM).

[2] That portion of the original Property is not part of this Application.

Part 1 – Executive Summary (Continued)

Zoning District Assessment. Prior to the preparation of this Application, Jefferson Orchards completed an evaluation of the existing zoning districts in Ranson. The intent of the review was to find the best district for employment-based uses with limited commercial/retail activity or residential development. Below are the results of this evaluation.

A summary of Jefferson Orchards findings from its evaluation, which includes analysis of all non-residential Ranson zoning districts, is as follows:

1. **Smart Code (current zoning)** - does not permit the development of a large employment use; requires the development include residential and commercial uses on the Property.

2. **Highway Commercial (HC)** – the site is not well suited for commercial development and is not located on a highway. The zone does not permit most employment-based uses, such as light manufacturing.

   "The uses allowed in this district are primarily retail trade or service establishments dependent on the traffic volume or transportation access characteristics of highways and major thoroughfares."

3. **Industrial (I)** – the only non-residential zone available to the Property for development as an employment hub is the Industrial zone.

   "The intent of the industrial district zone is to provide for wholesale and warehousing uses as well as those industrial uses that include fabrication, artisanal manufacturing, assembly or processing of materials that are in refined form and that do not in their transformation create smoke, gas, odor, dust, noise, vibration of earth, soot or lighting to a degree that is offensive when measured at the property line of subject property."

The review of Ranson Zoning Ordinances and the strong development potential for the subject property as an employment hub clearly directs the applicant to request a zoning map amendment to rezone to the Industrial District.

Part 1 – Executive Summary (Continued)



Part 1 – Executive Summary (Continued)

The following sections of this Application further demonstrate that the proposed zoning map amendment aligns with the optimal utilization of the Property, offering significant benefits to the citizens of Ranson and Jefferson County.

Comprehensive Plan – As previously noted, the proposed zoning amendment is consistent with Ranson's newly adopted 2024-2034 Comprehensive Plan. As discussed in more detail in this application, the Plan proposes that the Property be designated as "Large Parcel Mixed Use", a designation that includes light-industrial manufacturing, distribution and warehousing.

Proposed Use – Employment-based development including light manufacturing, distribution, and other uses allowed in the recently amended Industrial District.

Benefit Analysis – At present, Ranson faces a shortage of appropriately zoned land for the establishment of employment-based uses. The proposed zoning map amendment is poised to stimulate economic expansion, generating employment opportunities for Ranson's residents and bolstering tax revenue for the City.

Transportation and Utilities – The Property benefits from access to essential public utilities including water, sanitary sewer, natural gas, electricity, and fiber optic connectivity. Notably, it stands out as one of the only parcels in all of Jefferson County equipped with all five utilities. Additionally, its strategic location is 1.0 mile away from the Route 9/Wiltshire Road interchange.

Public Health, Safety, Welfare – The proposed zoning map amendment does not pose a risk to these three considerations. Further, it protects and promotes Public Health, Safety and Welfare in the following ways:

- The property is served by public water and sewer through a regulated public utility. The site does not have any onsite wells and all wastewater is conveyed to the City of Charles Town for treatment.
- All development will be fully regulated by federal, state and local environmental laws.
- The zoning amendment does not include any provisions that would relax environmental standards or lead to increased pollution in low-income communities.
- Proximity to employment will directly benefit low-income communities who live within walking distance of job opportunities.

Conclusion. Jefferson Orchards application for a zoning map amendment to the Industrial Zone meets all standards required for approval. The Property is suitable for employment-based, is supported by existing infrastructure and does not negatively impact low-income communities. Industrial zoning aligns with the vision for economic growth, will be a significant revenue source for Ranson, and is supported by the newly adopted Comprehensive Plan.

Taking these factors into account and acknowledging the **importance of employment hub development outlined in the Comprehensive Plan**, Jefferson Orchards respectfully requests a zoning map amendment be approved by the City of Ranson.

Part 2 – Property Information

PARCEL DESCRIPTION

Property

DB 284 Page 460
City of Ranson (District 8), Tax Map 12, Parcel 1
194 Acres



Parcel Map

The Property is located on the north side of Veterans Memorial Parkway (Rt. 9) and the CSX railway. It is approximately 6 miles from Ranson City Hall, and 11 miles from the City of Martinsburg.

The parcel is predominantly comprised of open land, with a wooded area situated on the northern side of the Property and perimeter trees lining most parcel boundaries.



The buildings in the center of the property are old farm structures.

The parcel gradually slopes from west to east, with an approximate elevation change of 66 feet from the western edge to the eastern edge.

Historically and presently, the Property has been utilized for agricultural activities, including orchards and row crops.

There are no FEMA floodplains mapped on the parcel.

See Exhibit 1 – Existing Conditions

Topography

The Property features rolling topography, with its western edge elevated higher than the eastern portion. Small knolls dot the southern and northern areas of the Property. The highest point reaches an elevation of 594', while the lowest point sits at 528'. Slopes across the Property mostly remain under 10%.

See Exhibit 1 – Existing Conditions

Part 3 – Proposed Uses

The proposed zoning map amendment will allow the following uses:

1. Light manufacturing and distribution facilities as permitted by the zoning ordinance.
2. Development in a similar character to the Burr Industrial Park. The Burr Industrial Park has limited lots over 5 acres left for larger projects. Those lots can be provided on the Property. Uses at the Burr Industrial Park include light manufacturing, contractor yards, distribution, warehousing, etc.
3. Wholesale and warehousing uses
4. Industrial uses that include fabrication, artisanal manufacturing, assembly or processing of materials that are in refined form and that do not in their transformation create smoke, gas, odor, dust, noise, vibration of earth, soot or lighting to a degree that is offensive when measured at the property line of subject property.

It is expected that Jefferson Orchards will work closely with The City of Ranson and West Virginia to target employers who are seeking to locate in the eastern panhandle.

The amendment to Chapter 19 Zoning, Section 2 Definitions, and Section 11 - Industrial District of the Ranson Municipal Code significantly restricts heavy industrial uses in favor of low impact industrial development.

The Ranson Zoning Ordinance defines Industrial Use as follows:

"It is a category which provides for the location of industrial uses that are able to be performed in such a manner as to control the external effects of the process, such as smoke, noise, soot, dirt, vibration, odor, etc. Uses within this category, other than outside storage, shall be conducted within an enclosed building. Generally, industrial uses involve materials that have previously been prepared, or raw materials that do not need refining. These uses do not create a noticeable amount of noise, dust, odor, smoke, glare, or vibration outside of the building or on the site in which the activity takes place."

The proposed uses on the site could also include the following:

1. Buffer areas, open spaces and parks;
2. Stormwater management facilities;
3. Public roads and streetscape; and
4. Trails and pedestrian routes.

Part 4 – Benefit Analysis

The benefits of the proposed rezoning and subsequent development of the Property are of tantamount consideration. Those benefits are described below.

Employment and Investment

The Property is one of the few sites in Ranson/Jefferson County with access to all five (5) major utilities and proximity to the I-81 corridor. The Property will allow the City of Ranson to compete for economic opportunities that are seeking to locate in West Virginia or nearby regions. Currently, Ranson has few zoned locations that are attractive to large-scale employers and investment. The proposed zoning map amendment would be an integral part of Ranson's strategic plan to increase employment within its boundaries.

Taxes

The Property is currently assessed at a rate based on agricultural use. Thus, Property's the current assessed value is approximately $184,000. Developed parcels in the Burr Industrial Park have assessed land values of about $80,000 per acre. Based on that latter valuation the Property (once rezoned and developed) would be expected to have an increased assessed value for tax purposes of approximately $15.5 million and would become a significant source of tax revenue for Ranson.

Existing Infrastructure

Existing utility and transportation infrastructure support development of the Property. According to the Comprehensive Plan, the development of sites with existing infrastructure should be a strategic objective for the City of Ranson.

Rail

The Property is located along the CSX rail line. Locations with rail access are limited in Jefferson County as a whole. Rail access will increase the number of users that could potentially locate on the site.

Natural Gas

The Property would be the only undeveloped industrial location in Ranson that is served by natural gas. This energy source is critical to the development of many projects, including high tech manufacturing facilities that require a reliable power backup for uninterrupted operation. Because of the limited access to this key utility, many facilities currently choose to locate over the county line in Berkeley County, resulting in a loss of potential jobs and tax revenue not only for Ranson, but for Jefferson County as a whole.

Parcel Size

The large parcel size allows for the development of light industrial uses with large buffers to adjacent properties. It also allows for the Property to be developed in multiple configurations, facilitating the development of both large and small projects.

Part 5 – Development Controls

Jefferson Orchards acknowledges the potential public concern that another manufacturing facility, similar to the scope and intensity of use as the Rockwool facility, might be located on the Property.

This is not Jefferson Orchards' intent. Jefferson Orchards will continue to work with Ranson on regulatory controls that address public concerns related to the development of their property. The following performance standards have been adopted by Ranson.

Performance Standards

"All industrial district users shall conform to the following performance standards being compliance set forth and outlined regulations by the West Virginia Environmental Protection. Any violation of these standards is a violation of the Zoning Ordinance.

a. Noise or vibration. No noise or vibration, other than related to transportation activities and temporary construction work, shall be discernible without instruments at any point on a lot line of the building site.

b. Radioactivity. No activity shall result in the emission of radioactivity in any amounts.

c. Electrical disturbance. No activity shall cause electrical disturbance adversely affecting the operation of any equipment other than that of the creator of such disturbance.

d. Inflammable or explosive materials. No inflammable or explosive materials shall be produced, used, stored, or handled unless provided at all points with adequate safety devices and procedures against hazards of explosion and all equipment and devices for fire prevention and firefighting approved by the local Fire Department and or West Virginia Fire Marshall.

e. Air pollution. No air pollution or smoke shall be produced, which is in violation of the requirements of the West Virginia Department of Environmental Protection.

f. Glare or heat. No direct or sky-reflected glare or heat shall be produced which is discernible without instruments at any point on a lot line of the building site.

g. Odorous gases. No emission of any odorous gases or matter shall occur in quantities that are discernible without instruments at any point on a lot line of the building site.

h. Dust, dirt, or particulate matter. No discharge into the air of any dust, dirt or particulate matter shall occur from any activity or from any products stored on the building site that is discernible without instruments at any point on a lot line of the building site.

i. Liquid contaminants. No discharge into any public sewer, private sewage disposal system, stream, or into the ground of any liquid contaminants or materials of such nature or temperature which contaminates any water supply, interferes with bacterial processes and sewage treatment, or in any way causes the emission of dangerous or offensive materials shall occur.

j. Adjacency. Manufacturing uses in ID shall be subject to a 50-foot separation in place of the required setback. The separation shall be landscaped with shade trees, understory trees, and evergreen shrubbery to provide a visual and sound barrier."

Part 6 – Transportation and Utilities

Transportation

The Property is optimally positioned for development as a light industrial parcel and employment hub. The site is located approximately 1.0 mile from the Route 115/Route 9 interchange, 9.6 miles from I-81, and under 2 miles from the Berkeley County Line. The site's location within 2 miles of the Berkeley County line reduces the need for transportation infrastructure in Jefferson County and the impacts related to light industrial development.

Moreover, the Property's location ensures convenient access for employees, deliveries, and visitors without encroaching upon residential subdivisions or neighborhoods. Access to the Property from I-81 is facilitated via a 4-lane limited access highway.

Northport Boulevard, now fully constructed, offers ample capacity for the comprehensive development of the site. Anticipated site development will involve permitting through WVDOH, potentially including the preparation of traffic studies as part of the site plan process.

The Property is connected to the pedestrian/bike trail network connecting the City of Ranson and City of Martinsburg. This trail not only provides commuting options for employees/employers but also underscores how this zoning amendment will further facilitate the extension of Ranson's trail system.

A rail spur could be constructed to provide freight rail service to the Property.

Water and Sanitary Sewer

The utility design for the Rockwool facility included capacity to accommodate future development of the Property. Thus, the Property benefits from access to both public water and sanitary sewer utilities. These utilities possess adequate capacity for the site's development, developer upgrades may be necessary depending on specific user requirements.

Sanitary sewer services are provided by the Charles Town Utility Board, while potable water service is to be supplied by WV American Water.

Natural Gas

Natural gas is located on the property. The site is the *only* location in Ranson available for development that has natural gas.

Electrical

The Property benefits from an upgraded medium voltage power grid, with all electrical lines installed underground.

Fiber and Communications

The Property boasts high-speed fiber infrastructure, making it an ideal location for high-tech businesses.

Part 7 – Public Health, Safety, Welfare

The site will be developed in accordance with all applicable federal, state, and local requirements. The applicable standards protect the public health, safety and welfare of the community. The proposed rezoning of the site does not present any negative impact to the public.

The following benefits will be recognized.

1. Ranson citizens will be able to work in their community, increasing time available for volunteering and other public activities.
2. Traffic on Jefferson County roads will be decreased by offering Ranson residents the opportunity to work within proximity to their homes.
3. The development of high tech and well-paid jobs allow Ranson high school and college graduates to remain in their community while pursuing their career goals.
4. The development does not place any environmental burden on low-income residential communities. It is supported by the objectives of Environmental Justice.
5. Citizens of Ranson and Jefferson County have opportunities for input that will guide all projects during the preparation of development plans.

In addition to the above, offering businesses the opportunity to locate in Ranson provides the city control and input on the form and layout of developments. The City of Ranson has an engaged City Council and citizenry, and development within Ranson's city limits provides them the best opportunity to shape future growth.

As an example, Ranson has very limited input into the development of sites at the Burr Industrial Park, given its location outside the city limits.

Part 8 – Adjacent Lands

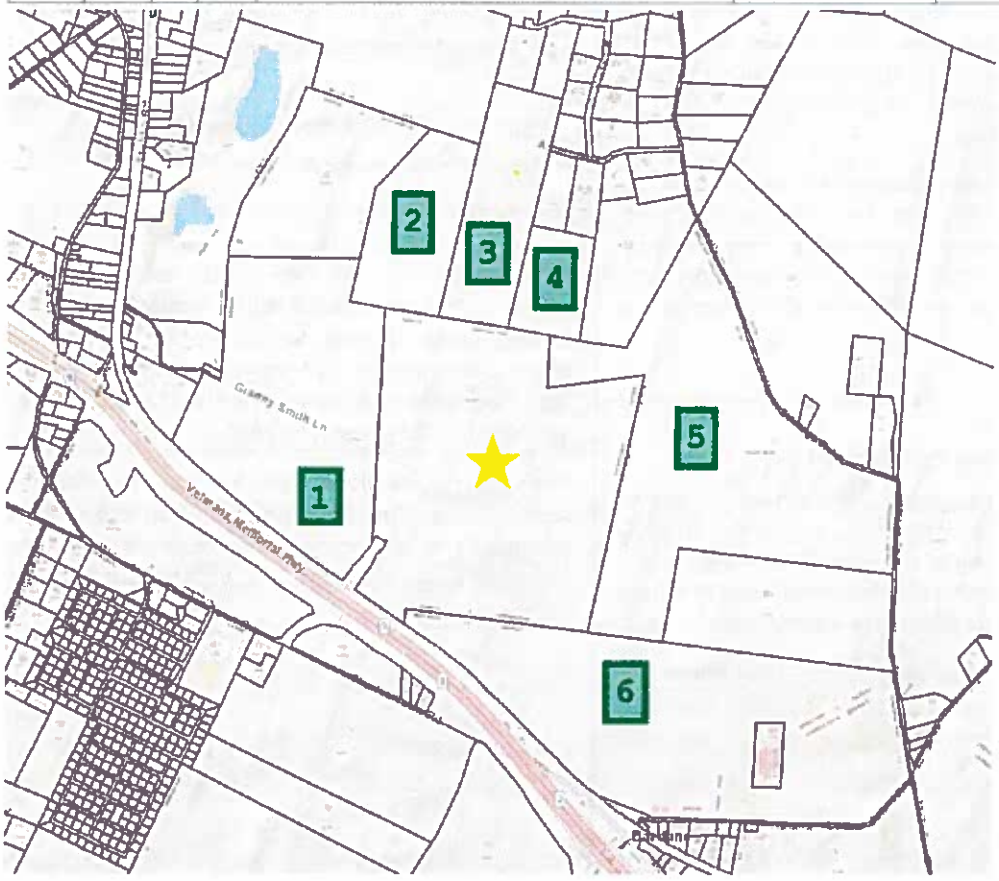
Much of the Property is adjacent to an existing industrial use and a major rail line. These high intensity uses will experience little or no impact from the development of the Property as an Industrial use.

The balance of the Property abuts 5 parcels that are zoned Light Industrial or Rural, and classified as active farms.

Adjacent Properties

- CSX trunk rail line
- WV Economic Development Authority – 136.45 acres, zoned Industrial, occupied by the Rockwool Manufacturing Facility.
- Jefferson Orchards – 44.06 acres, zoned Light Industrial. Tax assessment designates the parcel as an active farm. There is no farmhouse on the parcel.
- Barrat Property #1 – 46.37 acres, zoned Rural. Tax assessment designates the parcel as an active farm. The farmhouse is approximately 1,700' from the northern property line.
- Barrat Property #2 – 20.02 acres, zoned Rural. Tax assessment designates the parcel as an active farm. There is no farmhouse on the parcel.
- Adams Property – 182 acres, zoned Rural. Tax assessment designates the parcel as an active farm. The farmhouse is approximately 1,500' from the northern property line.
- Blue Property – 173 acres, zoned Rural. Tax assessment designates the parcel as an active farm. There is no farmhouse on the parcel.

Adjacent Property Information								
Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	12	1.3	WV ECONOMIC DEVELOPMENT AUTHORITY	RANSON - SMART CODE	Industrial	1280	393
2	7	3	35	JEFFERSON ORCHARDS	JC - LIGHT INDUSTRIAL	Active Farm	1291	381
3	7	3	38.2	ROBERT E BARRAT	JC - RURAL	Active Farm	950	286
4	7	3	38.1	ROBERT BARRAT	JC - RURAL	Active Farm	553	346
5	7	4	27	WILLIAM ADAMS TRUSTEE	JC - RURAL	Active Farm	927	116
6	2	16	56	JAMES T BLUE AND SONS INC	JC - RURAL	Active Farm	573	257



Part 9 – Comprehensive Plan Compatibility

The 2024-2034 Ranson Comprehensive Plan supports the proposed zoning amendment through its text and the location of the Property within the North Preferred Development Area.

The guidance provided by the Comprehensive Plan must be used to evaluate the proposed zoning amendment. The clear guidance in the Comprehensive Plan is that it supports large employment-based uses on the Property that would be facilitated by the zoning amendment.

The Property is designated as Large Parcel Mixed-Use on the Future Land Use Map (FLUM).

The following citations are taken from the Ranson Comprehensive Plan.

Chapter 1 – Introduction

Ranson Vision

Despite the growth, over 80% of Ranson's workers commute to jobs outside of town. In survey responses, 31% of expressed the need for more local job opportunities.

The zoning map amendment creates the optimal location for light industrial, distribution, and other employment-based development. The rezoning of the Property to an Industrial Zone (with conditions discussed herein) will allow the development of those uses with no perceptible adverse impact on Ranson businesses or residents.

The site's context is ideally suited for development as light industrial, distribution and employment-based uses. The site is adjacent to an existing heavy industrial on its west side, the CSX trunk line to the south, light industrial and agriculture to the north and agriculture to the east.

Chapter 3 – Land Use

Future Land Use, Large Parcel Mixed Use

This category is designed to function as a regional commercial nucleus, attracting customers from a service area extending five miles or more... This category incorporates light industrial uses that are compatible with large format commercial uses.

The property's designation as Large Parcel Mixed Use on the Future Land Use Map indicates that the proposed amendment is supported by the Comprehensive Plan.

Chapter 3 – Land Use

Land Use Goals

Optimize Land Use to support efficient Transportation & Infrastructure.

The property fronts on Northport Boulevard and is 1.0 mile from the Route 9 interchange. Route 9 is a 4-lane divided highway that connects the property to I-81. Existing transportation infrastructure supports development of the Property and is an efficient use of existing roads.

The property is served by public water, sanitary sewer, electricity, fiber and natural gas. The proposed zoning amendment will optimize land zoning and is an efficient use of existing infrastructure.

Chapter 3 – Land Use

Land Use Actions

Consider Zoning Code Amendments: Introduce amendments allowing light industry while protecting against heavy industry pollution and updating the SmartCode to reflect current best practices in flexibility and ease of use.

The proposed zoning amendment will allow light industrial and protect against heavy industrial pollution.

Chapter 13 – Renewal, Development, & Finance

Preferred Development Areas

The northern section of Ranson, divided by WV-9, is a canvas of opportunity, primed with foundational infrastructure .... On the east, thanks to the infrastructural groundwork laid by Northpoint Avenue, Ranson stands poised to elevate its employment metrics. Focusing on light industries and warehousing here can result in a steady revenue stream, with the added benefit of generating jobs.

The Property is located in the Preferred Development Area - North. The Comprehensive Plan supports the proposed zoning amendment to Industrial to achieve the objectives of employment growth and increased revenue.



LEGEND

BOUNDARY LINE
NEAREST BOUNDARY LINE
10 - INDEX CONTOUR LINE
2 INTERMEDIATE CONTOUR LINE

GRAPHICAL SCALE 1"=200'

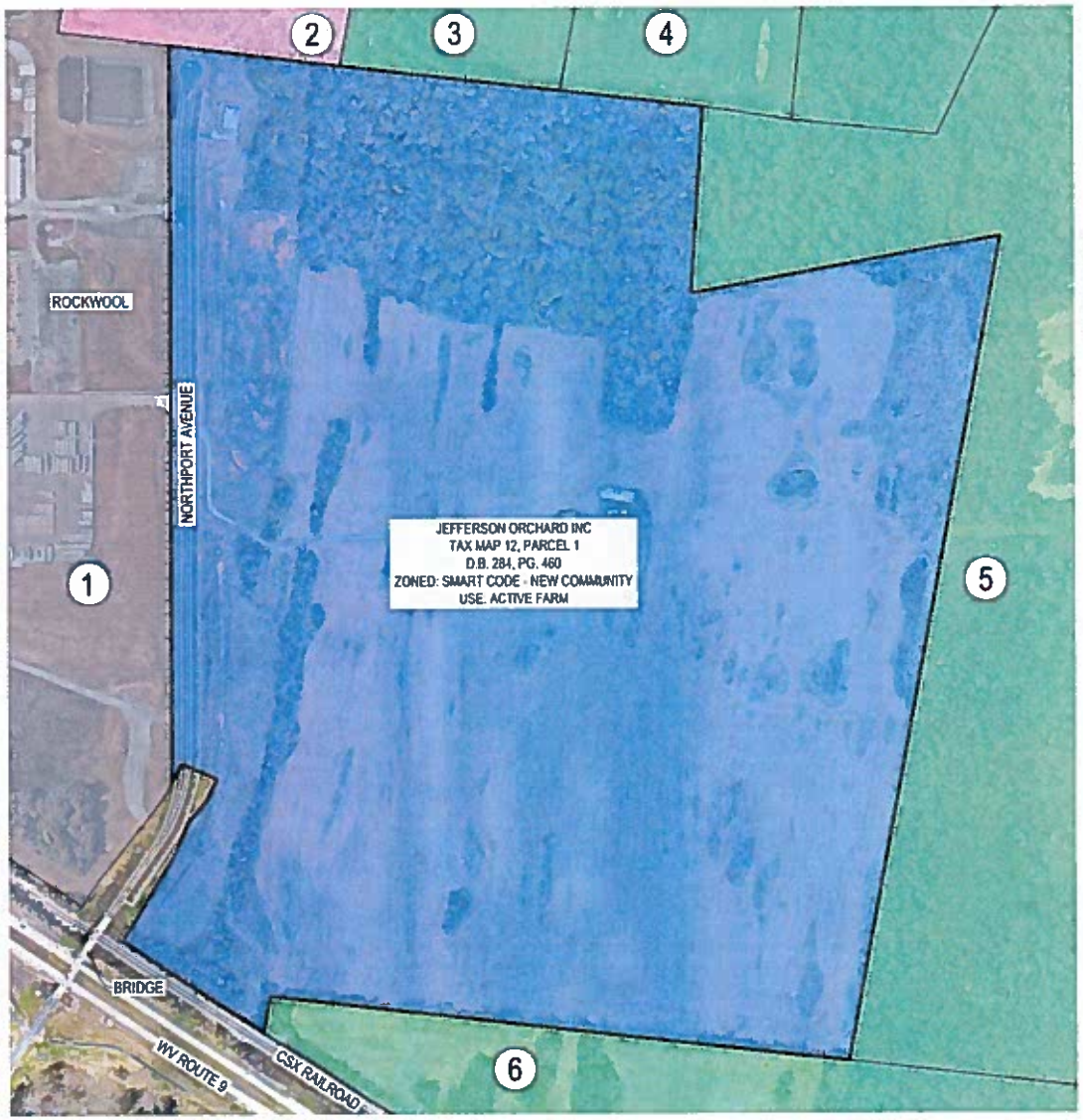
INTEGRITY
FEDERAL SERVICES
CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE • PLANNING

SEAL

EXHIBIT 1 - EXISTING CONDITIONS

JEFFERSON ORCHARDS
ZONING MAP AMENDMENT
TAX MAP 12 PARCEL: D B 28A PG 480
RANSON CORP (08) TAX DISTRICT
RANSON WEST VIRGINIA

SCALE HORIZ 1"=200' VERT
DATE APRIL 2024
JOB 2014-0004
DRAWN ABP CHECK MD
CADD 2014-0004 EXHIBIT 2 SHEET 2 OF 2
NCS NA
SHEET 1 OF 3



LEGEND

BOUNDARY LINE

ADJACENT BOUNDARY LINE

JEFFERSON COUNTY ZONING

LIGHT INDUSTRIAL

RURAL

RANSON ZONING

SMART CODE - SPECIAL DISTRICT INDUSTRIAL

SMART CODE - NEW COMMUNITY

Adjacent Property Information

Ref. #	District	Map	Parcel	Adjacent Property Information	Zone	Use	Deed Book	Page
1	8	12	1.3	WV ECONOMIC DEVELOPMENT AUTHORITY	RANSON - SMART CODE	Industrial	[illegible]	393
2	7	5	95	JEFFERSON ORCHARDS	JC - LIGHT INDUSTRIAL	Active Farm	1291	381
3	7	5	36.1	ROBERT E BARRAT	JC - RURAL	Active Farm	950	296
4	7	5	36.1	ROBERT BARRAT	JC - RURAL	Active Farm	553	346
5	7	4	27	WILLIAM ADAMS TRUSTEE	JC - RURAL	Active Farm	917	[illegible]
6	7	16	54	JAMES T BLUE AND SONS INC	JC - RURAL	Active Farm	573	257

GRAPHICAL SCALE 1"=200'

INTEGRITY
FEDERAL SERVICES

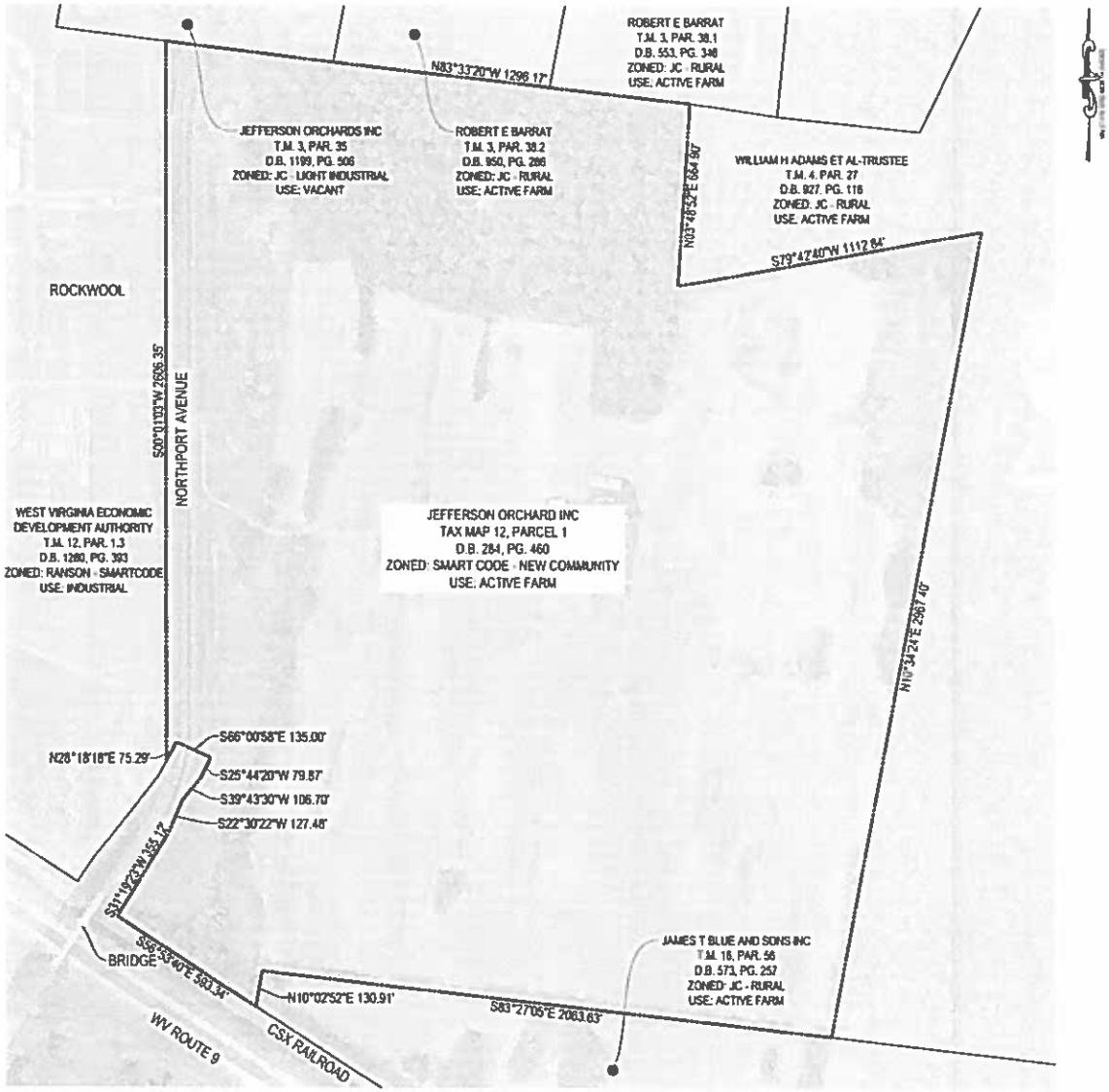
SEAL

EXHIBIT 2 - EXISTING LAND USE AND ZONING

JEFFERSON ORCHARDS
ZONING MAP AMENDMENT

TAX MAP 12 PARCEL 1, D.B. 284, PG. 460
RANSON CORP (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE: HORIZ. 1"=200' VERT.
DATE: APRIL 2024
JOB: 2014-0001
DRAWN: ABP
CHECK: MD
CADD: 2014-0001 Exhibit 2 (Jul 2, 2024)
NCS: N/A
SHEET: 2 OF 3



LEGEND:

BOUNDARY LINE

ADJACENT BOUNDARY LINE

GRAPHICAL SCALE 1"=200'

INTEGRITY
FEDERAL SERVICES

SEAL

EXHIBIT 3 - BOUNDARY EXHIBIT

JEFFERSON ORCHARDS ZONING MAP AMENDMENT

TAX MAP 12 PARCEL 1 D.B. 284, PG. 460
RANSON COMP (08) TAX DISTRICT
RANSON, WEST VIRGINIA

SCALE: HORZ 1"=200' VERT
DATE: APRIL 2024
JOB: 2014-0001
DRAWN: ABP | CHECK: MD
CADD: 2014-0001 284 (HB) 2 (MCB) 2014
NCS: N/A
SHEET: 3 OF 3

City of Ranson

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

Rezoning Application

City of Ranson
Planning and Zoning Department

Submittal Date: 04-29-2024	Development District:
Official Submittal: (Staff Use Only)	Fee Paid: $6,600 (194 acres) Rezoning Request: $1,000 plus $100 per acre for first ten (10) acres, then $25.00 per acre thereafter. Proffer Amendments: $1,000 flat fee
Taken By:	
Project Number:	Payment Type: Check

Development Information

Project Name:			**Total Area (acres):** 193.65 acres
Current Zoning: Smart Code	**Proposed Zoning:** Industrial	**Map Number:** 12	**Parcel:** 1

Water Service:

Public [X] **Private** [ ]

Provider: WV American Water

Sewer Service:

Public [X] **Private** [ ]

Provider: Charles Town Utility Board

Sewer Flow:
(gallons per day at build-out)
To be determined

Water Usage:
(gallons per day at build-out)
To be determined

Location of Property (provide landmarks, street address, intersections, etc.):
See attached Exhibits

What is the existing use of the property?
See attached Exhibits

What is the proposed use of the property?
See attached Exhibits

Rezoning Application Checklist

[X] **A completed application and fee in accordance with the Fee Schedule.**

[X] **A survey plat and a legal description of the property that includes bearings and distances for the area to be rezoned.**

[X] **A proposed development plan outlining the need for a rezoning.**

[ ] **Signed development agreement.**

[ ] **Review agency and general development plan transmittal (as needed).**

___ Charles Town Water	___ Alleghany Power	___ WV Div. of Highway
___ Charles Town Sewer	___ Comcast	___ Norfolk Southern
___ Public Service District	___ Frontier Comm.	___ CSX
___ Jefferson Utilities	___ WV Dept. of Env. Protection	___ Jay Watson (for: Ambulance/F&R)
___ Jefferson Co. Health Dept.	___ WV Div. of Culture& History	

Owner/Applicant Information

Owner I (Print): Jefferson Orchards Inc. **Percent of Ownership:** 100%

Address: PO Box 700, Kearneysville WV, 25430

Phone: 214-808-4375 **Fax:** _____ **Email:** mralston@fishmanjackson.com

Owner II (Print): _____ **Percent of Ownership:** _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Developer (Print): no developer associated with property **Percent of Ownership:** _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Consultant (Print): Integrity Federal Services, Inc **Percent of Ownership:** 0%

Address: 148 S. Queen Street, Suite 201, Martinsburg WV 25401

Phone: 304-725-8456 **Fax:** _____ **Email:** bperry@ifs-ae.com

Please Direct Correspondence To: [X] **Owner** [ ] **Developer** [X] **Consultant**

As the fee simple owner of this property, recorded in the Jefferson County Circuit Court, I certify that this application is complete and accurate to the best of my knowledge. I understand that any information lacking in such application shall be deemed incomplete and shall not be considered for review. Furthermore, I authorize the City to direct all correspondence to the above noted party who is also authorized and designated as my agent during review of this application.

Signature: Mark H. Ralston (Pres.) Date: 01/09/2023

Signature: _____ Date: _____

Signature: _____ Date: _____

Procedures for Rezoning Property

Amendments may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they promote health, safety, and the general welfare and to encourage the most appropriate use of land.

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

1.) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City;

2.) Three copies of a complete description of the request including any proposed development agreements, general development plan, or other conditions for consideration;

3.) Three copies of a description of the property proposed for rezoning including an accurate map with the dimensioned property lines such as a boundary survey. The description shall include:

a.) Adjoining streets and widths, utilities, features, and the location of all structures;

b.) Existing uses of the land, current zoning classification, and the uses of the property under review;

c.) Current zoning classification and uses of all adjacent properties;

d.) Any additional information required by the City Manager or his designee to ensure an adequate review can be done;

e.) A complete description of the request.

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant.

Development agreements may be submitted with a rezoning application to offset any negative impacts caused by the proposal. For the purposes of this process, a "voluntary proffer" is a written offer by the land owner to the Planning Commission to satisfy certain reasonable conditions of a development project. A condition contained in a voluntary proffer is considered reasonable if (1) the development project results in the need for the conditions; (2) the conditions have a reasonable relation to the development project; and (3) all conditions are in conformity with the Comprehensive Plan adapted pursuant to this article.

The application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

Unless action is deferred, the application shall be reviewed by the City Council within 60 days of the original submittal date.

AGENDA ITEM VI.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT:

This is for a vacant 2-year term which commenced January 1, 2024 and expires on December 31, 2025. Staff has advertised the position multiple times and recently Mr. Scorzelli has applied.

The requirements for the position are outlined as follows:

Board of Building Code Appeals shall consist of five individuals appointed by the city council who are qualified by experience and training to pass on matters pertaining to building construction, The term of such members shall be two years. Members may not be employees of the city.

ATTACHMENTS:

L. Scorzelli.pdf
Advertisement for Building Code appeals Vacancy.docx

City of Ranson

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

Board, Commission, and Committee Application

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

Name: LAWRENCE SCORZELLI

Address: 175 SHALLOW CREEK DR RANSON **Zip:** 25438

Telephone ~~Home~~ CELL: 862-881-7179 **Email:** larryscorzelli@gmail.com

Occupation: RETIRED **Employer:**

Do you reside in the City Limits of Ranson? Yes [X] No [ ] **If so, how long?** 4 years

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

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

Degrees/Majors/Course of Study:

SEE ATTACHED

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

SEE ATTACHED

Please list volunteer and other community experience (list by date):

SEE ATTACHED

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

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

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

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

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

☐ Planning Commission	☐ Convention/Visitors Bureau
☐ Board of Zoning Appeals	☐ Parks and Recreation Comm.
☐ Police Civil Service Comm.	☒ Building Code Appeals Board
☐ Building Commission	

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

References

Name: LYNDON STONE	**Phone No.:** 210-616-1125
Name: JAKE HARRIS	**Phone No.:** 571-376-1766

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

30+ YEARS AS A BUILDING OFFICIAL

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

LAWRENCE C. SCORZELLI
175 Shallow Creek Dr.
Ranson, WV 25438
862-881-7179
larryscorzelli@gmail.com

EDUCATION:
Samuel Gompers Vocational and Technical High School, NYC Diploma 1962
National Fire Academy
Bergen County Fire Academy
Bergen Community College
Rutgers University, CEU's
Bergen County Department of Public Safety
New Jersey State Fire College
New York Academy of Fire Science
New Jersey Department of Community Affairs

WORK EXPERIENCE:

New Jersey Department of Community Affairs	1996-2003
Division of Codes and Standards, Local Code Enforcement.	
Fire Subcode Official	
Construction Official	
Building Inspector	
New Jersey Meadowlands Commission	2003-2015 (retired)
Senior Plan Examiner	2018
Chief Plan Examiner	
Midland Park Building Department	1991-1995
Fire Subcode	
Fire Prevention Inspector	
Waldwick Fire Prevention	1985-1999
Fire Prevention Inspector	
Waldwick Fire Department	1984-Present
Firefighter Life Member	
Lodi Building Department	1994-1997
Fire Subcode	(2002-2004)
Lodi Fire Prevention Bureau	1996-1997
Fire Prevention Inspector	
Borough of Ho-Ho-Kus	1995-2014
Construction Official	
Zoning and Property Maintenance Officer	
Building Inspector	
Fire Subcode Official	
Fire Official	
Plumbing Inspector	

Ramsey Building Department	2012-2015(retired)
Fire Subcode	2016-2022
Building Inspector	
Plumbing Inspector	
Assistant Construction Official	

Bergen County Construction Board of Appeals

LICENSES HELD:

West Virginia Driver's License	G070293
Construction Official	004519
HHS Fire Subcode	004519
HHS Building Subcode	004519
Fire Official Certification	109978
Housing Code Official	004519
Inspector of Hotels and Multiple Dwellings	004519
Plumbing Inspector HHS	004519
Mechanical Inspector	004519

ICC CERTIFICATIONS:

- Residential Building Inspector
- Commercial Building Inspector
- New Jersey Commercial Plumbing Inspector
- Commercial Mechanical Inspector
- Building Plans Examiner
- Building Inspector
- Mechanical Inspector
- Residential Mechanical Inspector

AWARDS:

- 1987 Waldwick Fire Department Chief's Award
- 1996 Waldwick Fire Department Award of Appreciation Secretary
- 2010 Eastern States Building Officials Federation Presidents Award
- 2011 New Jersey Building Officials Association Presidents Award
- 2012 New Jersey Building Officials Association Building Inspector of the Year
- 2012 Eastern States Building Officials Federation Presidential Award
- 2013 New Jersey Building Officials Association Presidents Award
- 2014 New Jersey Building Officials Association Person of the Year Award
- 2017 New Jersey Building Officials Association Presidents Award
- 2021 New Jersey Building Officials Association Presidents Award

I have over 30 years' experience reviewing both residential and commercial plans and performing inspections.

CITY OF RANSON – BUILDING CODE APPEAL BOARD

The City of Ranson, WV has an opening on its
Building Code Appeal Board
for a term ending June 30, 2026

The City of Ranson Building Code Appeals Board primarily assists the city in considering appeals of the building officials' decisions or other building code related matters.

- Shall consist of five individuals appointed by the city council who are qualified by experience and training to pass on matters pertaining to building construction.
- The term of such members shall be two years.
- Members may not be employees of the city.

Qualified residents of Ranson who are interested in serving on the Commission must submit an application form available at www.ransonwv.gov any other supporting materials that demonstrate their qualifications to serve can be submitted.

Materials should be submitted to cityclerk@ransonwv.us A hard copy may also be mailed or delivered to his attention at City of Ranson, 312 S. Mildred Street, WV 25438. This position is open until filled.

AGENDA ITEM VI.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT:

Nancy Strine, the Administrator for the Regional Home Consortium, will discuss the HOME Consortium's history and the benefits of renewing the agreement for Ranson's participation in the HOME Consortium. This program provides federal funds for affordable housing projects, including new construction, rehabilitation, and rental assistance. Renewal of this agreement will enable Ranson to continue improving housing conditions for low-income residents. The council is then asked to consider and vote on this renewal. through two separate actions.

ATTACHMENTS:

Resolution 2024-12 Home Consortium.pdf

RESOLUTION 2024-12

A RESOLUTION OF THE CITY OF RANSON OF JEFFERSON COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2024 TO JUNE 30, 2027.

WHEREAS, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low-and-moderate income residents; and

WHEREAS, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

WHEREAS, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium Agreement for the period FY 2025, FY 2026, and FY 2027 in order to seek annual funding; and

WHEREAS, the **City of Ranson** entered into a three (3) year Housing Consortium Cooperation Agreement; and

WHEREAS, the **City of Ranson** recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF RANSON, WEST VIRGINIA THAT:

1. The **City of Ranson** will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, Corporation of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and

2. The **Mayor** of the **City of Ranson** is hereby authorized to enter into a Cooperation Agreement for the period of July 1, 2024 to June 30, 2027 with the

other members which form the Eastern Panhandle HOME Consortium of West Virginia; and

3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2025 HOME Investment Partnership Program.

Adopted this _____ day of June 2024.

BY:

_____
Keith D. Pierson, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AGENDA ITEM VI.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: Presentation

AGENDA SECTION: COUNCIL BUSINESS

SUBJECT:

ATTACHMENTS:

Housing Consortium Agreement.pdf

HOUSING CONSORTIUM COOPERATION AGREEMENT
BY AND BETWEEN
THE CITY OF MARTINSBURG
AND
THE COUNTIES OF BERKELEY, JEFFERSON, AND MORGAN
WEST VIRGINIA

This three-year AGREEMENT is entered into between the City of Martinsburg (hereinafter referred to as "City"); and the Berkeley County Commission for and on behalf of Berkeley County, a political subdivision of the State of West Virginia; the Jefferson County Commission for and on behalf of Jefferson County. a political subdivision of the State of West Virginia; and the Morgan County Commission for and on be of Morgan County, a political subdivision of the State of West Virginia (hereinafter referred to as "Counties"), and the incorporated communities contained in each of the above said Counties.

WHEREAS, Title II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnerships Program (hereinafter referred to as "HOME"); and

WHEREAS, the HOME regulations established by the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements for a three-year period and allows for annual recertification of Consortiums; and

WHEREAS, the City and Counties have determined that obtaining funding under the HOME Program as part of a Consortium Participating Jurisdiction will increase their ability to provide affordable housing for their low -income constituencies.

NOW THEREFORE, the parties to this AGREEMENT do hereby agree as follows:

SECTION I - DEFINITIONS:

The definitions contained in 24 CFR Part 92, Subpart A., paragraph 92.2 are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

A. "Act" means Title II, of the Cranston-Gonzalez National Affordable Housing Act of 1990 (Pub. Law 101-625), (42 U.S.C. 12721)

B. "Consolidated Plan" means the comprehensive planning and application document as set forth in 24 CFR Part 91 and encompasses a local government's housing needs, with a focus on affordable housing for low-income families.

C. "HOME Program" means a procedure established for the use of funds made available from HUD through the Act to carry out multi-year housing strategies through acquisition, rehabilitation and new construction of housing, tenant-based rental assistance, and homebuyer assistance.

D. "HUD" means the United States Department of Housing and Urban Development.

E. "Regulations" means 24 CFR Part 92 HOME Investment in Affordable Housing implementing regulations as issued by HUD.

F. "Member" means a unit of local government which is a signatory to this Agreement and therefore a member of the Consortium for the purpose of carrying out eligible activities under 24 CFR Part 92, (which is the City of Martinsburg, Berkeley County, Jefferson County, and Morgan County).

G. "Representative Member" means the unit of local government designated hereafter as the one member to act in a representative capacity for all members for the purposes of this agreement. The Representative Member, which is the City of Martinsburg, will be delegated the overall responsibility for ensuring that the Consortium's HOME Program is carried out in compliance with the requirements of 24 CFR Part 92 and will be responsible for the requirements concerning the Consolidated Plan (CP).

H. "IDIS" means the Integrated Disbursement and Information System (IDIS), HUD's on-line system for draws and reporting for the HOME Program, or any other system that HUD may implement in its place.

SECTION II - PURPOSE:

This Agreement is to form a CONSORTIUM of four (4) units of general local government geographically located for designation as a PARTICIPATING JURISDICTION under the ACT, said PARTICIPATING JURISDICTION to be known and hereinafter may be referred to as the Eastern Panhandle HOME Consortium of West Virginia.

The signatory parties agree to cooperate in undertaking or assisting in undertaking housing assistance activities under the HOME Investment Partnerships Program in compliance with HUD regulations and the local Consolidated Plan of the member jurisdictions.

SECTION III- GENERAL PROVISIONS

A. The members agree to cooperate in undertaking or to assist in undertaking housing assistance activities in compliance with the applicable Consolidated Plan and the HOME Program.

B. The members agree to undertake the development of a Consolidated Plan for each year covered by this Agreement.

C. The members agree to take affirmative action to further fair housing in their jurisdictions. Such actions may include planning, education and outreach, and enforcement.

SECTION IV - ADMINISTRATION:

A. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg shall act as the Representative Member for all participants in the Eastern Panhandle HOME Consortium for the purposes of the Act.

B. The City and the Counties, including the incorporated communities in each County, mutually agree that the City of Martinsburg, in its role as Representative Member, is granted the overall responsibility for ensuring that the Eastern Panhandle HOME Consortium's Program is carried out in compliance with the requirements of the HOME Program.

C. The City and the Counties, including the incorporated communities in each County, shall participate jointly in the development of the Eastern Panhandle HOME Consortium's HOME Program. The Consortium will form a council known as the Eastern Panhandle HOME Consortium Council. Each Member of the Consortium will appoint three (3) representatives to the Council. The city and the Counties will mutually agree and appoint a Chairperson of the Council, who will be in addition to the number of representatives appointed by the Member Jurisdictions.

E. The HOME Consortium Council will define a strategy and programs in sufficient detail to accommodate the collective and individual needs and priorities of any and all of the Members constituting the Eastern Panhandle HOME Consortium. The Members shall review and approve the strategy and programs for the annual use of HOME funds, as well as, have the opportunity to review and approve any program changes or amendments prior to action being taken by the Representative Member's governing body.

F. The City and Counties, including the incorporated communities in each County, shall be entitled to the amount of HOME Program funding based on its percentage of the low/moderate income population of the entire Consortium Area, as established by U.S. Census data of the total allocation to the Eastern Panhandle HOME Consortium. Members of the Consortium may elect to combine their allocations to carry out collaborative HOME activities. Any funds allocated to Members but remaining unobligated fifteen (15) months after the initial allocation date will be recaptured and redistributed by the HOME Consortium Council. Any funds recaptured will be offered to the other Members for reprogramming for eligible activities in accordance with the HOME Program Regulations. The final decision for distribution of these funds will be made by the HOME Consortium Council. If any party terminates this agreement in whole or in part, all work completed and uncompleted on this project will become the property of the remaining parties to this agreement, and the disposition or completion of uncompleted work on the project will become the responsibility of the remaining parties, pursuant to the conditions of this paragraph. Ownership of all personal property acquired by virtue of the execution of or performance under this agreement is vested in the parties, pursuant to the pro-rata share of funds allocated to them, but the parties shall not take legal title to any real property, including, but not limited to, easements.

G. Nothing in this Agreement will preclude the ability of the City or Counties, including the incorporated communities in each County, either individually or jointly in applying for financial assistance under the State of West Virginia HOME Program. Furthermore, it is expressly agreed and understood that any specific projects eligible for HOME funding may be submitted to the HOME Consortium Council by any Consortium Member, any participating municipality located in Member Counties, any authority, and/or nonprofit housing agency for funding under the Consortium's annual HOME entitlement funds.

I. Each Member is responsible for submitting in a timely manner to the Representative Member all information necessary for participation in the Eastern Panhandle HOME Consortium as defined in the Regulations. This includes all information necessary for the Consolidated Plan, the Program Description, Certifications, written agreements with sub-recipients and performance reports. The Counties of Berkeley, Jefferson and Morgan will submit this documentation to the City of Martinsburg in order to insure a coordinated effort.

J Each Member shall be responsible for any required matching funds for specific eligible projects as determined by HUD submitted by that particular member. However, this does not limit the use of excessive local match from one HOME

Member to another, if agreed to by the HOME Consortium Council and the Member which has the excess local match.

K. Each Member shall be responsible for the following:

1. Appoint three (3) representatives to the Eastern Panhandle HOME Consortium Council.
2. Fill vacancies on the Consortium Council in a timely manner and ensure the attendance of their appointments at meetings.
3. Provide information required for the preparation of revisions to the existing Five -Year Consolidated Plan.
4. Conduct an annual housing needs public hearing for the use of HOME funds.
5. Adopt by resolution and renew annually the participation in the Eastern Panhandle HOME Consortium.
6. Be responsible for determining local housing needs and the use of HOME funds to address those needs.
7. Provide an annual description of proposed project activities in accordance with the annual budget and distribution of funds.
8. Provide documentation for matching funds or donations to the HOME Program.
9. Maintain files and documentation for compliance with Federal regulations and make these files available for review and monitoring by HUD and/or the Representative Member.
10. Prepare, process and forward requisitions of funds to the Representative Member.
11. Review and approve any amendment to the Cooperation Agreement.

L. The Representative Member shall be responsible for the overall administration of the HOME Program and meeting the Federal guidelines. In particular the following are the duties and responsibilities:

1. Provide staff to manage the program.
2. Revise the existing Five-year Consolidated Plan to include the HOME Program and statistical information on the other consortium members.
3. Prepare and submit all required notices, plans, performance reports, and documentation as required by HUD.
4. Ensure that the program and activities are in compliance with the Federal regulations.
5. Provide the other members with guidelines and policies of the program.
6. Hold a public hearing on the annual HOME Program and adopt the budgets and activities outlines by the HOME Consortium Council.

7. Assist the other Consortium members in meeting the Citizen Participation requirements of HUD.
8. Review and approve all project funding agreements for each activity.
9. Monitor the other members for compliance with the Federal regulations.
10. Prepare an environmental review record for the HOME Program and secure the release of funds from HUD for program activities.
11. Provide guidance and assistance to the other members to ensure compliance with the Federal labor standards.
12. Prepare and execute all written agreements with sub-recipients and contractors to receive HOME funds.
13. Maintain files on each project activity for monitoring by HUD.
14. Prepare and maintain the HOME match log as required by HUD.
15. Prepare the annual Consolidated Annual Performance Evaluation Report (CAPER) for annual submission to HUD.
16. Establish and maintain a local HOME fund account including Federal drawdowns and program income.
17. Process Federal drawdowns of funds from the U.S. Treasury for project activities through the IDIS system.
18. Process payment requisitions and requests for funds from the other consortium members for project activities.
19. Prepare an annual budget showing the distribution of HOME funds to each Consortium member.
20. Prepare quarterly reports on expenditures, commitment of funds, and remaining balances for each consortium member and their project activities.
21. Contract for an annual audit of the HOME Program by an outside independent auditing firm.
22. Supervise the closeout of annual grants with HUD.

M. The HOME Consortium Council shall be formed to oversee the program and provide guidance on the use of funds. The specific duties and responsibilities of the Consortium Council is as follows:

1. Each member of the HOME Consortium shall have three (3) representatives to the Consortium Council.
2. Provide guidance and direction in promoting and affirmatively further fair housing in the Eastern Panhandle.
3. Define an overall strategy and programs based on the needs of the Consortium members.
4. Establish priorities for the use of HOME funds.

5. Approve the allocation and distribution of funds among the Consortium members based on the low- and moderate-income population of each member as a percentage of the Eastern Panhandle's total low- and moderate-income population.
6. Reallocate funds that are uncommitted or unobligated after fifteen (15) months after the approval by HUD of the annual HOME grants.
7. Ensure that any required matching funds are provided by the Members or from the non-federal funds portion of HOME assisted projects.
8. Review and approve any amendments to the Cooperation Agreement.
9. Review and approve documentation submitted by non-profit organizations for designation as a local Community Housing Development Organization (CHDO).
10. Monitor and recertify annually any CHDO's.
11. Adopt and assure compliance with affirmative marketing policies and procedures.
12. Approve the annual consolidated Action Plan in regard to the use of HOME funds.

N. In accordance with Section 91.402 of the Consolidated Plan Final Rule, the City of Martinsburg has a Program year that begins on July 1 st and ends on June 30th each year, the HOME funds will also have the same program year start date.

SECTION IV- AFFIRMATIVE MARKETING POLICIES AND PROCEDURES:

A. **Statement of Policy -**

In accordance with the Eastern Panhandle HOME Consortium's, commitment of non-discrimination and equal opportunity in housing, the Consortium hereby establishes procedures to affirmatively market units assisted under the HOME Investment Partnerships Program. These procedures are intended to further the objectives of Title VIII of the Civil Rights Act of 1988 and Executive Order 11063. In addition, the Consortium will abide by and establish a minority outreach program in accordance with 24 CFR 92.350 (a)(5).

The Consortium believes that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, disability, or national origin. Individuals eligible for public housing assistance or who have minor children should have available to them a like range of housing choices.

The Consortium will carry out this policy through affirmative marketing procedures designed for the HOME Investment Partnerships Program.

B. The Consortium will inform the public, potential tenants and owners about its Fair Housing and Affirmative Marketing Policies.

SECTION V - TERMS OF THE AGREEMENT:

A. This agreement shall be in effect for a period of one fiscal year, subject to annual renewal for any additional period of time needed to complete all phases of the project, each of which annual renewal periods shall be limited to one fiscal year; provided that, in addition to the right of non-renewal, all parties hereto shall have the right to terminate this agreement on any 12-month anniversary of the date of this agreement by giving to the other parties 30 days' written notice of such termination. It is the City's the Counties' intentions to remain members of the Consortium for the period necessary to carry out all activities that will be funded from the three Federal Fiscal Years 2025, 2026, and 2027 provided that the Consortium qualifies as a participating jurisdiction under the Home Investment Partnerships Program, by approval of annual renewals of this agreement, and subject to said renewals will take necessary steps to provide budget allocations for funding purposes.

B. Prior to the adoption of any amendment to this agreement, partial or complete termination of this agreement including the incorporation of changes necessary to meet the requirements for a subsequent three (3) year consortium designation period, the members agree to submit to the U.S. Dept. of HUD any revisions for its approval.

C. This agreement covers the designation period of the Federal Fiscal Years of 2025, 2026, and 2027 which the Consortium is to qualify to receive HOME funds. This agreement may automatically be renewed for participation in successive three (3) year designation periods for HOME Entitlement funds by the U.S. Dept. of HUD. In order to qualify for automatic renewal by HUD, the Representative Member must notify each participating unit of general local government of its right not to participate for the successive three (3) year designation periods. This notification must be submitted to each participating unit of general local government by the date specified in the U.S. Dept. of HUD Consortia designation notices.

HOUSING CONSORTIUM COOPERATION AGREEMENT
BY AND BETWEEN
THE CITY OF MARTINSBURG AND
THE COUNTIES OF BERKELEY, JEFFERSON, AND MORGAN WEST VIRGINIA

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this day of, _____ day of _____, 2024.

CITY OF MARTINSBURG, West Virginia

_____
Kevin Knowles, Mayor

Attest:

_____
Gena L. Long, City Recorder

Including the incorporated areas of the Town of Bolivar, City of Charles Town, Corporation of Harpers Ferry, City of Ranson, and Corporation of Shepherdstown, Jefferson County, West Virginia

JEFFERSON COUNTY INCORPORATED AREA:

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this ____ day of _____, 2024

City of Ranson
For and on behalf of the municipality of Ranson, a political subdivision of the State of West Virginia

_____
Signature

_____
Title

Attest:

_____