CITY COUNCIL REGULAR MEETING

~ AGENDA ~

REGULAR MEETING

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

August 18, 2026 | 7:00 P.M. | Council Chamber

MEETING REGISTRATION:

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

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Ranosn City Council Minutes - July 21, 2026
   City Council minutes 7212026.docx
2. Ranson City Council Special Meeting August 3, 2026 Minutes
   City Council Special Meeting August 3 2026(5).docx

III. CITIZEN'S PRESENTATIONS/PETITIONS

IV. CITY MANAGER/STAFF REPORTS

1. Chief Of Police Status Report
2. Public Works Status Report - July
   July status report.pdf
3. Finance Department Status Report - July
   July 2026 AP Council Report.pdf
   July 2026 General Fund Budget Report.pdf
   July 2026 Capital Fund Budget Report.pdf
4. Parks and Recreation Status Report - July
   August 2026 Directors Report.docx
5. Community Development Status Report - July
   July 2026 CDD Report.pdf
   July 2026 Permits Issued Report.pdf

6. City Manager Report

V. COMMUNICATIONS FROM THE MAYOR

1. A Proclamation Honoring the Distinguished Career of Patricia Kelican
   Patricia_Kelican_Proclamation_Ranson.docx

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

VII. COUNCIL BUSINESS

1. Consideration - Two Board of Parks and Recreation Commission openings
   McDaniel PR_Redacted.pdf
   Cara Wildrick_Redacted.pdf
   Amanda Stroud_Redacted.pdf
   D Gigillant.pdf
   Dylan Keeney (2).pdf

2. Consideration of Two (2) appointment to Board of Zoning Appeals
   Joseph_Alvini_Redacted.pdf
   Makeda_Williams_Board_Application_Redacted.pdf
   David Gigillant.pdf
   Dylan Keeney (2).pdf

3. Consideration of Three (3) appointment to Board of Building Code Appeals Board.
   Joseph_Alvini_Redacted.pdf
   Makeda_Williams_Board_Application_Redacted.pdf
   Dylan Keeney (2).pdf

4. Consideration of Ordinance 2026- 04 Vacating, Abandoning, and Annulling Portions of the Fourth Avenue Right of Way and the Third Avenue Alley Right of Way
   Ordinance 2026-04.docx
   Jefferson Medical Center.pdf

5. Consideration of Resolution 2026-22 Establishing Police Shift Differential Pay
   Resolution 2026-22.docx
   Police_Shift_Differential_Pay_Policy_DRAFT.pdf

6. Consideration of Resolution 2026-21 Adopting Revisions to the City of Ranson Employee Handbook (Version 2026.01)
   Resolution 2026-21.docx
   COR Employee Handbook - 2026.01 PROPOSED DRAFT.pdf

7. City of Ranson Strategic Plan: Planning Process for 2027–2031
   StrategicPlan-CouncilBrief-Draft.pptx

VIII. ADJOURNMENT

IX. INFORMATION ONLY

1. Kingdom of Life Community Development Corporation
   Kingdom Life Community Development Corporation.docx

AGENDA ITEM II.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Ranosn City Council Minutes - July 21, 2026

ATTACHMENTS:

City Council minutes 7212026.docx

CITY COUNCIL REGULAR MEETING
Minutes July 21, 2026

I. CALL TO ORDER

Ken Suits, Mayor	**Present**
Andy Colandrea	**Present**
Jaden Bound	**Present**
Wesley Wildrick	**Present**
Stephanie Fagan	**Present**
Daniel Strickland	**Remote**
Christopher Tarvin	**Absent**

II. APPROVAL OF MINUTES

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Jaden Bound	**Yes**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Christopher Tarvin	**Absent**

III. CITIZEN'S PRESENTATIONS/PETITIONS

1. Presentation: WVU Medicine Jefferson Medical Center Groundbreaking Ceremony, July 29, 2026.

Nicole Dawson, CEO of Jefferson Medical Center, addressed the Mayor and Council regarding the hospital's planned 80,000-square-foot expansion. The project will include 67 exam rooms, expanded imaging and laboratory services, and a 12-bay infusion therapy center. Construction is scheduled for completion in the first quarter of 2028, with the infusion therapy center expected to open in 2027.

Ms. Dawson also noted that two existing buildings in Ranson—the former American Gas building and the Charles Town Bank building—have been or will be demolished. The sites will be redeveloped to provide additional parking for the expanded medical center.

Bill Scott addressed the Mayor and Council regarding visibility concerns at the intersection of Fairfax Boulevard and 10th Street.

Jacob Light, representing the Jefferson County Foundation, addressed the Mayor and Council regarding the two Planning Commission seats currently held by members of the board.

Amanda Stroud spoke to the Mayor and Council in regards to a variety of City funds. She spoke about the Cares Fund, ARPA Funds and Opioid settlement funds as of June has 25,293.00 and the mayor of the day essay contest. Annual Mayor Hamill award, Bricks around the clock. Also stated the Jefferson County Visitor Convention center now sells Ranson CVB Industrial Heritage T- Shirt.

Paula Salvo addressed the Mayor and Council regarding the Huntwell West development and the damage that construction has caused to her home and neighboring properties.

IV. CITY MANAGER/STAFF REPORTS

1. Chief of Police Status Report

Police Chief Jeffrey Cisar informed the Mayor and Council that police officer testing will be held on August 29, 2026, at the Ranson Civic Center. He reported that during the previous testing session held on June 20, 2026, three applicants passed the examination, resulting in the hiring of Officer Hallbaker, with two additional candidates currently in the hiring process.

Chief Cisar stated that the department continues its recruitment efforts with the immediate goal of increasing staffing to 19 officers. He also shared a long-term plan to expand the department to 25–30 officers in order to achieve a staffing ratio of one officer per 500 residents, compared to the department's current ratio of one officer per 700 residents. Police Chief Jeffrey Cisar informed the Mayor and Council that police officer testing will be held on August 29, 2026, at the Ranson Civic Center. He reported that during the previous testing session held on June 20, 2026, three applicants passed the examination, resulting in the hiring of Officer Hallbaker, with two additional candidates currently in the hiring process.

Chief Cisar stated that the department continues its recruitment efforts with the immediate goal of increasing staffing to 19 officers. He also shared a long-term plan to expand the department to 25–30 officers in order to achieve a staffing ratio of one officer per 500 residents, compared to the department's current ratio of one officer per 700 residents. The Mayor and Council member Colandrea expressed their support for the department and stated they would assist in any way possible to help achieve these staffing goals.

2. Community Development Status Report – June
   No Action at this time
3. Public Works Status Report - June
   No Action at this time
4. Parks and Recreation Status Report - June
   No Action at this time
5. Finance Department Status Report - June

No Action at this time

6. City Manager Report

City Manager Todd Wilt spoke to the council and Mayor at the last meeting Council directed the city Manager to get representative for the Fairfax Crossing legal issue. Since then, Litchfield Cavo is the firm that is on a retainer, and the attorney is Keith Gambler for the city and will be in town on Thursday. Christmas in July will be Saturday July 25, 2026 at the Ranson Civic Center and will announce the Christmas theme. Ethics and open meeting training Virtual 11:00-1:00 PM on Thursday July 30, 2026. Kickball and school supply drive is tentatively scheduled for Tuesday August 11, 2026, at 6:00 PM. The city manager spoke about the sidewalk. For over 10 years the city has set aside a budget of $50,000.00 in the capital for sidewalks, generally in the place's sidewalks do not exist the work is usually done in house. For the future there may be a need to increase the amount to the sidewalk budget moving forward the sidewalks need engineering and will cost more. Sometimes the sidewalk does crack and comes in a disarray it is ultimately up to the homeowners to maintain. Finally, the city manager spoke to the council about strategic planning sessions for goals the council has moving forward.

Councilor member, Daniel Strickland says his live stream is blowing up regarding the city manager's report on the cities sidewalk policies and would like a meeting. City manager asked him to come anytime or call and schedule to meet with him.

7. Citizen Complaint Report

Staff presented the Citizen Report to the Mayor and Council. Councilor Strickland asked about the order in which code enforcement cases are prioritized. The mayor responded that there is no new Code Enforcement Officer and explained that code enforcement cases are prioritized by the Public Safety Department. The City Manager clarified that the city has one Code Enforcement Officer, as well as another employee who is able to assist with code enforcement duties when needed, although that is not normal practice. He noted that this time of year there is typically many tall grass complaints, which are often resolved through door-to-door notifications. He also stated that many of the more significant code enforcement issues involve rental properties, but enforcement actions can sometimes result in the displacement of residents. Councilor Strickland asked whether the city would be hiring another Code Enforcement Officer. Mr. Wilt stated that he does not believe there is a need for an additional Code Enforcement Officer at this time, but that the City of Ranson may revisit the issue in the future.

V. COMMUNICATIONS FROM THE MAYOR

Mayor informed the council National night out will be August 6, 2026 at the Home Depot.

VI. COUNCIL/COMMITTEE ANNOUNCEMENTS

No announcements at this time

VII. COUNCIL BUSINESS

1. Resolution 2026-20 - Suspending Enforcement of City Code Sec. 3-2 (Open Container Ordinance) for HOPE of 29:11's "Quiz for a Cause Trivia Night" Fundraiser – September 11, 2026

The applicant addressed the Mayor and Council regarding a request for a one-day open container permit. The event will be held at the Independent Fire Company and will feature a

trivia game fundraiser to benefit a nonprofit organization. The applicant stated that attendance is expected to include approximately 13 to 15 teams of six participants each, for an estimated total of 75 to 100 attendees.

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Jaden Bound	**Second**
Wesley Wildrick	**Motion**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Christopher Tarvin	**Absent**

2. Resolution 2026- 18: FY2027 Coal Severance Fund Budget Revision # 1

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Jaden Bound	**Yes**
Wesley Wildrick	**Second**
Stephanie Fagan	**Yes**
Daniel Strickland	**Yes**
Christopher Tarvin	**Absent**

3. Resolution 2026-19: FY2027 General Fund Budget Revision #1

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Jaden Bound	**Motin**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Second**
Daniel Strickland	**Yes**
Christopher Tarvin	**Absent**

4. Consideration of Cancellation of the August 4, 2026 Regular City Council Meeting
City Manager spoke to the Mayor and Council in regards of Cancelling the meeting for August 4, 2026. Most of the councilors and staff will be at a training course for the week in Charleston, WV.

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Jaden Bound	**Yes**
Wesley Wildrick	**Second**
Stephanie Fagan	**Motion**
Daniel Strickland	**Yes**
Christopher Tarvin	**Absent**

VIII. ADJOURNMENT

The meeting was adjourned at 8:22 PM. The motion to adjourn was made by Councilmember Jaden Bound and seconded by Councilmember Stephanie Fagan the next Council meeting is scheduled for August 18, 2026, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

IX. INFORMATION ONLY

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

AGENDA ITEM II.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Ranson City Council Special Meeting August 3, 2026 Minutes

ATTACHMENTS:

City Council Special Meeting August 3 2026(5).docx

CITY COUNCIL SPECIAL MEETING
Minutes August 3, 2026

I. CALL TO ORDER

Ken Suits, Mayor	**Present**
Andy Colandrea	**Present**
Wesley Wildrick	**Present**
Stephanie Fagan	**Present**
Chris Tarvin	**Present**
Jaden Bound	**Zoom**

II. COUNCIL BUSINESS

Legal update reference to Fairfax Crossing Real Estate v. City of Ranson et. al., (Possible executive session.)
City Council went into executive session 5:32

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Motion**
Wesley Wildrick	**Yes**
Stephanie Fagan	**Yes**
Chris Tarvin	**Yes**
Jaden Bound	**Second**

City Council came out of executive session at 6:47 PM

Ken Suits, Mayor	**Abstain**
Andy Colandrea	**Yes**
Wesley Wildrick	**Motion**
Stephanie Fagan	**Second**
Chris Tarvin	**Yes**
Jaden Bound	**Yes**

III. ADJOURNMENT

The meeting was adjourned at 6:49 PM. The motion to adjourn was made by Councilmember Wesley Wildrick and seconded by Councilmember Wesley Wildrick the next Council meeting is

scheduled for August 18, 2026, at 7:00 PM at the Ranson City Council Chambers, located at 312 S. Mildred Street, Ranson, WV 25438.

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

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AGENDA ITEM IV.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Police

ITEM TYPE: PRESENTATION

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

SUBJECT: Chief Of Police Status Report

Should there be any questions or concerns regarding the information provided, please contact Ranson Police Chief Cisar, for clarification or further assistance.

ATTACHMENTS:

AGENDA ITEM IV.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Public Works

ITEM TYPE: PRESENTATION

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

SUBJECT: Public Works Status Report - July

Should there be any questions or concerns regarding the data provided, please contact the City Manager or Public Work Director for clarification or further assistance.

ATTACHMENTS:

July status report.pdf

Work Order Summary List

Selected Date Range for Completion Dates:7/17/2026 - 8/14/2026 Order By Status, Location

WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Tot Cos
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							
6700	Streets			8/10/2026		6	$220.4
Medium	Randy Cook			4	8/14/2026		
				8/10/2026 9:24:38 AM	8/14/2026		
Speed limit sign on Foal St and 18th needs to be on its own pole. Currently it is to low sharing a pole			Installed 2 new poles and put signs on there own poles				
Bill Silveous							
6705	City Buildings			8/13/2026			$0.(
Medium	Keith Pierson				8/13/2026		
				8/13/2026 9:46:19 AM	8/13/2026		
Install new windows and metal siding on front of PW shop building			Installed metal framed windows and installed				
Bill Silveous							
6708	Streets			8/11/2026		6	$240.(
Medium	Randy Cook			3	8/14/2026		
				8/14/2026 1:15:18 PM	8/14/2026		
Install 2 poles, speed signs, and 2 children at play signs on E 6th Ave and E 7th Ave in Ranson Estates			installed poles and signs				
Randy Cook							
6709	Streets			8/14/2026			$0.(
Medium	Keith Pierson				8/14/2026		
				8/14/2026 2:28:04 PM	8/14/2026		
Paint curbs through out town							
6710	Civic Center			8/14/2026			$0.(
Medium	Keith Pierson				8/14/2026		
				8/14/2026 2:30:05 PM	8/14/2026		
Move school supplies from trailer at civic center							
6711	Public Works Building			8/14/2026			$0.(
Medium	Keith Pierson				8/14/2026		
				8/14/2026 2:32:06 PM	8/14/2026		
Pad walls in shop for metal							

Count: 56 Work Orders	**Avg. Age of WO's 109**	**Total for Complete**	**74**	**$2,174.4**
Count: 59 Work Orders	**Avg. Age of WO's** 104	**Grand Total**	74	$2,174.4

Work Order Summary List

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WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Tot Cos
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							
6670	Civic Center	RESTROOM MEN		7/27/2026			$0.(
Medium	Keith Pierson			17	8/13/2026		
Plumbing				7/27/2026 5:37:10 PM	8/13/2026		
one of the commodes in the mens bathroom needs fixed. Tim turned something off so the w ater w ouldn't run all over the floor anymore.							
Debbie McClure							
6671	Lancaster Circle			7/27/2026			$0.(
Medium	Randy Cook			17	8/13/2026		
Event Setup				7/27/2026 5:41:09 PM	8/13/2026		
African-American Cultural and Heritage Festival Banner needs to be hung in the circle. Schedule date is 8/4/2026 to 8/17/2026. Banner is at the visitors center.							
Debbie McClure							
6678	Streets			7/28/2026		0.5	$17.5
Medium	Randy Cook			1	7/29/2026		
				7/28/2026 10:40:11 AM	7/29/2026		
Please install AH banner in Lancaster Circle			put up banner				
Debbie McClure							
6679	Streets			7/29/2026		2.5	$87.5
Medium	Randy Cook				7/29/2026		
				7/29/2026 7:34:51 AM	7/29/2026		
Please paint handicap spaces around tow n			got 5 spaces painted				
Randy Cook							
6681	Streets			7/30/2026		1	$35.(
Medium	Randy Cook				7/30/2026		
				7/30/2026 7:55:22 AM	7/30/2026		
Please paint handicap spaces at Civic Center			paint handicap spaces				
Randy Cook							
6682	CVB Vehicle	#17 Ford Escape		7/30/2026			$0.(
Medium	Robert Hawkins			4	8/3/2026		
Mechanical				7/30/2026 11:47:47 AM	8/3/2026		
High PriorityNeed car serviced before Monday afternoon August 3rd. car has light on tire sensor default . After the car is serviced please take the keys to Darla. Car is being used to drive to conference. Thank you!			Replaced all four tires, and front tpms senor				
Debbie McClure							
6683	Visitors Center - Nancy	Main Floor reception		7/30/2026			$0.(
Medium	Robert Hawkins			14	8/13/2026		
Signage				7/30/2026 11:51:49 AM	8/13/2026		
please put highw ay signs out on 8/10 to 8/15.message should say:African American Parade/FestivalAug. 15 12PMIf you can't get everything on the first line then take out festivalthank you!							
Debbie McClure							

Work Order Summary List

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WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Tot
Priority	Assigned To	Area Description	Reason	WO Age	Actual Completion Date		Cos
Craft		Area Number	Deferred Until	Created Date/Time	Last Status Change Date		
Description			Action Taken				
Requester Name							
6618	Streets			6/30/2026			$0.
Medium				45	8/14/2026		
				6/30/2026 7:52:26 AM	8/14/2026		
please go thru out old section of Briar Run and get all the street names							
6626	Streets			7/7/2026			$0.
High	Curtis White			38	8/14/2026		
				7/7/2026 7:30:51 AM	8/14/2026		
Go thru out tow n and clean storm drains							
Randy Cook							
6646	Streets			7/14/2026		1.5	$30.
Medium	Randy Cook			14	7/28/2026		
				7/14/2026 8:33:08 AM	7/28/2026		
Cut w eeds and pick up trash along median concrete on N fairfax at signal light			cut weeds back				
Bill Silveous							
6647	Streets			7/14/2026		46.5	$1,152.
Medium	Randy Cook			15	7/29/2026		
				7/14/2026 8:34:39 AM	7/29/2026		
Install new signs and poles in Briar Run			Finish the first half of the old section material list 23- poles $ 814.6611- stop signs $ 492.2522- caps $ 64.6823 bags of concrete $171.8123 brackets $111.55 total material cost $1654.95				
Bill Silveous							
6656	PW VEHICLE	2024 Ford F350 Truck		7/22/2026			$0.
Medium	Robert Hawkins				7/22/2026		
				7/22/2026 12:19:36 PM	7/22/2026		
Service oil change			Service complete at 3824 miles oil change with filter				
Robert Haw kins							
6657	PW VEHICLE	Truck #15 Ford F350		7/23/2026			$0.
Medium	Robert Hawkins				7/23/2026		
				7/23/2026 9:37:15 AM	7/23/2026		
needs oil changed			Service complete at 32814, next service at 38814				
Robert Haw kins							
6660	Streets			7/27/2026			$0.
Medium	Keith Pierson				7/27/2026		
				7/27/2026 1:30:25 PM	7/27/2026		
clean up fallin tree and fix tw o sections of fence			Cleaned dead branches and cleaned up 15 ft off fence and installed two new fence sections				
6661	Public Works Building			7/27/2026			$0.
Medium	Keith Pierson				7/27/2026		
				7/27/2026 1:32:04 PM	7/27/2026		
Install new air system for compressor			Ran new hose line to 4 locations for acess to air				

Work Order Summary List

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WOID	Location	Bldg./Unit	Deferred By	Request Date	Target Completion Date	Labor Hours	Tot Cos
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							
5828	Streets			2/13/2025			$0.(
Medium				522	7/20/2026		
				3/5/2025 10:09:45 AM	7/20/2026		
sign needs to be repaired on W5th an Mineral							
Randy Cook							
5987	Streets			5/19/2025			$0.(
Medium	Curtis White			427	7/20/2026		
				5/21/2025 1:33:54 PM	7/20/2026		
install a no parking from here to corner sign at 19th and Fairfax							
Randy Cook							
6140	Civic Center	OFFICE AREA		8/14/2025			$0.(
Medium	Bill Silveous			340	7/20/2026		
Air Conditioning				8/14/2025 8:12:38 AM	7/20/2026		
Could I get the portable air conditioner set up in the upstairs office.							
Timothy Michael							
6232	PD. STATION	Station Inter.		9/30/2025			$0.(
Medium				293	7/20/2026		
Carpentry				9/30/2025 1:36:51 PM	7/20/2026		
Build shelves and cage in vacant office to store equipment and uniforms. Sigulinsky and Watson have plans for this project.							
Travis McBride							
6376	Streets			1/13/2026			$0.(
Medium	Curtis White			188	7/20/2026		
				1/15/2026 7:22:19 AM	7/20/2026		
pick up 2 dead deer at 5th Ave round about							
Randy Cook							
6405	PD. STATION	Station Inter.		2/5/2026			$0.(
Medium				165	7/20/2026		
Wall Mounting		Lobby		2/5/2026 10:00:58 AM	7/20/2026		
Shelf installed in the lobby has been ripped out of the w all and needs replaced.							
Travis McBride							
6413	PD. STATION	Station Inter.		2/11/2026			$0.(
Medium				159	7/20/2026		
Laborer		Squad Rm and		2/11/2026 11:00:51 AM	7/20/2026		
Move items from squad and equipment rooms. Sgt Sigulinsky spoke w ith Bill about w hat w as needed. Contact Sgt Sigulinsky if you need further.							
Travis McBride							

AGENDA ITEM IV.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Finance

ITEM TYPE: PRESENTATION

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

SUBJECT: Finance Department Status Report - July

Staff is providing the following items for your review:

- Accounts Payable Council Report for July 2026
- General Fund Budget Report through July 2026
- Capital Improvement Fund Budget Report through July 2026

As a reminder, the July and August 2026 collections pertaining to Fiscal Year 2026 are actively accrued to the prior year for audit reporting purposes. This impacts the reported revenues for primarily the tax collections (B&O, Hotel Tax, Utility Tax, Ad Valorem, etc.), but will also be applied to the payroll reimbursements and other miscellaneous items. All accruals for the Capital Budget (lottery/gaming revenues) have already been recorded, so no changes will be made to the July 2026 totals found in your Capital Budget Report

Should there be any questions or concerns regarding the data provided, please contact the City Manager or Finance Director for clarification or further assistance.

ATTACHMENTS:

July 2026 AP Council Report.pdf
July 2026 General Fund Budget Report.pdf
July 2026 Capital Fund Budget Report.pdf

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AT&T MOBILITY II, LLC	7/16/26	PD CAR CAD MIFI5G 6/6-7/5	GENERAL FUND	POLICE DEPARTMENT	281.85
				TOTAL:	281.85
10-42 TACTICAL LLC	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	95.00
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	59.95
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	202.99
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	15.00
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	10.00
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	836.00
	7/13/26	PD UNIFORMS/WEAPON LIGHTS	GENERAL FUND	POLICE DEPARTMENT	9.99
	7/13/26	PD HANDCUFF&MAG POUCHES	GENERAL FUND	POLICE DEPARTMENT	132.00
	7/13/26	PD HANDCUFF&MAG POUCHES	GENERAL FUND	POLICE DEPARTMENT	91.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	22.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	117.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	167.98
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	281.97
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	103.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	97.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	91.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	30.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	199.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	44.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	47.70
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	45.90
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	61.20
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	53.10
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	13.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	18.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	26.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	190.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	59.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	202.99
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	15.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	80.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	24.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	48.98
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	57.60
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	2,040.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	1,079.76
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	2,184.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	120.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	540.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	20.00
	7/13/26	PD UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	53.00
				TOTAL:	9,589.06
7-ELEVEN	7/13/26	HOLLAND FUEL 6/11/26	GENERAL FUND	PLANNING & ZONING	25.00
	7/13/26	SILVEOUS FUEL 6/25/26	GENERAL FUND	STREETS & TRANSPORT	88.92
	7/13/26	RF/CS 26' ICE X7 BAGS	PARKS & RECREATION	TOURISM & EVENTS	32.13
				TOTAL:	146.05
8X8, INC	7/13/26	PHONE JUN 26	GENERAL FUND	CITY HALL	507.36
				TOTAL:	507.36
ABC PEST CONTROL	7/15/26	PD PEST CONTROL JUL 26	GENERAL FUND	POLICE DEPARTMENT	30.00
				TOTAL:	30.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AC&T CO INC	7/13/26	P&R PT CRANES LN 5/25/26	PARKS & RECREATION	Parks & Recreation	178.00
	7/13/26	P&R PT LANCE SLUSHER PK 5/	PARKS & RECREATION	Parks & Recreation	178.00
	7/13/26	P&R PT WEST END PK 5/25/26	PARKS & RECREATION	Parks & Recreation	178.00
	7/13/26	RF/CS 26' PT 312 MILDRED 6	PARKS & RECREATION	TOURISM & EVENTS	230.00
	7/13/26	RF/CS 26' PT 410 S MILDRED	PARKS & RECREATION	TOURISM & EVENTS	115.00
	7/13/26	RF/CS 26' PT 107 LANC CR 6	PARKS & RECREATION	TOURISM & EVENTS	115.00
	7/13/26	RF/CS 26' PT 26 E 3RD AVE	PARKS & RECREATION	TOURISM & EVENTS	115.00
	7/13/26	RF/CS 26' PT 121 W 3RD 6/5	PARKS & RECREATION	TOURISM & EVENTS	178.00
				TOTAL:	1,287.00
ADVANCE AUTO PARTS	7/13/26	PW FORD F-150 OIL FILTER X	GENERAL FUND	STREETS & TRANSPORT	11.04
	7/13/26	RF/CS 26 DOOR PRIZES	PARKS & RECREATION	TOURISM & EVENTS	68.73
				TOTAL:	79.77
AFLAC	7/01/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	7/01/26	AFLAC AT	GENERAL FUND	NON-DEPARTMENTAL	61.50
	7/01/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	7/01/26	AFLAC Payable B4	GENERAL FUND	NON-DEPARTMENTAL	587.08
	7/01/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
	7/01/26	AFLAC PAYABLE B4	PARKS & RECREATION	NON-DEPARTMENTAL	67.74
				TOTAL:	1,432.64
AMAZON.COM	7/13/26	PLOTTER INK/ZEBRA INK	GENERAL FUND	CITY ADMINISTRATION	99.99
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	PLANNING & ZONING	14.99
	7/13/26	PLOTTER INK/ZEBRA INK	GENERAL FUND	PLANNING & ZONING	152.00
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	3.39
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	7.47
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	13.40
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	8.99
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	6.26
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	12.31
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	2.19
	7/13/26	CLARK OFFICE SUPPLIES	GENERAL FUND	CITY HALL	8.54
	7/13/26	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	32.71
	7/13/26	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	25.48
	7/13/26	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	32.37
	7/13/26	OFFICE SUPPLIES	GENERAL FUND	CITY HALL	8.99
	7/13/26	PW/CONF RM MONITOR BRACKET	GENERAL FUND	CITY HALL	135.23
	7/13/26	PD SHIPPING LABELS X1000	GENERAL FUND	POLICE DEPARTMENT	48.98
	7/13/26	PD HIGHLIGHTERS X12	GENERAL FUND	POLICE DEPARTMENT	13.36
	7/13/26	PW/CONF RM MONITOR BRACKET	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	135.23
	7/13/26	PW FURNITURE REFUND 5PC	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	399.00-
	7/13/26	P&R LARGE CORK BOARD	PARKS & RECREATION	Parks & Recreation	56.99
	7/13/26	P&R PORTABLE AC	PARKS & RECREATION	Parks & Recreation	306.96
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	9.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	49.98
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	14.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	11.98
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	9.95
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	5.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	8.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	8.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	41.99
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	20.80
	7/13/26	RF/CS 26' KID CAR SHOW SUP	PARKS & RECREATION	TOURISM & EVENTS	40.70
				TOTAL:	951.18

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMERICAN EXPRESS - MERCH FEES	7/06/26	JUNE2026 AMEX TRANSACTION	GENERAL FUND	CITY HALL	3.33
				TOTAL:	3.33
AMERICAN PRODUCERS SUPPLY	7/13/26	PW PT X1CASE	GENERAL FUND	STREETS & TRANSPORT	72.07
				TOTAL:	72.07
ANTHROPIC, PBC	7/13/26	WILT CLAUDE ANNL SUB 6/26-	GENERAL FUND	CITY ADMINISTRATION	214.00
				TOTAL:	214.00
APPLE VALLEY WASTE	7/13/26	PW P/U MAY 26	GENERAL FUND	STREETS & TRANSPORT	908.67
				TOTAL:	908.67
ASK HEATING & AIR CONDITIONING	7/13/26	CH 2ND COMPRESSOR REPAIR	GENERAL FUND	CITY HALL	4,274.86
	7/13/26	PD SVC CALL 6/11/26	GENERAL FUND	POLICE DEPARTMENT	300.00
				TOTAL:	4,574.86
AUTO ZONE	7/13/26	PD #12 BATTERY DISCONNECT	GENERAL FUND	POLICE DEPARTMENT	13.77
	7/13/26	PD #6 REPLACE DOOR HANDLE	GENERAL FUND	POLICE DEPARTMENT	49.00
	7/13/26	PW EXHAUST FLUID/ GASKET M	GENERAL FUND	STREETS & TRANSPORT	43.62
	7/13/26	PW EXHAUST FLUID/ GASKET M	GENERAL FUND	STREETS & TRANSPORT	24.47
	7/13/26	ZERO TURN SPARK PLUGS X2	GENERAL FUND	STREETS & TRANSPORT	13.00
	7/13/26	RF/CS 26 DOOR PRIZES	PARKS & RECREATION	TOURISM & EVENTS	23.98
				TOTAL:	167.84
AXON ENTERPRISE INC	7/13/26	PD NEW CAR CAMS X2	CAPITAL IMPROVEMEN	PUBLIC SAFETY	23,604.60
				TOTAL:	23,604.60
B4WV BUSINESS FOR WVA	7/13/26	FY26 P&R WVSOS ANNUAL REPO	PARKS & RECREATION	Parks & Recreation	25.56
				TOTAL:	25.56
BARCO PRODUCTS INC	7/15/26	MF 45 GAL TRASH BINS X7	CAPITAL IMPROVEMEN	PARKS & REC CAPITAL EX	8,602.84
				TOTAL:	8,602.84
BCN TELECOM INC	7/16/26	INTERNET JUL 26	GENERAL FUND	CITY HALL	537.22
	7/16/26	INTERNET JUL 26	GENERAL FUND	POLICE DEPARTMENT	265.95
	7/16/26	INTERNET JUL 26	GENERAL FUND	STREETS & TRANSPORT	265.95
	7/16/26	INTERNET JUL 26	PARKS & RECREATION	Parks & Recreation	265.95
	7/16/26	INTERNET JUL 26	PARKS & RECREATION	Parks & Recreation	265.95
				TOTAL:	1,601.02
BERKELEY CLUB BEVERAGES, INC	7/13/26	CH WATER X3 6/4/26	GENERAL FUND	CITY HALL	31.49
	7/13/26	PD WATER X3 6/4/26	GENERAL FUND	POLICE DEPARTMENT	31.49
	7/13/26	PW WATER X4 6/4/26	GENERAL FUND	STREETS & TRANSPORT	38.99
				TOTAL:	101.97
BOUNCE AND SPLASH INFLATABLES, LLC	7/13/26	RF/CS 26 INFLATABLES	PARKS & RECREATION	TOURISM & EVENTS	100.00
				TOTAL:	100.00
BP	7/13/26	CUSTER FUEL 6/3-11/26	GENERAL FUND	POLICE DEPARTMENT	201.88
	7/13/26	HOSBY-BROWN FUEL 5/30-6/20	GENERAL FUND	POLICE DEPARTMENT	268.54
	7/13/26	BABINOVA FUEL 6/27/26	GENERAL FUND	POLICE DEPARTMENT	76.20
	7/13/26	CISAR FUEL 6/3-29/26	GENERAL FUND	POLICE DEPARTMENT	399.09
	7/13/26	JEFFRIES FUEL 5/30-6/26/26	GENERAL FUND	POLICE DEPARTMENT	351.15
	7/13/26	MCBRIDE FUEL 6/1-25/26	GENERAL FUND	POLICE DEPARTMENT	611.57
	7/13/26	MEACHAM FUEL 6/14/26	GENERAL FUND	POLICE DEPARTMENT	79.10
	7/13/26	PORTNER FUEL 5/31-6/29/26	GENERAL FUND	POLICE DEPARTMENT	194.40

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/13/26	WALKER FUEL 5/29-6/28/26	GENERAL FUND	POLICE DEPARTMENT	662.60
	7/13/26	WATSON FUEL 6/4-26/26	GENERAL FUND	POLICE DEPARTMENT	429.13
				TOTAL:	3,273.66
BREEZY HR INC	7/13/26	HR CONSULT 6/20-7/20/26	GENERAL FUND	CITY ADMINISTRATION	189.00
				TOTAL:	189.00
BUREAU FOR CHILD SUPPORT ENFORCEMENT	7/02/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	7/17/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
	7/31/26	# 813397	GENERAL FUND	NON-DEPARTMENTAL	353.65
				TOTAL:	1,060.95
BURR PARK LIBERTY	7/13/26	LUTMAN FUEL 6/16-28/26	GENERAL FUND	POLICE DEPARTMENT	104.07
				TOTAL:	104.07
CAPITAL ELECTRIC	7/30/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	324.10
	7/30/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	17.05
				TOTAL:	341.15
CAROLINA FLAG & BANNER	7/16/26	WV & US FLAGS X11	GENERAL FUND	STREETS & TRANSPORT	84.00
	7/16/26	WV & US FLAGS X11	GENERAL FUND	STREETS & TRANSPORT	153.00
	7/16/26	WV & US FLAGS X11	GENERAL FUND	STREETS & TRANSPORT	115.50
	7/16/26	WV & US FLAGS X11	GENERAL FUND	STREETS & TRANSPORT	204.00
	7/16/26	WV & US FLAGS X11	GENERAL FUND	STREETS & TRANSPORT	20.00
				TOTAL:	576.50
CHARLES TOWN UTILITIES GENERAL FUND	7/13/26	WATER 4/15-5/15/26	GENERAL FUND	CITY HALL	167.98
	7/13/26	WATER 4/15-5/15/26	GENERAL FUND	POLICE DEPARTMENT	56.16
	7/13/26	WATER 4/15-5/15/26	GENERAL FUND	STREETS & TRANSPORT	344.67
	7/13/26	WATER 4/15-5/15/26	GENERAL FUND	STREETS & TRANSPORT	56.16
	7/13/26	WATER 4/15-5/15/26	GENERAL FUND	STREET LIGHTS	56.16
	7/13/26	CC WATER 4/15-5/15/26	PARKS & RECREATION	Parks & Recreation	287.86
	7/13/26	CC WATER 4/15-5/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	7/13/26	CVB WATER 4/15-5/15/26	PARKS & RECREATION	Parks & Recreation	56.16
	7/13/26	MF SEWER 4/30-5/30/26	PARKS & RECREATION	Parks & Recreation	30.48
				TOTAL:	1,111.79
CHATGPT SUBSCRIPTION	7/13/26	RINEHART OPEN AI SUB 5/26	GENERAL FUND	CITY ADMINISTRATION	21.40
				TOTAL:	21.40
CHICK-FIL-A	7/13/26	CITY MANAGERS LUNCH 6/1/26	GENERAL FUND	CITY ADMINISTRATION	74.40
				TOTAL:	74.40
CITY OF RANSON - PETTY CASH	7/21/26	PETTY CASH REPLENISHMENT	GENERAL FUND	NON-DEPARTMENTAL	92.00
				TOTAL:	92.00
CNA SURETY DIRECT BILL	7/13/26	FY27 RENNER BOND	GENERAL FUND	POLICE JUDGE'S OFFICE	100.00
				TOTAL:	100.00
COMPLETE DOCUMENT SOLUTIONS, CENTRAL P	7/15/26	PW COPY OVG 6/1-30/26	GENERAL FUND	STREETS & TRANSPORT	10.14
				TOTAL:	10.14
CONSTANT CONTACT	7/13/26	EMAILS JUN 26	PARKS & RECREATION	Parks & Recreation	131.00
				TOTAL:	131.00
CREAMERS TIRE & AUTO SERVICE CENTER	7/13/26	PD #17 REPLACE TIRE SENSOR	GENERAL FUND	POLICE DEPARTMENT	73.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/13/26	PD #4 MOUNT/BAL TIRE X1	GENERAL FUND	POLICE DEPARTMENT	38.85
				TOTAL:	112.60
CUSTOM PRODUCTS CORPORATION	7/23/26	PW STREET SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	242.50
	7/23/26	PW STREET SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	147.00
	7/23/26	PW STREET SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	313.18
	7/23/26	PW STREET SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	93.46
	7/23/26	PW STREET SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	189.13
				TOTAL:	985.27
DAVID L HOWELL	7/21/26	FY26 RANSON AUDIT 35%	GENERAL FUND	CITY HALL	6,275.00
				TOTAL:	6,275.00
DEPARTMENT OF TAX & REVENUE	7/31/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,068.00
	7/31/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	302.00
	7/31/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,384.00
	7/31/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	104.00
	7/31/26	WV State Withholding	GENERAL FUND	NON-DEPARTMENTAL	4,677.00
				TOTAL:	13,535.00
DIGITAL DOCUMENT SOLUTIONS	7/13/26	PLOTTER REPAIR 5/22/26	GENERAL FUND	CITY HALL	370.42
	7/21/26	P&Z COP OVG 7/25-7/26	GENERAL FUND	CITY HALL	287.27
				TOTAL:	657.69
DIRTY GIRL	7/13/26	CLEANING 6/10-7/2/26	GENERAL FUND	CITY HALL	1,200.00
	7/30/26	CLEANING 7/4-26/26	GENERAL FUND	CITY HALL	1,400.00
	7/13/26	CLEANING 6/10-7/2/26	GENERAL FUND	POLICE DEPARTMENT	612.50
	7/30/26	CLEANING 7/4-26/26	GENERAL FUND	POLICE DEPARTMENT	526.50
	7/13/26	CLEANING 6/10-7/2/26	GENERAL FUND	STREETS & TRANSPORT	1,050.00
	7/30/26	CLEANING 7/4-26/26	GENERAL FUND	STREETS & TRANSPORT	900.00
	7/13/26	CLEANING 6/10-7/2/26	PARKS & RECREATION	Parks & Recreation	400.00
	7/13/26	CLEANING 6/10-7/2/26	PARKS & RECREATION	Parks & Recreation	600.00
	7/13/26	CLEANING 6/10-7/2/26	PARKS & RECREATION	Parks & Recreation	300.00
	7/30/26	CLEANING 7/4-26/26	PARKS & RECREATION	Parks & Recreation	300.00
	7/30/26	CLEANING 7/4-26/26	PARKS & RECREATION	Parks & Recreation	700.00
	7/30/26	CLEANING 7/4-26/26	PARKS & RECREATION	Parks & Recreation	900.00
				TOTAL:	8,889.00
DOLLAR TREE	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	69.25
				TOTAL:	69.25
EAST MOUNTAIN HEALTH PHYSICIANS INC	7/13/26	BABINOVA DRUG SCREEN 5/22/	GENERAL FUND	POLICE DEPARTMENT	37.00
	7/16/26	BABINOVA PHYSICAL 6/18/26	GENERAL FUND	POLICE DEPARTMENT	345.75
				TOTAL:	382.75
EASTERN PANHANDLE REGIONAL PLANNING &	7/15/26	FY27 CONTR REG 9 & HEPMO	GENERAL FUND	REGIONAL DEVELOPMENT A	9,399.09
				TOTAL:	9,399.09
ETS CORPORATION	7/02/26	JUNE2026 MERCH FEES - MGO	GENERAL FUND	CITY HALL	4,811.45
				TOTAL:	4,811.45
EXECUTIVE EMERGENCY LIGHTING LLC	7/13/26	PD DOG EARED MIC CLIP	GENERAL FUND	POLICE DEPARTMENT	18.24
	7/13/26	PD USB CABLES/EXT CABLES	GENERAL FUND	POLICE DEPARTMENT	26.38
	7/13/26	PD USB CABLES/EXT CABLES	GENERAL FUND	POLICE DEPARTMENT	33.92
	7/13/26	PD CRADLEPNT COMP IN CAR P	CAPITAL IMPROVEMEN	PUBLIC SAFETY	5,700.80
	7/13/26	PD CRADLEPNT COMP IN CAR P	CAPITAL IMPROVEMEN	PUBLIC SAFETY	211.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/13/26	PD CRADLEPNT COMP IN CAR P	CAPITAL IMPROVEMEN	PUBLIC SAFETY	159.30
	7/13/26	PD CRADLEPNT COMP IN CAR P	CAPITAL IMPROVEMEN	PUBLIC SAFETY	131.90
	7/13/26	PD CRADLEPNT COMP IN CAR P	CAPITAL IMPROVEMEN	PUBLIC SAFETY	169.60
				TOTAL:	6,451.64
FACEBOOK	7/13/26	RF/CS 26 AD 5/19-29/26	PARKS & RECREATION	Parks & Recreation	26.81
				TOTAL:	26.81
FIRST CITIZEN BANK & TRUST CO	7/13/26	2ND FLR COPIER JUNE2026	GENERAL FUND	CITY HALL	247.00
	7/28/26	1&3 FLR COPIER JUL 26	GENERAL FUND	CITY HALL	478.00
				TOTAL:	725.00
FISHER AUTO PARTS INC	7/13/26	JEEP BATTERY REPLACEMENT	GENERAL FUND	CITY HALL	175.95
	7/13/26	PD #12 CORE RETURN	GENERAL FUND	POLICE DEPARTMENT	18.00-
	7/13/26	PD #4 CABIN AIR FILTER X1	GENERAL FUND	POLICE DEPARTMENT	14.69
	7/13/26	PD #14 BRK PADS/ ROTORS	GENERAL FUND	POLICE DEPARTMENT	49.49
	7/13/26	PD #14 BRK PADS/ ROTORS	GENERAL FUND	POLICE DEPARTMENT	127.90
	7/13/26	PD #12 BATTERY/CABIN FILTE	GENERAL FUND	POLICE DEPARTMENT	209.95
	7/13/26	PD #12 BATTERY/CABIN FILTE	GENERAL FUND	POLICE DEPARTMENT	18.00
	7/13/26	PD #12 BATTERY/CABIN FILTE	GENERAL FUND	POLICE DEPARTMENT	18.38
	7/13/26	PW SHOP WIPERS X8	GENERAL FUND	STREETS & TRANSPORT	59.04
	7/13/26	RF/CS 26 DOOR PRIZE	PARKS & RECREATION	TOURISM & EVENTS	63.90
				TOTAL:	719.30
FRONTIER	7/15/26	CH FAX LINE JUL 26	GENERAL FUND	CITY HALL	189.72
	7/16/26	CH ELEV JUL 26	GENERAL FUND	CITY HALL	123.17
	7/21/26	TRIFECTA ALRM JUL 26	GENERAL FUND	CITY HALL	232.82
	7/21/26	PD FAX LINE JUL 26	GENERAL FUND	POLICE DEPARTMENT	244.78
				TOTAL:	790.49
HARBOR FREIGHT TOOLS	7/13/26	PW 30" STORAGE BOX	GENERAL FUND	STREETS & TRANSPORT	139.99
	7/13/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	54.99
	7/13/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	33.99
	7/13/26	PW TOOLS	GENERAL FUND	STREETS & TRANSPORT	23.99
				TOTAL:	252.96
HARRIS TREE REMOVAL & SERVICES	7/15/26	4TH AVE 2 TREE RMVLS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	3,500.00
				TOTAL:	3,500.00
HDL COMPANIES	7/13/26	B&O COLLECTIONS JUNE2026	GENERAL FUND	CITY HALL	67.50
				TOTAL:	67.50
HOME DEPOT	7/13/26	CH FLOWERS	GENERAL FUND	CITY HALL	5.98
	7/13/26	PD STORAGE BIN X2	GENERAL FUND	POLICE DEPARTMENT	36.34
	7/13/26	PD EXTGSHRS/TOOL BOX	GENERAL FUND	POLICE DEPARTMENT	99.97
	7/13/26	PD EXTGSHRS/TOOL BOX	GENERAL FUND	POLICE DEPARTMENT	211.76
	7/13/26	PD HOSE HANGER/BOX CUTTER	GENERAL FUND	POLICE DEPARTMENT	23.96
	7/13/26	PW BLDG DOORBELL/TOOL BELT	GENERAL FUND	STREETS & TRANSPORT	29.98
	7/13/26	PW SHOP BLDG LIGHTS	GENERAL FUND	STREETS & TRANSPORT	7.33
	7/13/26	PD HOSE HANGER/BOX CUTTER	GENERAL FUND	STREETS & TRANSPORT	7.97
	7/13/26	PW PT X24	GENERAL FUND	STREETS & TRANSPORT	49.96
	7/13/26	PW TRASH BAGS/GLOVES	GENERAL FUND	STREETS & TRANSPORT	167.82
	7/13/26	PW TRASH BAGS/GLOVES	GENERAL FUND	STREETS & TRANSPORT	5.47
	7/13/26	PW FLOWERS	GENERAL FUND	STREETS & TRANSPORT	95.68
	7/13/26	PW SHOVELS X2	GENERAL FUND	STREETS & TRANSPORT	47.94
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	12.62

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	29.97
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	10.97
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	23.98
	7/13/26	PW PICTURE HOOKS/SCREWS	GENERAL FUND	STREETS & TRANSPORT	43.06
	7/13/26	PW PICTURE HANGERS	GENERAL FUND	STREETS & TRANSPORT	14.86
	7/13/26	PW BLDG DOORBELL/TOOL BELT	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	65.94
	7/13/26	PW SHOP BLDG LIGHTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	499.70
	7/13/26	PW SHOP BLDG LIGHTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	3.68
	7/13/26	PW SHOP BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	24.98
	7/13/26	PW SHOP BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	7.28
	7/13/26	PW BUILDING SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	20.98
	7/13/26	PW BUILDING SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	21.47
	7/13/26	PW BUILDING SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	10.48
	7/13/26	PW BUILDING SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1.96
	7/13/26	PW BLDG SHOP SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	29.48
	7/13/26	PW BLDG SHOP SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	16.94
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	164.91
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	15.96
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	23.96
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	10.44
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	24.98
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	47.92
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	6.87
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	9.98
	7/13/26	PW BLDG SUPPLIES	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	418.00
	7/13/26	PW ICE MAKER PARTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	17.56
	7/13/26	PW ICE MAKER PARTS	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	22.65
	7/13/26	CLEAR VINYL ICE MKR TUBE 1	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	10.96
				TOTAL:	2,402.70
HOME TEAM PEST DEFENSE	7/13/26	CH PEST CONTROL JUN 26	GENERAL FUND	CITY HALL	301.20
	7/13/26	PW PEST CONTROL JUN 26	GENERAL FUND	STREETS & TRANSPORT	87.30
	7/13/26	CVB PEST CONTROL JUN 26	PARKS & RECREATION	Parks & Recreation	150.00
				TOTAL:	538.50
INTERNAL REVENUE SERVICE	7/02/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	12,577.67
	7/02/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	1,018.02
	7/17/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	14,466.80
	7/17/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	119.77
	7/31/26	Federal Withholding	GENERAL FUND	NON-DEPARTMENTAL	13,176.29
	7/02/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,089.88
	7/02/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	518.13
	7/17/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,703.26
	7/17/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	114.64
	7/22/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	419.50
	7/31/26	Social Security Payable	GENERAL FUND	NON-DEPARTMENTAL	8,847.59
	7/02/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	1,891.98
	7/02/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	121.17
	7/17/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	2,035.45
	7/17/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	26.81
	7/22/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	98.25
	7/31/26	Medicare Payable	GENERAL FUND	NON-DEPARTMENTAL	2,069.16
	7/31/26	Social Security Payable	GENERAL FUND	MAYOR'S OFFICE	62.00
	7/31/26	Medicare Payable	GENERAL FUND	MAYOR'S OFFICE	14.50
	7/31/26	Social Security Payable	GENERAL FUND	CITY COUNCIL	258.35
	7/31/26	Medicare Payable	GENERAL FUND	CITY COUNCIL	60.40

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/02/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	879.64
	7/17/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	879.64
	7/31/26	Social Security Payable	GENERAL FUND	CITY ADMINISTRATION	1,133.31
	7/02/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	205.72
	7/17/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	205.72
	7/31/26	Medicare Payable	GENERAL FUND	CITY ADMINISTRATION	265.05
	7/31/26	Social Security Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	117.80
	7/31/26	Medicare Payable	GENERAL FUND	POLICE JUDGE'S OFFICE	27.55
	7/02/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	848.69
	7/17/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	1,116.36
	7/22/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	33.56
	7/31/26	Social Security Payable	GENERAL FUND	PLANNING & ZONING	927.22
	7/02/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	198.49
	7/17/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	261.08
	7/22/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	7.86
	7/31/26	Medicare Payable	GENERAL FUND	PLANNING & ZONING	216.85
	7/02/26	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	7/17/26	Social Security Payable	GENERAL FUND	CITY HALL	666.41
	7/31/26	Social Security Payable	GENERAL FUND	CITY HALL	702.20
	7/02/26	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	7/17/26	Medicare Payable	GENERAL FUND	CITY HALL	155.85
	7/31/26	Medicare Payable	GENERAL FUND	CITY HALL	164.23
	7/02/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	4,103.47
	7/02/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	518.13
	7/17/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	4,449.18
	7/17/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	114.64
	7/22/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	218.14
	7/31/26	Social Security Payable	GENERAL FUND	POLICE DEPARTMENT	3,969.40
	7/02/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	959.67
	7/02/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	121.17
	7/17/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	1,040.55
	7/17/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	26.81
	7/22/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	51.09
	7/31/26	Medicare Payable	GENERAL FUND	POLICE DEPARTMENT	928.31
	7/02/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,591.67
	7/17/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,591.67
	7/22/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	167.80
	7/31/26	Social Security Payable	GENERAL FUND	STREETS & TRANSPORT	1,677.31
	7/02/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.25
	7/17/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	372.25
	7/22/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	39.30
	7/31/26	Medicare Payable	GENERAL FUND	STREETS & TRANSPORT	392.27
				TOTAL:	107,230.19
IVERITASNOW LLC	7/23/26	PD POLYGRAPH X1 JUL 26	GENERAL FUND	POLICE DEPARTMENT	500.00
				TOTAL:	500.00
JEFFERSON COUNTY CHAMBER OF COMMERCE,	7/13/26	RA MEMBER MTG JUN 26	GENERAL FUND	PLANNING & ZONING	28.00
				TOTAL:	28.00
JEFFERSON COUNTY SOLID WASTE AUTHORITY	7/13/26	PW WASTE LOADS JUNE2026	GENERAL FUND	STREETS & TRANSPORT	385.14
				TOTAL:	385.14
JEFFERSON PUBLISHING CO. INC	7/13/26	NPH PRES PNT PH4 5/14/26	GENERAL FUND	PLANNING & ZONING	41.94
	7/13/26	NPH JEFF TERR RD 5/28/26	GENERAL FUND	PLANNING & ZONING	53.42
	7/13/26	NPH PKLND COM SEC 3 6/11/2	GENERAL FUND	PLANNING & ZONING	46.86

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/13/26	NPH PKLD COMM SUB SEC 1 6/	GENERAL FUND	PLANNING & ZONING	40.30
	7/13/26	NPH PKLND COMM SUB SEC 2 6	GENERAL FUND	PLANNING & ZONING	40.30
	7/13/26	NPH HNTWL W PH 3A 6/11/26	GENERAL FUND	PLANNING & ZONING	46.86
	7/13/26	RANSON MUN ELE BLT SAMPLE	GENERAL FUND	ELECTIONS	64.54
				TOTAL:	334.22
JEFFERSON SECURITY BANK	7/02/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	610.00
	7/17/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	610.00
	7/31/26	Christmas Club	GENERAL FUND	NON-DEPARTMENTAL	610.00
				TOTAL:	1,830.00
JOHN HANCOCK	7/02/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	10,114.87
	7/17/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	10,433.49
	7/31/26	457b payment	GENERAL FUND	NON-DEPARTMENTAL	10,876.90
	7/02/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	7/17/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	7/31/26	SMITH 401 LOAN REPYMT	GENERAL FUND	NON-DEPARTMENTAL	15.73
	7/02/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	677.96
	7/17/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	606.98
	7/31/26	Ret OVT Contribution	GENERAL FUND	NON-DEPARTMENTAL	255.31
	7/02/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	346.53
	7/17/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	348.12
	7/31/26	ROTH 457b Payment	GENERAL FUND	NON-DEPARTMENTAL	362.29
	7/02/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	686.84
	7/17/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	686.84
	7/31/26	401a Payment	GENERAL FUND	CITY ADMINISTRATION	878.30
	7/02/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	496.17
	7/17/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	496.17
	7/31/26	457b payment	GENERAL FUND	CITY ADMINISTRATION	682.29
	7/02/26	401a Payment	GENERAL FUND	PLANNING & ZONING	659.81
	7/17/26	401a Payment	GENERAL FUND	PLANNING & ZONING	866.61
	7/31/26	401a Payment	GENERAL FUND	PLANNING & ZONING	721.33
	7/02/26	457b payment	GENERAL FUND	PLANNING & ZONING	570.17
	7/17/26	457b payment	GENERAL FUND	PLANNING & ZONING	771.94
	7/31/26	457b payment	GENERAL FUND	PLANNING & ZONING	627.16
	7/02/26	401a Payment	GENERAL FUND	CITY HALL	511.84
	7/17/26	401a Payment	GENERAL FUND	CITY HALL	511.84
	7/31/26	401a Payment	GENERAL FUND	CITY HALL	539.32
	7/02/26	457b payment	GENERAL FUND	CITY HALL	511.84
	7/17/26	457b payment	GENERAL FUND	CITY HALL	511.84
	7/31/26	457b payment	GENERAL FUND	CITY HALL	539.32
	7/02/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,678.91
	7/17/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,678.91
	7/31/26	401a Payment	GENERAL FUND	POLICE DEPARTMENT	2,784.29
	7/02/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,678.91
	7/17/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,678.91
	7/31/26	457b payment	GENERAL FUND	POLICE DEPARTMENT	2,784.29
	7/02/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	7/17/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,239.88
	7/31/26	401a Payment	GENERAL FUND	STREETS & TRANSPORT	1,305.37
	7/02/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	7/17/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,189.89
	7/31/26	457b payment	GENERAL FUND	STREETS & TRANSPORT	1,253.98
				TOTAL:	69,042.38
JOHNSON & JOHNSON HEATING AND A/C	7/13/26	CC REPLACE FAN MOTOR&BLADE	PARKS & RECREATION	Parks & Recreation	2,664.88

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	2,664.88
KEEP IT SMOKIN BBQ	7/13/26	RF/CS 26 EMPLOYEE MEAL COU	PARKS & RECREATION	TOURISM & EVENTS	45.00
				TOTAL:	45.00
KIMLEY - HORN AND ASSOCIATES INC.	7/28/26	FY26 GEN SVC JUN 26	GENERAL FUND	PLANNING & ZONING	4,093.52
	7/28/26	RANSON MAP UPDT JUN 26	GENERAL FUND	PLANNING & ZONING	278.50
				TOTAL:	4,372.02
LEAF	7/21/26	PW COPIER BUYOUTJUL 26	GENERAL FUND	STREETS & TRANSPORT	369.00
	7/15/26	PW COPIER JUN 26	GENERAL FUND	STREETS & TRANSPORT	123.00
				TOTAL:	492.00
LINCOLN FINANCIAL GROUP	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	NON-DEPARTMENTAL	346.46
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY ADMINISTRATION	337.08
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	PLANNING & ZONING	411.07
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	CITY HALL	267.14
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	POLICE DEPARTMENT	1,274.83
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	GENERAL FUND	STREETS & TRANSPORT	653.98
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	NON-DEPARTMENTAL	96.44
	7/01/26	JUL LIFE INS,STD,LTD,PREMI	PARKS & RECREATION	Parks & Recreation	179.55
				TOTAL:	3,566.55
MARTINS FOOD STORE	7/13/26	POLL WORKER REFRESHMENTS	GENERAL FUND	ELECTIONS	15.98
				TOTAL:	15.98
MATTHEW W. ANDERSON, PE, PLLC	7/15/26	INSPECTIONS 5/20/26	GENERAL FUND	PLANNING & ZONING	500.00
	7/15/26	INSPECTIONS 5/29/26	GENERAL FUND	PLANNING & ZONING	500.00
	7/13/26	INSPECTIONS 6/1-4/26	GENERAL FUND	PLANNING & ZONING	1,500.00
	7/13/26	INSPECTIONS 6/8-12/26	GENERAL FUND	PLANNING & ZONING	1,500.00
	7/13/26	INPECTIONS 6/15-18/26	GENERAL FUND	PLANNING & ZONING	2,000.00
	7/16/26	INSPECTIONS 6/30/26	GENERAL FUND	PLANNING & ZONING	500.00
				TOTAL:	6,500.00
MCP INSPECTIONS	7/15/26	INSPECTIONS 6/22-7/3/26	GENERAL FUND	PLANNING & ZONING	2,900.00
	7/15/26	INSPECTIONS 6/22-7/3/26	GENERAL FUND	PLANNING & ZONING	2,000.00
	7/30/26	INSPECTIONS 7/6-17/26	GENERAL FUND	PLANNING & ZONING	2,550.00
	7/30/26	INSPECTIONS 7/6-17/26	GENERAL FUND	PLANNING & ZONING	2,950.00
				TOTAL:	10,400.00
METLIFE	7/01/26	JUL 2026 DENTAL INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	340.76
	7/01/26	JUL 2026 DENTAL INS PREMIU	GENERAL FUND	PLANNING & ZONING	133.67
	7/01/26	JUL 2026 DENTAL INS PREMIU	GENERAL FUND	CITY HALL	198.27
	7/01/26	JUL 2026 DENTAL INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	1,276.39
	7/01/26	JUL 2026 DENTAL INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	976.75
	7/01/26	JUL 2026 DENTAL INS PREMIU	PARKS & RECREATION	Parks & Recreation	101.37
				TOTAL:	3,027.21
MID ATLANTIC ENTRY MD, LLC	7/21/26	PD GATE REPAIR 4/10/26	GENERAL FUND	POLICE DEPARTMENT	800.00
				TOTAL:	800.00
MUNICIPAL FINANCE OFFICER'S ASSOCIATIO	7/02/26	BA ANNUAL DUES FY27	GENERAL FUND	CITY HALL	125.00
				TOTAL:	125.00
NAPA AUTO PARTS	7/13/26	420 FRNT LDR HOSE RPLCMNT	GENERAL FUND	STREETS & TRANSPORT	179.45
	7/13/26	RF/CS 26 DOOR PRIZES	PARKS & RECREATION	TOURISM & EVENTS	33.06

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	212.51
NATHAN DOCK	7/21/26	BLD PRMT RFND 26-798	GENERAL FUND	NON-DEPARTMENTAL	25.00
				TOTAL:	25.00
ORACLE ELEVATOR HOLDCO, INC	7/13/26	CH ELEVATOR MAINT JUN 26	GENERAL FUND	CITY HALL	180.77
				TOTAL:	180.77
PAYMENTECH - MERCH FEES	7/02/26	JUNE2026 TYLER CITY CC FEE	GENERAL FUND	CITY HALL	679.66
				TOTAL:	679.66
PEIA	7/13/26	JUL 2026 HEALTH INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	7,231.44
	7/13/26	JUL 2026 HEALTH INS PREMIU	GENERAL FUND	PLANNING & ZONING	3,863.90
	7/13/26	JUL 2026 HEALTH INS PREMIU	GENERAL FUND	CITY HALL	4,815.92
	7/13/26	JUL 2026 HEALTH INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	23,553.66
	7/13/26	JUL 2026 HEALTH INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	17,266.80
	7/13/26	JUL 2026 HEALTH INS PREMIU	PARKS & RECREATION	NON-DEPARTMENTAL	21.80
	7/13/26	JUL 2026 HEALTH INS PREMIU	PARKS & RECREATION	Parks & Recreation	2,756.04
				TOTAL:	59,509.56
PITNEY BOWES PURCHASE POWER	7/21/26	POSTAGE JUL 26	GENERAL FUND	CITY HALL	502.25
				TOTAL:	502.25
PIZZA CITY II	7/13/26	POLL WORKERS LUNCH 6/3/26	GENERAL FUND	ELECTIONS	131.82
	7/13/26	PW BLDG OPN HOUSE FOOD 5/2	GENERAL FUND	STREETS & TRANSPORT	255.63
				TOTAL:	387.45
R&L LANDSCAPES, INC.	7/13/26	LANDSCAPE JUN 26	GENERAL FUND	POLICE DEPARTMENT	183.33
	7/13/26	LANDSCAPE JUN 26	GENERAL FUND	STREETS & TRANSPORT	9,679.04
	7/13/26	P&R PARKS LANDSCAPE JUN 26	PARKS & RECREATION	Parks & Recreation	1,999.90
	7/13/26	LANDSCAPE JUN 26	PARKS & RECREATION	Parks & Recreation	308.33
	7/13/26	LANDSCAPE JUN 26	PARKS & RECREATION	Parks & Recreation	125.00
				TOTAL:	12,295.60
RANSON BUILDERS CONSORTIUM LLC	7/15/26	FY2026 Q4 FSPS FEES	CAPITAL IMPROVEMEN	INVALID DEPARTMENT	143,000.00
				TOTAL:	143,000.00
RANSON POST OFFICE	7/13/26	PD MAIL ACDMY PACKET	GENERAL FUND	POLICE DEPARTMENT	11.65
	7/13/26	PD STAMPS X200	GENERAL FUND	POLICE DEPARTMENT	156.00
				TOTAL:	167.65
RC TOWING LLC	7/15/26	PD #3 TOW 7/6/26	GENERAL FUND	POLICE DEPARTMENT	212.18
				TOTAL:	212.18
RCS SECURITY	7/13/26	CH CELL COMM/MONT 5/1-7/31	GENERAL FUND	CITY HALL	36.00
	7/13/26	CH CELL COMM/MONT 5/1-7/31	GENERAL FUND	CITY HALL	54.00
	7/13/26	PW MONT/CELL COMM 5/1-7/31	GENERAL FUND	STREETS & TRANSPORT	54.00
	7/13/26	PW MONT/CELL COMM 5/1-7/31	GENERAL FUND	STREETS & TRANSPORT	36.00
				TOTAL:	180.00
ROYAL FARMS	7/13/26	SZMIDT FUEL 6/6/26	GENERAL FUND	POLICE DEPARTMENT	62.30
				TOTAL:	62.30
RYAN HOMES/NVR INC	7/21/26	BLD PRMT RFND 26-587	GENERAL FUND	NON-DEPARTMENTAL	50.00
	7/21/26	BLD PRMT RFND 26-589	GENERAL FUND	NON-DEPARTMENTAL	50.00
				TOTAL:	100.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SCPDC	7/15/26	MY GOV JUN 26	GENERAL FUND	PLANNING & ZONING	540.42
				TOTAL:	540.42
SHARE CORPORATION	7/21/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	118.80
	7/21/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	424.80
	7/21/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	42.62
				TOTAL:	586.22
SHEETZ	7/13/26	COULTER FUEL 6/12/26	GENERAL FUND	PLANNING & ZONING	47.12
	7/13/26	CUSTER FUEL 6/24/26	GENERAL FUND	POLICE DEPARTMENT	77.86
	7/13/26	LUTMAN FUEL 5/29/26	GENERAL FUND	POLICE DEPARTMENT	47.23
	7/13/26	SZMIDT FUEL 6/4-26/26	GENERAL FUND	POLICE DEPARTMENT	132.65
	7/13/26	CROSS FUEL 6/24/26	GENERAL FUND	STREETS & TRANSPORT	120.20
	7/13/26	DIX FUEL 5/29-6/24/26	GENERAL FUND	STREETS & TRANSPORT	157.10
	7/13/26	HARDER FUEL 6/15-23/26	GENERAL FUND	STREETS & TRANSPORT	306.16
	7/13/26	SMITH FUEL 6/8/26	GENERAL FUND	STREETS & TRANSPORT	100.28
	7/13/26	COOK FUEL 6/4-26/26	GENERAL FUND	STREETS & TRANSPORT	186.99
	7/13/26	PIERSON FUEL 6/12/26	GENERAL FUND	STREETS & TRANSPORT	85.94
	7/13/26	SILVEOUS FUEL 6/4/26	GENERAL FUND	STREETS & TRANSPORT	115.11
	7/13/26	MICHAEL FUEL 6/11/26	PARKS & RECREATION	Parks & Recreation	64.50
				TOTAL:	1,441.14
SIGNIFY NORTH AMERICA CORPORATION	7/21/26	PW ST LIGHT POLES X5	CAPITAL IMPROVEMEN	STREETS - PUBLIC WORKS	1,875.00
				TOTAL:	1,875.00
SOUTHERN STATES	7/13/26	STRAW BALE X4	GENERAL FUND	STREETS & TRANSPORT	35.00
				TOTAL:	35.00
SUNBELT RENTALS, INC	7/30/26	PW BLDG GRINDER RENTAL	GENERAL FUND	STREETS & TRANSPORT	233.16
				TOTAL:	233.16
SUNOCO	7/13/26	MEACHAM FUEL 6/6/26	GENERAL FUND	POLICE DEPARTMENT	81.81
	7/13/26	LONGERBEAM FUEL 6/5-26/26	GENERAL FUND	STREETS & TRANSPORT	138.66
	7/13/26	HAWKINS FUEL 6/5/26	GENERAL FUND	STREETS & TRANSPORT	89.60
				TOTAL:	310.07
T-MOBILE	7/28/26	CELL PHONES JUL 26	GENERAL FUND	CITY ADMINISTRATION	77.82
	7/28/26	CELL PHONES JUL 26	GENERAL FUND	PLANNING & ZONING	85.00
	7/28/26	CELL PHONES JUL 26	GENERAL FUND	CITY HALL	226.20
	7/28/26	CELL PHONES JUL 26	GENERAL FUND	POLICE DEPARTMENT	62.66
	7/28/26	CELL PHONES JUL 26	GENERAL FUND	STREETS & TRANSPORT	308.22
	7/28/26	CELL PHONES JUL 26	PARKS & RECREATION	Parks & Recreation	28.80
	7/28/26	CELL PHONES JUL 26	PARKS & RECREATION	Parks & Recreation	28.80
				TOTAL:	817.50
TEAM ONE NETWORK	7/13/26	MEACHAM COURSE REFUND	GENERAL FUND	POLICE DEPARTMENT	995.00-
	7/13/26	PD MEACHAM FIREARMS TRNG 8	GENERAL FUND	POLICE DEPARTMENT	995.00
				TOTAL:	0.00
TEK ADVISORS LLC	7/02/26	COMP MAINT JUL 26	GENERAL FUND	CITY HALL	6,829.05
	7/02/26	COMP MAINT JUL 26	GENERAL FUND	CITY HALL	830.75
	7/02/26	COMP MAINT JUL 26	GENERAL FUND	POLICE DEPARTMENT	380.00
	7/02/26	COMP MAINT JUL 26	GENERAL FUND	STREETS & TRANSPORT	213.75
	7/02/26	COMP MAINT JUL 26	CAPITAL IMPROVEMEN	GENERAL GOVERNMENT	2,305.44
	7/02/26	COMP MAINT JUL 26	PARKS & RECREATION	Parks & Recreation	23.75
				TOTAL:	10,582.74

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THOS SOMERVILLE CO	7/13/26	P&R TOILET REPAIR	PARKS & RECREATION	Parks & Recreation	138.74
				TOTAL:	138.74
TIMOTHY CROSS	7/15/26	PD #12 DETAILING	GENERAL FUND	POLICE DEPARTMENT	295.00
	7/16/26	PD #11 DETAILING	GENERAL FUND	POLICE DEPARTMENT	170.00
				TOTAL:	465.00
TIMOTHY P. STRANKO, ESQ	7/15/26	LEGAL RETAINER JUL 26	GENERAL FUND	CITY HALL	4,500.00
				TOTAL:	4,500.00
TINT WIZARD	7/21/26	PD #19 &24 LETTER & WRAP	CAPITAL IMPROVEMEN	PUBLIC SAFETY	4,900.00
	7/21/26	PD #24&19 LETTER/WRAP	CAPITAL IMPROVEMEN	PUBLIC SAFETY	5,200.00
				TOTAL:	10,100.00
TRACTOR SUPPLY	7/13/26	24PK WATER X6	GENERAL FUND	STREETS & TRANSPORT	32.94
	7/13/26	24PK WATER X6	GENERAL FUND	STREETS & TRANSPORT	32.94
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	4.99
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.49
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	19.99
				TOTAL:	98.35
TRIPLE CROWN CONSTRUCTION LLC	7/16/26	RFND BLD PRMT 26-113/26-1	GENERAL FUND	NON-DEPARTMENTAL	50.00
	7/16/26	RFND BLD PRMT 26-113/26-1	GENERAL FUND	NON-DEPARTMENTAL	50.00
				TOTAL:	100.00
TROPHIES "R" US, INC.	7/13/26	COUNCIL ROOM NAME TAGS X10	GENERAL FUND	MAYOR'S OFFICE	12.95
	7/13/26	COUNCIL ROOM NAME TAGS X10	GENERAL FUND	CITY COUNCIL	85.47
	7/13/26	COUNCIL ROOM NAME TAGS X10	GENERAL FUND	PLANNING & ZONING	38.85
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	259.95
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	224.95
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	979.75
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	187.92
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	704.70
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	270.00
	7/13/26	RF/CS 26' TROPHIES	PARKS & RECREATION	TOURISM & EVENTS	1,000.00-
				TOTAL:	1,764.54
TRUIST MERCHANT SERVICES	7/15/26	JUNE2026 PD OFFLINE CC FEE	GENERAL FUND	CITY HALL	266.95
				TOTAL:	266.95
TSYS MERCHANT SOLUTIONS	7/13/26	PSI PYMT PORTAL JUN2026	GENERAL FUND	CITY HALL	50.00
				TOTAL:	50.00
UHA EAST OCCUPATIONAL MEDICINE	7/15/26	PD LYNCH EXAM 6/30/26	GENERAL FUND	POLICE DEPARTMENT	245.00
				TOTAL:	245.00
US AUTOFORCE	7/23/26	PW BOBCAT TIRES X4	GENERAL FUND	STREETS & TRANSPORT	1,264.04
				TOTAL:	1,264.04
US BANK	7/13/26	JUN 2026 PCARD STMT	GENERAL FUND	NON-DEPARTMENTAL	88,420.17
				TOTAL:	88,420.17
VH SERVICES	7/23/26	BLD PRMT RFND 26-561	GENERAL FUND	NON-DEPARTMENTAL	90.00
				TOTAL:	90.00
VISION SERVICE PLAN	7/01/26	JUL 2026 VISION INS PREMIU	GENERAL FUND	CITY ADMINISTRATION	58.60

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	7/01/26	JUL 2026 VISION INS PREMIU	GENERAL FUND	PLANNING & ZONING	30.09
	7/01/26	JUL 2026 VISION INS PREMIU	GENERAL FUND	CITY HALL	41.25
	7/01/26	JUL 2026 VISION INS PREMIU	GENERAL FUND	POLICE DEPARTMENT	255.20
	7/01/26	JUL 2026 VISION INS PREMIU	GENERAL FUND	STREETS & TRANSPORT	188.57
	7/01/26	JUL 2026 VISION INS PREMIU	PARKS & RECREATION	Parks & Recreation	24.51
				TOTAL:	598.22
WALMART	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	24.91
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	16.94
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	12.96
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	23.96
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	8.54
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	16.67
	7/13/26	PD OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	17.12
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	51.88
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	7.65
	7/13/26	PW SUPPLIES	GENERAL FUND	STREETS & TRANSPORT	32.44
	7/13/26	RF/CS 26' DOOR PRIZES X2	PARKS & RECREATION	TOURISM & EVENTS	39.94
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	27.36
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	6.98
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	3.64
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	10.96
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	99.94
	7/13/26	RF/CS 26 SUPPLIES	PARKS & RECREATION	TOURISM & EVENTS	16.97
	7/13/26	RF/CS 26 RETURN	PARKS & RECREATION	TOURISM & EVENTS	99.94-
				TOTAL:	318.92
WAWA	7/13/26	ARMSTRONG FUEL 6/24/26	GENERAL FUND	CITY ADMINISTRATION	79.75
	7/13/26	MEACHAM FUEL 5/29-6/9/26	GENERAL FUND	POLICE DEPARTMENT	208.43
	7/13/26	PORTNER FUEL 6/3/26	GENERAL FUND	POLICE DEPARTMENT	64.44
	7/13/26	SIGULINSKY FUEL 6/1-28/26	GENERAL FUND	POLICE DEPARTMENT	364.52
	7/13/26	SZMIDT FUEL 5/29-6/29/26	GENERAL FUND	POLICE DEPARTMENT	1,123.67
	7/13/26	WATSON FUEL 6/24/26	GENERAL FUND	POLICE DEPARTMENT	60.00
	7/13/26	DIX FUEL 6/25/26	GENERAL FUND	STREETS & TRANSPORT	60.00
	7/13/26	HARDER FUEL 6/24/26	GENERAL FUND	STREETS & TRANSPORT	87.65
	7/13/26	LONGERBEAM FUEL 6/26/26	GENERAL FUND	STREETS & TRANSPORT	0.60
				TOTAL:	2,049.06
WEIS	7/13/26	FRAUD/SCAM PURCHASE	GENERAL FUND	CITY ADMINISTRATION	559.50
	7/13/26	FRAUD/SCAM REFUND	GENERAL FUND	CITY ADMINISTRATION	500.00-
				TOTAL:	59.50
WEST VIRGINIA AMERICAN WATER	7/13/26	MF WATER 5/2-6/1/26	PARKS & RECREATION	Parks & Recreation	126.57
	7/13/26	MF IRRIGATION WATER 5/2-6/	PARKS & RECREATION	Parks & Recreation	401.30
				TOTAL:	527.87
WV STATE TREASURER'S OFFICE	7/01/26	JUN2026 COURT FEE REMIT	GENERAL FUND	POLICE DEPARTMENT	4,202.06
				TOTAL:	4,202.06
WVCMA	7/23/26	TW CITY MNGT DUES26-27	GENERAL FUND	CITY ADMINISTRATION	50.00
				TOTAL:	50.00
WVMCRA	7/23/26	DA CITY CLRK DUES FY26-27	GENERAL FUND	CITY ADMINISTRATION	35.00
				TOTAL:	35.00
ZOOM US	7/13/26	ZOOM LICENSE 6/2026-6/2027	GENERAL FUND	CITY ADMINISTRATION	1,298.49
				TOTAL:	1,298.49

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
**PAYROLL EXPENSES	7/01/2026 - 7/31/2026		GENERAL FUND	MAYOR'S OFFICE	1,000.00
			GENERAL FUND	CITY COUNCIL	4,166.70
			GENERAL FUND	CITY ADMINISTRATION	45,115.30
			GENERAL FUND	POLICE JUDGE'S OFFICE	1,900.00
			GENERAL FUND	PLANNING & ZONING	45,517.21
			GENERAL FUND	CITY HALL	31,259.58
			GENERAL FUND	POLICE DEPARTMENT	207,934.83
			GENERAL FUND	STREETS & TRANSPORT	78,417.64
			PARKS & RECREATION	Parks & Recreation	35,334.24
				TOTAL:	450,645.50

========== FUND TOTALS ==========	
001 GENERAL FUND	880,867.20
201 CAPITAL IMPROVEMENT	200,574.29
900 PARKS & RECREATION	53,100.40
GRAND TOTAL:	1,134,541.89

TOTAL PAGES: 15

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: 7/01/2026 THRU 7/31/2026

PAYROLL SELECTION

PAYROLL EXPENSES: YES
EXPENSE TYPE: GROSS
CHECK DATE: 7/01/2026 THRU 7/31/2026

PRINT OPTIONS

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

FY 2027
General Fund Budget
July 2026 Financials
8% through Budget Year

	Current Budget FY2027 7-21-2026	Year to Date	Budget Balance	% of Budget Received
FY25 Carryover Fund Balance	*2,166,943*	*2,166,943*	-	100%
Revenue Summary				
Taxes	6,677,884	1,230,756	(5,447,129)	18%
Fines & Forfeitures	225,000	15,351	(209,649)	7%
Licenses & Permits	831,000	85,280	(745,720)	10%
Intergovernmental	775,000	2,077	(772,923)	0%
Miscellaneous	112,000	379	(111,621)	0%
Total Revenues	***10,787,827***	***3,500,786***	***(7,287,041)***	***32%***
Expenditure Summary				
Mayor's Office	17,060	1,077	15,984	6%
City Council	78,800	5,081	73,719	6%
City Administrator	795,067	73,388	721,679	9%
Police Judge's Office	34,300	2,045	32,255	6%
Contribution to Commissions	365,000	-	365,000	0%
Regional Development Authority	10,000	9,399	601	94%
Planning & Zoning	1,129,783	69,092	1,060,691	6%
City Hall	1,384,050	160,091	1,223,959	12%
Contribution/Transfer	364,735	-	364,735	0%
Contingency	1,078,782	-	1,078,782	0%
Police Department	3,291,450	288,680	3,002,770	9%
Streets Department	1,558,800	140,780	1,418,020	9%
Street Lights	130,000	9,679	120,321	7%
Parks & Recreation	275,000	-	275,000	0%
Convention & Visitor's Bureau	275,000	-	275,000	0%
Total Expenditures	***10,787,827***	***759,312***	***10,028,515***	***7%***
Revenue Over Expenses		***2,741,474***		

FY 2027 General Fund Budget Revenues

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*% of Budget Received*
	FY26 Carryover Fund Balance	**2,166,943**	2,166,943	2,166,943	-	*100%*
001.301.100	Ad Valorem Tax Current Year*	*1,966,634*	-	-	*1,966,634*	*0%*
001.301.102	Property Tax Prior Years*	*125,000*	-	-	*125,000*	*0%*
001.301.106	Supplemental Taxes*	*60,000*	-	-	*60,000*	*0%*
001.302.100	Tax Penalties and Interest*	*15,000*	-	-	*15,000*	*0%*
001.303.100	Gas and Oil Severance Tax Current Year	15,000	-	-	15,000	*0%*
001.304.100	Utility Tax*	*375,000*	*27,386*	*27,386*	*347,614*	*7%*
001.305.100	B&O Tax*	*3,500,000*	*1,203,370*	*1,203,370*	*2,296,630*	*34%*
001.306.100	Wine and Liquor Tax*	*70,000*	-	-	*70,000*	*0%*
001.307.100	Animal Tax	1,250	-	-	1,250	*0%*
001.308.100	Hotel/Motel Tax*	*550,000*	-	-	*550,000*	*0%*
001.320.100	Fines, Fees, and Court Costs	225,000	15,351	15,351	209,649	*7%*
001.321.100	Parking Tickets	-	-	-	-	*N/A*
001.325.100	Business Licenses	30,000	5,761	5,761	24,239	*19%*
001.326.100	Building Permits	675,000	79,419	79,419	595,581	*12%*
001.328.100	Franchise Tax*	*45,000*	-	-	*45,000*	*0%*
001.329.100	Rental Registration	1,000	100	100	900	*10%*
001.330.100	IRP Fees*	*80,000*	-	-	*80,000*	*0%*
001.369.100	Contributions from Other Funds (Sales Tax)	750,000	-	-	750,000	*0%*
001.374.100	Payroll Reimbursement*	*25,000*	*2,077*	*2,077*	*22,923*	*8%*
001.380.100	Interest Gained on Investments	70,000	-	-	70,000	*0%*
001.382.100	Refunds & Rebates*	*25,000*	-	-	*25,000*	*0%*
001.383.100	Sale of Fixed Asset	5,000	-	-	5,000	*0%*
001.386.100	Insurance Claim	5,000	-	-	5,000	*0%*
001.389.100	Accident Reports	5,000	220	220	4,780	*4%*
001.399.100.	Miscellaneous	1,500	114	114	1,386	*8%*
001.399.102	Yard Sale Fees	250	45	45	205	*18%*
001.399.103	Fingerprint Fee	250		-	250	*0%*
	Total Revenues	***10,787,827***	***3,500,786***	***3,500,786***	***7,287,041***	***32%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
409 - Mayor's Office						
001.409.101	Mayor Salary	12,000	1,000	1,000	11,000	8%
001.409.104	Mayor FICA	960	77	77	884	8%
001.409.214	Mayor Travel	2,000	-	-	2,000	0%
001.409.226	Mayor Insurance Bonds	100	-	-	100	0%
001.409.230	Mayor Contracted Services	500	-	-	500	0%
001.409.341	Mayor Departmental Supplies	1,000	-	-	1,000	0%
001.409.568	Mayor Contributions	500	-	-	500	0%
	Total	**17,060**	**1,077**	**1,077**	***15,984***	***6%***
410 - City Council						
001.410.101	City Council Salary (6 members)	60,000	4,167	4,167	55,833	7%
001.410.104	City Council FICA	4,800	319	319	4,481	7%
001.410.214	City Council Travel	10,000	-	-	10,000	0%
001.410.230	City Council Contracted Services	500	-	-	500	0%
001.410.341	City Council Departmental Supplies	3,500	596	596	2,904	17%
	Total	**78,800**	**5,081**	**5,081**	**73,719**	**6%**
412 - City Administration Office						
001.412.103	City Administration Salary (4 FT employees)	475,782	45,039	45,039	430,743	9%
001.412.104	City Administration FICA	39,310	3,569	3,569	35,741	9%
001.412.105	City Administration Insurance	109,300	7,968	7,968	101,332	7%
001.412.106	City Administration Retirement	46,425	3,927	3,927	42,498	8%
001.412.108	City Administration Overtime	8,000	76	76	7,924	
001.412.211	City Administration Phone	5,000	78	78	4,922	2%
001.412.214	City Administration Travel	10,000	-	-	10,000	0%
001.412.220	City Administration Ads/Legal Publications	1,500	-	-	1,500	0%
001.412.221	City Administration Training	7,500	142	142	7,358	2%
001.412.222	City Administration Dues and Subscriptions	3,500	128	128	3,372	4%
001.412.223	City Administration Professional Services	25,000	189	189	24,811	1%
001.412.226	City Administration Insurance and Bonds	250	-	-	250	0%
001.412.230	City Administration Contracted Services	10,000	-	-	10,000	0%
001.412.341	City Adminstration Supplies and Materials	7,500	-	-	7,500	0%
001.412.343	City Administration Gas Oil Tires	1,500	-	-	1,500	0%
001.412.345	City Administration Uniforms	2,000	-	-	2,000	0%
001.412.353	City Administration Computer Software	42,500	12,273	12,273	30,227	29%
	Total	**795,067**	**73,388**	**73,388**	***721,679***	***9%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
416 - Police Judge's Office						
001.416.103	Police Judge Salary (2 Mags; 1 Prosecutor)	25,000	1,900	1,900	23,100	8%
001.416.104	Police Judge FICA	2,000	145	145	1,855	7%
001.416.223	Police Judge Professional Services	7,000	-	-	7,000	0%
001.416.226	Police Judge Insurance & Bond	300	-	-	300	0%
	Total	**34,300**	**2,045**	**2,045**	***32,255***	***6%***
424 - Contributions						
001.424.568	Contributions - Dispersed			-		
	Eastern Panhandle Transit Authority	20,000	-	-	20,000	0%
	Ranson Bus Route Funding Contribution	200,000	-	-	200,000	0%
	Independent Fire Dept	50,000	-	-	50,000	0%
	Citizen Fire Dept.	20,000	-	-	20,000	0%
	Charles Town Library	7,500	-	-	7,500	0%
	Jefferson County P&R - Fireworks	7,500	-	-	7,500	0%
	Mini-Grant Program	50,000	-	-	50,000	0%
	Community Sponsorship	10,000	-	-	10,000	0%
	Total	**365,000**	**-**	**-**	***365,000***	***0%***
435 - Regional Development Authority						
001.435.222	Region 9 Planning & Development Council	**10,000**	9,399	9,399	601	94%

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
437 - Planning and Zoning						
001.437.103	Planning & Zoning Salary (7 FT employees)	453,818	44,996	44,996	408,822	10%
001.437.104	Planning and Zoning FICA	38,190	3,610	3,610	34,580	9%
001.437.105	Planning and Zoning Insurance	113,200	4,439	4,439	108,761	4%
001.437.106	Planning and Zoning Retirement	45,575	4,217	4,217	41,358	9%
001.437.108	Planning and Zoning Overtime/Extra Help	22,000	21	21	21,979	0%
001.437.110	Planning and Zoning Fringe Benefits	750	500	500	250	67%
001.437.211	Planning and Zoning Telephone	2,000	85	85	1,915	4%
001.437.214	Planning and Zoning Travel	3,000	-	-	3,000	0%
001.437.217	Planning and Zoning Vehicle Repair	500	-	-	500	0%
001.437.218	Planning and Zoning Postage	5,000	-	-	5,000	0%
001.437.220	Planning and Zoning Legal Publications	4,000	216	216	3,784	5%
001.437.221	Planning and Zoning Training	10,000	38	38	9,962	0%
001.437.222	Planning and Zoning Dues and Subscriptions	1,500	647	647	853	43%
001.437.223	Planning and Zoning Professional Services	400,000	9,500	9,500	390,500	2%
001.437.226	Planning and Zoning Insurance & Bonds	250	-	-	250	0%
001.437.230	Planning and Zoning Contracted Services	1,000	87	87	913	9%
001.437.341	Planning and Zoning Supplies and Materials	10,000	49	49	9,951	0%
001.437.343	Planning and Zoning Gas, Oil, Tires	2,500	146	146	2,354	6%
001.437.345	Planning and Zoning Uniforms	3,500	-	-	3,500	0%
001.437.353	Planning and Zoning Computer Software	13,000	540	540	12,460	4%
	Total	**1,129,783**	**69,092**	**69,092**	***1,060,691***	***6%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
440 - City Hall						
001.440.103	City Hall Salary (4 FT employees)	352,000	31,260	31,260	320,740	9%
001.440.104	City Hall FICA	28,750	2,511	2,511	26,239	9%
001.440.105	City Hall Insurance	100,000	5,323	5,323	94,677	5%
001.440.106	City Hall Retirement	33,800	3,126	3,126	30,674	9%
001.440.108	City Hall Overtime / Extra Help	5,000	-	-	5,000	0%
001.440.211	City Hall Telephone	30,000	1,500	1,500	28,500	5%
001.440.212	City Hall Printing	3,500	287	287	3,213	8%
001.440.213	City Hall Utilities	25,000	1,099	1,099	23,901	4%
001.440.214	City Hall Travel	2,000	-	-	2,000	0%
001.440.215	City Hall Maintenance / Repair Building	15,000	-	-	15,000	0%
001.440.216	City Hall Maintenance / Repair Equipment	500	-	-	500	0%
001.440.217	City Hall Vehicle Repair	500	-	-	500	0%
001.440.218	City Hall Postage / Meter	6,000	502	502	5,498	8%
001.440.219	City Hall Building and Equipment Rents	10,000	725	725	9,275	7%
001.440.220	City Hall Advertising / Legal Publications	4,000	-	-	4,000	0%
001.440.221	City Hall Training	3,000	-	-	3,000	0%
001.440.222	City Hall Dues and Subscriptions	3,000	4,287	4,287	(1,287)	143%
001.440.223	City Hall Professional Services	75,000	4,500	4,500	70,500	6%
001.440.224	City Hall Audit Costs	50,000	6,275	6,275	43,725	13%
001.440.226	City Hall Insurance and Bonds (Travelers)	316,500	73,540	73,540	242,960	23%
001.440.230	City Hall Contracted Services	125,000	9,869	9,869	115,131	8%
001.440.232	City Hall Bank Charges	60,000	5,943	5,943	54,057	10%
001.440.341	City Hall Supplies and Materials	25,000	863	863	24,137	3%
001.440.343	City Hall Oil, Gas & Tires	1,000	-	-	1,000	0%
001.440.345	City Hall Uniforms	2,500	-	-	2,500	0%
001.440.353	City Hall Computer Software	100,000	8,482	8,482	91,518	8%
001.440.570	City Hall Miscellaneous Fees	7,000		-	7,000	0%
	Total	**1,384,050**	**160,091**	**160,091**	***1,223,959***	***12%***
444 - Contributions to Other Funds						
1.444.566	Contributions to Others Funds					
	Municipal Capital Improvement	364,735	-	-	364,735	0%
	Total	**364,735**	**-**	**-**	***364,735***	***0%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
699 - Contingencies						
1.699.000	Contingencies	1,078,782	-	-	1,078,782	0%
	Total	**1,078,782**	**-**	**-**	***1,078,782***	***0%***
700 - Police						
001.700.103	Police Salary (19 FT Officers & 2 FT Admin)	1,870,000	173,318	173,318	1,696,682	9%
001.700.104	Police FICA	162,000	16,501	16,501	145,499	10%
001.700.105	Police Insurance	470,000	26,360	26,360	443,640	6%
001.700.106	Police Retirement	167,000	16,284	16,284	150,716	10%
001.700.108	Police Overtime / Extra Help	160,000	31,367	31,367	128,633	20%
001.700.110	Police Fringe Benefits	4,750	3,250	3,250	1,500	68%
001.700.211	Police Telephone	7,500	573	573	6,927	8%
001.700.212	Police Printing	500	-	-	500	0%
001.700.213	Police Utilities	22,500	616	616	21,884	3%
001.700.214	Police Travel	10,000	-	-	10,000	0%
001.700.215	Police Maintenance / Repair Building	2,500	-	-	2,500	0%
001.700.216	Police Maintenance / Repair Equipment	1,000	-	-	1,000	0%
001.700.217	Police Vehicle Maintenance	50,000	2,473	2,473	47,527	5%
001.700.218	Police Postage	1,000	79	79	921	8%
001.700.219	Police Building and Equipment Rents	6,000	-	-	6,000	0%
001.700.220	Police Advertising / Legal Publication	1,500	-	-	1,500	0%
001.700.221	Police Training	10,000	(995)	(995)	10,995	-10%
001.700.222	Police Dues and Subscriptions	1,500	-	-	1,500	0%
001.700.223	Police Professional Services	25,000	1,162	1,162	23,838	5%
001.700.226	Police Insurance and Bonds	200	-	-	200	0%
001.700.230	Police Contracted Services	35,000	1,922	1,922	33,078	5%
001.700.233	Police Investigation Fees	1,000	-	-	1,000	0%
001.700.235	Police Remittance of Fees Collected	75,000	-	-	75,000	0%
001.700.341	Police Supplies and Materials	50,000	2,827	2,827	47,173	6%
001.700.343	Police Gas Oil Tires	60,000	4,763	4,763	55,237	8%
001.700.345	Police Uniforms	50,000	8,181	8,181	41,819	16%
001.700.353	Police Software	45,000	-	-	45,000	0%
001.700.570	Police Miscellaneous Fees	2,500	-	-	2,500	0%
	Total	**3,291,450**	**288,680**	**288,680**	***3,002,770***	***9%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
750 - Streets						
001.750.103	Streets Salary (10 FT employees)	772,000	75,910	75,910	696,090	10%
001.750.104	Streets FICA	65,000	6,205	6,205	58,795	10%
001.750.105	Streets Insurance	247,000	19,086	19,086	227,914	8%
001.750.106	Streets Retirement	72,500	7,419	7,419	65,081	10%
001.750.108	Streets Overtime / Extra Help	20,000	8	8	19,992	0%
001.750.110	Streets Fringe Benefits	2,750	2,500	2,500	250	91%
001.750.211	Streets Telephone	6,750	574	574	6,176	9%
001.750.213	Streets Utilities	10,000	2,034	2,034	7,966	20%
001.750.214	Streets Travel	1,000	-	-	1,000	0%
001.750.215	Streets Maintenance / Repair Building	5,000	-	-	5,000	0%
001.750.216	Streets Maintenance / Repair Equipment	10,000	332	332	9,668	3%
001.750.217	Streets Maintenance / Repair Vehicles	15,000	310	310	14,690	2%
001.750.219	Streets Building and Equipment Rents	5,000	369	369	4,631	7%
001.750.221	Streets Training	2,500	-	-	2,500	0%
001.750.222	Streets Dues	500	100	100	400	20%
001.750.223	Streets Professional Services	500	-	-	500	0%
001.750.226	Streets Insurance and Bonds	300	-	-	300	0%
001.750.230	Streets Contracted Services	215,000	14,159	14,159	200,841	7%
001.750.341	Streets Supplies and Materials	60,000	6,429	6,429	53,571	11%
001.750.343	Streets Gas Oil Tires	30,000	3,854	3,854	26,146	13%
001.750.345	Streets Uniforms	11,000	-	-	11,000	0%
001.750.353	Streets Software	7,000	1,492	1,492	5,508	21%
	Total	**1,558,800**	**140,780**	**140,780**	***1,418,020***	***9%***
751 - Street Lights						
001.751.213	Street Lights - Utilities	130,000	9,679	9,679	120,321	7%
	Total	**130,000**	**9,679**	**9,679**	***120,321***	***7%***

FY 2027 General Fund Budget Expenditures

Account Number	*Description*	*Current Budget FY2027 7-21-2026*	*Jul-26*	*FY2027 Q1*	*Budget Balance*	*Percent of Budget Expended*
900 - Parks & Recreation						
001.900.568	Parks & Recreation Pass through Hotel Tax	275,000	-	-	275,000	0%
	Total	***275,000***	***-***	***-***	***275,000***	***0%***
901 - Convention & Visitors Bureau (CVB)						
001.901.568	CVB Pass through Hotel Tax	275,000	-	-	275,000	0%
	Total	**275,000**	***-***	***-***	***275,000***	***0%***
	Total Expenses	***10,787,827***	***759,312***	***759,312***	***10,028,515***	***7%***
	Revenue Over Expenses	***-***	***2,741,474***	***2,741,474***		

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - July 31, 2026
8% through Budget Year

	FY27 APPR. BUDGET 3-17-2026	*JULY 2026*	*FY2027 Q1*	*BUDGET BALANCE*	*% Budget Rcvd/Spent*
Carryover Balance	10,000,000	10,000,000	10,000,000	-	100%
201.350.100 City Service Fees	400,000	46,500	46,500	353,500	12%
201.369.100 Contributions from Other Funds	332,486	-	-	332,486	0%
201.376.000 Table Games Income	175,000	-	-	175,000	0%
201.380.100 Interest Income	125,000	2,693	2,693	122,307	2%
201.397.100 Video Lottery Income	600,000	-	-	600,000	0%
TOTAL REVENUES	***11,632,486***	***10,049,193***	***10,049,193***	***1,583,293***	***86%***
EXPENDITURES					
Bank Charges	150	-	-	150	0%
201.975.459 GENERAL GOVERNMENT CAPITAL EXPENSES					
Computer Replacement Program (201-975.459.001)	100,000	2,305	2,305	97,695	2%
Condemnation of Properties (201-975.459.002)	25,000	-	-	25,000	0%
Replacement Vehicle (201-975.459.003)	45,000		-	45,000	0%
Total - General Government	*170,150*	*2,305*	*2,305*	*167,845*	*1%*
201.976.459 PUBLIC SAFETY CAPITAL EXPENSES					
3 Patrol Vehicles (201-976.459.001)	162,000	-	-	162,000	0%
Equipment for Patrol Vehicles (201-976.459.002)	75,000	50,798	50,798	24,202	68%
Three In-Car Camera Systems (201-976.459.002)	37,500	-	-	37,500	0%
Three CAD units (201-976.459.002)	10,000	-	-	10,000	0%
E-Ticketing (201-976.459.003)	8,000	-	-	8,000	0%
Radios (201-976.459.003)	15,000	-	-	15,000	0%
Radars (201-976.459.003)	7,500	-	-	7,500	0%
Tasers (201-976.459.003)	15,000	-	-	15,000	0%
Equipment (201-976.459.004)	25,000		-	25,000	0%
Existing Police Dept Improvements (201-976.459.005)	100,000	-	-	100,000	0%
New Police Department Building (201-976.459.005)	750,000	-	-	750,000	0%
Total - Public Safety	*1,205,000*	*50,798*	*50,798*	*1,154,202*	*4%*

CITY OF RANSON
CAPITAL FUND BUDGET
FY2027 - July 31, 2026
8% through Budget Year

	FY27 APPR. BUDGET 3-17-2026	*JULY 2026*	*FY2027 Q1*	*BUDGET BALANCE*	*% Budget Rcvd/Spent*
201.977.459 STREET & TRANSPORTATION CAPITAL EXPENSES					
Street Construction & Repairs					
5th Avenue Streetscape (201-977.459.016)	1,300,000	-	-	1,300,000	0%
Stormwater Engineering/Repairs					
SWM/Engineering & Construction	50,000	-	-	50,000	0%
SWM/Engineering (Mildred) - Design (201-977.459.012)	240,000	-	-	240,000	0%
SWM Mildred Construction Phase (201-977.459.012)	1,000,000	-	-	1,000,000	0%
Miscellaneous Other Capital Projects					
City Hall Roof (201-977.459.011)	20,000	-	-	20,000	0%
City Hall Elevator (201-977.459.011)	250,000	-	-	250,000	0%
Property Acquisition (201-977.459.011)	550,000	-	-	550,000	0%
Trifecta Place (201-977.459.013)	50,000	-	-	50,000	0%
PW Capital Budget Items					
Street Preservation (Asphalt Overlay) (201-977.459.001)	300,000	3,500	3,500	296,500	1%
Alley Construction & Preservation (201-977.459.002)	50,000	-	-	50,000	0%
Sidewalk & Curb Replacement (201-977.459.003)	100,000	-	-	100,000	0%
Street Design/Engineering (201-977.459.004)	50,000	-	-	50,000	0%
Street Light Replacement (201-977.459.005)	75,000	-	-	75,000	0%
Equipment (201-977.459.009)	75,000	-	-	75,000	0%
Improvement to Public Works Yard (201-977.459.010)	-	4,202	4,202	(4,202)	N/A
Total - Streets & Transportation	*4,110,000*	*7,702*	*7,702*	*4,102,298*	*0%*
201.979.459 PARKS & RECREATION CAPITAL EXPENSES					
Civic Center Improvements (201-979.459.001)	100,000	-	-	100,000	0%
Flowing Springs Trail (201-979.459.008)	600,000	-	-	600,000	0%
Marcus Fields Improvements (201-979.459.002)	850,000	-	-	850,000	0%
Total - Parks & Recreation	*1,550,000*	-	-	*1,550,000*	*0%*
Contingencies	4,597,336	-	-	4,597,336	0%
TOTAL EXPENSES	***7,035,150***	***60,804***	***60,804***	***6,974,346***	***1%***
REVENUES OVER EXPENSES	***4,597,336***	***9,988,389***	***9,988,389***		

AGENDA ITEM IV.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

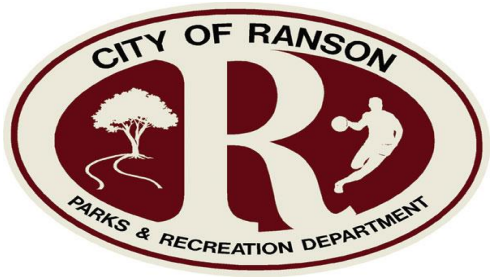
AGENDA SECTION: **CITY MANAGER/STAFF REPORTS**

SUBJECT: Parks and Recreation Status Report - July

Should there be any questions or concerns regarding the information provided, please contact the City Manager or Parks and Recreation Director for clarification or further assistance.

ATTACHMENTS:

August 2026 Directors Report.docx



Scott Coulter
Stephanie Fagan
Mike Baker
Herbert McDaniel

Ranson Parks and Recreation Board
Directors Report
July/August

Meetings

- Weekly meeting with the City Manager about Parks and Recreation.
- Directors' meeting.
- Discussion on Marcus Field.
- Met with prospective rental opportunities.
- Marcus Field progress meetings.
- Leadership Academy.
- Meeting to discuss possibility of a gun show.
- Discussion on plans for Hunter Muse Park.
- Meetings with WVHSSCA to possibly bring an All-Star Event to the area.
- Meet with caterers.

Events

- Harvest Pointe Church
- Red Cross Blood Drive
- Travel Soccer
- Travel Basketball (Multiple Teams)
- Police Testing
- Project Linus
- Soccer at Marcus Field
- Yard Sale and Craft Show
- Senior Fitness Class
- Home Team Sports Awards
- Summer Camps
- Christmas in July
- African American Heritage Back Pack Night
- Parties (Multiple)
- Tent Revival at Cranes Lane

AGENDA ITEM IV.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

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

SUBJECT: Community Development Status Report - July

Should there be any questions or concerns regarding the data provided, please contact the City Manager for clarification or further assistance.

ATTACHMENTS:

July 2026 CDD Report.pdf
July 2026 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: Kim Hawkins, Permit Manager

RE: Community Development Department Report –July 2026

Permitting:

- **Staff received 150 permit applications:**
  - 81 – regular permit applications (decks, fences, etc.)
  - 24– townhome permit applications
  - 27– single family permit applications
  - 8 – seasonal site surety
  - 9 – rental applications
  - 1 – commercial addition (hospital)

- **Staff issued 116 permits totaling $9,514,597.20 in valuation.**
  - 37 were for new homes totaling $8,677,000 in valuation.
  - Permit fees collected totaled $444,649.30
  - U&O fees collected totaled $3,100.
  - City Service fees collected totaled $37,000.

Code Enforcement:

- **Staff started 9 new code cases** (property maintenance, tall grass,)

Inspections:

- **Staff performed 1106 permit inspections. This is up by 41 from June.**
  - Patrick Coulter performed 486 inspections.
  - Matt Anderson & Jeff Small (contracted) performed 114 inspections
  - Gary Englebert (contracted) performed 451 inspections
  - Zach Holland performed 38 site inspections
  - Kim Hawkins completed 17 inspections (rental verification, temp structure removal)
- **Department Staff also performed 17 code enforcement inspections.**

Planning & Zoning:

Planning Commission July Meeting Summary:

- 26-16-FP – Huntwell West Phase 3A
    - Public Hearing opened. Concerns/comments regarding lighting, potential installation of screening in future phases, anticipated traffic impacts, staff report issues, completeness and compliance of the final plat, preliminary plan phasing, block development, traffic circulation, potential impacts on neighboring properties, existing property maintenance issues, site development and blasting were all spoken about. The applicant spoke and stated that the construction drawings were approved on August 13, 2025, and that the project had also received approvals from the public utilities and the West Virginia Department of Environmental Protection (WVDEP).
    - Todd Wilt, City Manager, reminded the Commissioners of the review process and the criteria for evaluating submissions, including the review conducted by the City Engineer. Dr. Wimer, representing the Jefferson County Foundation, raised a point of order regarding materials distributed by the applicant at the meeting. President Colandrea requested that City Counsel provide guidance. Tim Stranko, City Counsel, reminded the Commissioners of their responsibility to evaluate the Land Development Plan and Plat for compliance, including the proposed final plat phasing. Councilor Bound inquired about issues related to block completeness. Mr. Wilt discussed the similarities between the phase under consideration and previously approved phases, noting the current trend toward smaller phases developments.
    - Commission voted to table the item to receive more information from the City Engineer
- 26-16-BRR – Huntwell West Phase 3A
    - Counselor Stranko suggested the Commissioners table public comment due to tabling of the previous item. Despite the previous item being tabled, following a response from Councilor Bound and with the agreement of President Colandrea, the public was invited to provide comments.
    - Residents shared concerns and personal experience regarding the Huntwell development thus far. Dr. Wimer, representing the Jefferson County Foundation, spoke about the importance of providing adequate notice for blasting activities and ensuring adherence to applicable codes and regulations.
- Huntwell Development Agreement Phase 3A
    - Public Hearing and Agreement were both tabled.
- 26-18-BRR – Parkland Commons Section 1 Bond Reduction
    - Public Hearing - Dr. Wimer, representing the Jefferson County Foundation, spoke on ADA provisions for agenda packets and timeliness of publicly available material.
    - Motion passed to accept the reduction of the bond.
- 26-19-BRR – Parkland Commons Section 2 Bond Reduction
    - Public Hearing had no comments
    - Motion passed to accept the reduction of the bond
- 26-17-FP – Parkland Commons Section 3 Final Plat
    - Public Hearing had no comments

    - City Manager Wilt provided an overview of the project history to date, the project site, the required remedial site work, and the agreement between the City and the applicant regarding the residential/commercial property. The Commissioners and Counselor Stranko discussed the agreement, development obligations for the project site, and the anticipated timeline for completion of the mixed-use development. Staff provided an update on the status of occupancy and use permits, as well as site inspections completed to date. The Commissioners asked questions regarding future commercial uses and plans as previously approved. Motion passed to table the application for further information.
- 26-17-BRR Parkland Commons Section 3 Bond
    - Public Hearing and Item tabled
- Parkland Commons Section 3 Development Agreement
    - Public Hearing and Item tabled
- Legal Update regarding Fairfax Crossing Real Estate LLC v. City of Ranson et. All
    - Executive Session

Applications Received:

- WVU Jefferson Medical Center Addition Site Plan
- Boundary Line Adjustment 4th Ave – Mark Roper
- Parkland Commons Section 5 Construction Plans
- Boundary Line Adjustment Presidents Pointe Lots 831 and 832

Permits Issued By Permit Type

Between 7/1/2026 & 7/31/2026

Permit Type	Permit Number	Address	Contract Value	Permit Fee	U & O Fee	City Service Fee
Deck (R)	26-478	376 SHORT BRANCH DR RANSON, WV 25438	$13,900.00	$139.00	$0.00	$0.00
	26-645	415 SILVER BIRCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-646	413 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-647	411 SILVER BIRCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-648	409 SILVER BIRCH DR RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-649	407 SILVER BIRCH DR RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-717	45 OASIS AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-718	53 OASIS AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-719	57 OASIS AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-720	11 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-721	15 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-722	19 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-723	23 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-724	27 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-725	31 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-726	35 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-727	39 UNITED MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-733	40 DEMOCRACY MEWS RANSON, WV 25438	$5,500.00	$55.00	$0.00	$0.00
	26-734	36 DEMOCRACY MEWS RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-735	32 DEMOCRACY MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-736	28 DEMOCRACY MEWS RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-737	24 DEMOCRACY MEWS RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-738	20 DEMOCRACY MEWS RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-739	16 DEMOCRACY MEWS RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-740	12 DEMOCRACY MEWS RANSON, WV 25438	$5,500.00	$55.00	$0.00	$0.00
	26-741	288 SHORT BRANCH DR RANSON, WV 25438	$16,600.00	$166.00	$0.00	$0.00
	26-763	492 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$3,695.00	$36.95	$0.00	$0.00
	26-796	194 SANDY BOTTOM CIR RANSON, WV 25438	$21,500.00	$265.00	$0.00	$0.00
	26-799	414 17TH AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-800	412 17TH AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-801	408 17TH AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-802	406 17TH AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00

	26-803	404 17TH AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-805	402 17TH AVE RANSON, WV 25438	$4,500.00	$45.00	$0.00	$0.00
	26-806	400 17TH AVE RANSON, WV 25438	$5,000.00	$50.00	$0.00	$0.00
	26-830	160 DEEP CREEK RD RANSON, WV 25438	$5,751.00	$107.51	$0.00	$0.00
	Total Permit Type: 36		**$212,946.00**	**$2,229.46**	**$0.00**	**$0.00**
Demolition (R)	26-824	4070 OLD LEETOWN PIKE RANSON, WV 25438	$0.00	$100.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$100.00**	**$0.00**	**$0.00**
Electrical Only (R)	26-794	175 ANTHEM ST RANSON, WV 25438	$750.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$750.00**	**$25.00**	**$0.00**	**$0.00**
Mechanical Only (R)	26-675	311 E 4TH AVE RANSON, WV 25438	$22,946.43	$100.00	$0.00	$0.00
	Total Permit Type: 1		**$22,946.43**	**$100.00**	**$0.00**	**$0.00**
New Single Family (R)	26-373	516 E 12TH AVE RANSON, WV 25438	$150,000.00	$1,260.00	$100.00	$1,000.00
	26-508	5 SWIFT RUN ST RANSON, WV 25438	$300,000.00	$10,231.55	$50.00	$1,000.00
	26-523	262 FREEMAN ST RANSON, WV 25438	$475,000.00	$11,439.70	$100.00	$1,000.00
	26-534	103 BRAXTON AVE RANSON, WV 25438	$401,000.00	$10,882.70	$100.00	$1,000.00
	26-538	92 SHERMAN AVE RANSON, WV 25438	$475,000.00	$11,438.80	$100.00	$1,000.00
	26-546	43 THORNTON AVE RANSON, WV 25438	$382,000.00	$10,722.70	$100.00	$1,000.00
	26-555	374 WALLACE BLVD RANSON, WV 25438	$275,000.00	$10,900.40	$100.00	$1,000.00
	26-556	397 WALLACE BLVD RANSON, WV 25438	$310,000.00	$11,734.00	$100.00	$1,000.00
	26-609	10 REAGAN AVE RANSON, WV 25438	$159,000.00	$10,279.45	$50.00	$1,000.00
	26-610	18 REAGAN AVE RANSON, WV 25438	$159,000.00	$10,124.85	$50.00	$1,000.00
	26-630	26 REAGAN AVE RANSON, WV 25438	$159,000.00	$10,279.45	$50.00	$1,000.00
	26-631	64 REAGAN AVE RANSON, WV 25438	$159,000.00	$9,995.85	$50.00	$1,000.00
	26-635	378 GERRY ST RANSON, WV 25438	$260,000.00	$11,139.00	$100.00	$1,000.00
	Total Permit Type: 13		**$3,664,000.00**	**$130,428.45**	**$1,050.00**	**$13,000.00**
Patio (R)	26-653	70 THORNTON AVE RANSON, WV 25438	$5,200.00	$52.00	$0.00	$0.00
	26-808	120 RANSON ESTATES CIR RANSON, WV 25438	$1,200.00	$20.00	$0.00	$0.00
	Total Permit Type: 2		**$6,400.00**	**$72.00**	**$0.00**	**$0.00**
Plumbing Only (R)	26-798	105 N PRESTON ST RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	26-821	109 E 12TH AVE RANSON, WV 25438	$0.00	$25.00	$0.00	$0.00
	Total Permit Type: 2		**$0.00**	**$50.00**	**$0.00**	**$0.00**
Renovation (C)	26-323	300 S PRESTON ST RANSON, WV 25438	$0.00	$46,025.07	$0.00	$0.00
	26-439	308 S FAIRFAX BLVD RANSON, WV 25438	$400,000.00	$8,000.00	$300.00	$0.00

	26-729	401 N MILDRED ST RANSON, WV 25438	$7,000.00	$140.00	$0.00	$0.00
	Total Permit Type: 3		**$407,000.00**	**$54,165.07**	**$300.00**	**$0.00**
Renovation (R)	26-77	502 N FORREST ST RANSON, WV 25438	$0.00	$2,518.76	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$2,518.76**	**$0.00**	**$0.00**
Roof (C)	26-767	702 N MILDRED ST RANSON, WV 25438	$0.00	$100.00	$0.00	$0.00
	Total Permit Type: 1		**$0.00**	**$100.00**	**$0.00**	**$0.00**
Roof (R)	26-742	1223 STALLION ST RANSON, WV 25438	$12,696.37	$100.00	$0.00	$0.00
	26-771	1829 WAR ADMIRAL BLVD RANSON, WV 25438	$27,908.00	$50.00	$0.00	$0.00
	26-774	25 OVERBROOK RD RANSON, WV 25438	$18,314.00	$50.00	$0.00	$0.00
	26-818	69 GLENBROOK RD RANSON, WV 25438	$22,973.81	$50.00	$0.00	$0.00
	Total Permit Type: 4		**$81,892.18**	**$250.00**	**$0.00**	**$0.00**
Season Site Surety (R)	26-768	130 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-825	271 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-827	267 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-828	263 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-829	259 HUNTWELLWEST BLVD RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-865	270 FREEMAN ST RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-868	31 THORNTON AVE RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	26-869	11 BRAXTON AVE RANSON, WV 25438	$0.00	$1,500.00	$0.00	$0.00
	Total Permit Type: 8		**$0.00**	**$12,000.00**	**$0.00**	**$0.00**
Siding (R)	26-819	69 GLENBROOK RD RANSON, WV 25438	$4,245.84	$42.46	$0.00	$0.00
	Total Permit Type: 1		**$4,245.84**	**$42.46**	**$0.00**	**$0.00**
Site Development (R)	26-639	601 N MARSHALL ST RANSON, WV 25438	$2,500.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$2,500.00**	**$25.00**	**$0.00**	**$0.00**
Swimming Pool (R)	26-766	325 HOT WHEELS DR RANSON, WV 25438	$3,300.00	$25.00	$0.00	$0.00
	Total Permit Type: 1		**$3,300.00**	**$25.00**	**$0.00**	**$0.00**
Townhouse (R)	26-525	192 MONROE AVE RANSON, WV 25438	$288,000.00	$10,568.80	$100.00	$1,000.00
	26-527	196 MONROE AVE RANSON, WV 25438	$276,000.00	$10,568.80	$100.00	$1,000.00
	26-528	200 MONROE AVE RANSON, WV 25438	$283,000.00	$10,568.80	$100.00	$1,000.00
	26-529	204 MONROE AVE RANSON, WV 25438	$283,000.00	$10,568.80	$100.00	$1,000.00
	26-573	322 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	26-574	326 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00

	26-575	330 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	26-576	334 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	26-577	338 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,621.65	$50.00	$1,000.00
	26-578	342 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,731.20	$50.00	$1,000.00
	26-579	346 SWAN FIELD AVE RANSON, WV 25438	$200,000.00	$9,734.70	$50.00	$1,000.00
	26-598	30 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,860.55	$50.00	$1,000.00
	26-599	34 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,860.55	$50.00	$1,000.00
	26-600	38 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,714.15	$50.00	$1,000.00
	26-601	42 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,804.55	$50.00	$1,000.00
	26-602	46 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,860.55	$50.00	$1,000.00
	26-603	50 HARRISON ALY RANSON, WV 25438	$159,000.00	$9,793.35	$50.00	$1,000.00
	26-604	54 HARRISON ALY RANSON, WV 25438	$159,000.00	$10,481.10	$100.00	$1,000.00
	26-611	1696 DESTRIER ST RANSON, WV 25438	$220,000.00	$10,330.00	$100.00	$1,000.00
	26-612	1700 DESTRIER ST RANSON, WV 25438	$240,000.00	$10,552.40	$100.00	$1,000.00
	26-613	1704 DESTRIER ST RANSON, WV 25438	$230,000.00	$10,442.00	$100.00	$1,000.00
	26-615	1708 DESTRIER ST RANSON, WV 25438	$220,000.00	$10,330.00	$100.00	$1,000.00
	26-616	1712 DESTRIER ST RANSON, WV 25438	$220,000.00	$10,330.00	$100.00	$1,000.00
	26-617	1716 DESTRIER ST RANSON, WV 25438	$240,000.00	$10,552.40	$100.00	$1,000.00
	Total Permit Type: 24		**$5,013,000.00**	**$242,093.10**	**$1,750.00**	**$24,000.00**
Utility (C)	26-804	213 - 215 East 6th Avenue ranson, WV 25438	$20,000.00	$50.00	$0.00	$0.00
	Total Permit Type: 1		**$20,000.00**	**$50.00**	**$0.00**	**$0.00**
Wall or Fence (R)	26-655	1227 CEDAR VALLEY RD RANSON, WV 25438	$350.00	$25.00	$0.00	$0.00
	26-666	79 CECILY WAY RANSON, WV 25438	$4,500.00	$25.00	$0.00	$0.00
	26-671	121 W 7TH AVE RANSON, WV 25438	$7,700.00	$25.00	$0.00	$0.00
	26-673	205 N PRESTON ST RANSON, WV 25438	$3,500.00	$25.00	$0.00	$0.00
	26-683	1281 RED CLOVER LN RANSON, WV 25438	$6,000.00	$25.00	$0.00	$0.00
	26-703	105 N PRESTON ST RANSON, WV 25438	$3,000.00	$25.00	$0.00	$0.00
	26-705	598 MOUNTAIN LAUREL BLVD RANSON, WV 25438	$4,067.75	$25.00	$0.00	$0.00
	26-731	130 PETERS AVE RANSON, WV 25438	$5,800.00	$25.00	$0.00	$0.00
	26-732	71 JOUETT ST RANSON, WV 25438	$6,000.00	$25.00	$0.00	$0.00
	26-743	104 N REYMANN ST RANSON, WV 25438	$14,448.00	$25.00	$0.00	$0.00
	26-745	300 SHORT BRANCH DR RANSON, WV 25438	$5,000.00	$25.00	$0.00	$0.00
	26-793	1256 STEED ST RANSON, WV 25438	$3,100.00	$25.00	$0.00	$0.00
	26-817	507 E 11TH AVE RANSON, WV 25438	$1,500.00	$25.00	$0.00	$0.00
	26-841	19 FOREST GROVE AVE RANSON, WV 25438	$6,084.00	$25.00	$0.00	$0.00

	26-853	288 SHORT BRANCH DR RANSON, WV 25438	$4,567.00	$25.00	$0.00	$0.00
	Total Permit Type: 15		**$75,616.75**	**$375.00**	**$0.00**	**$0.00**
Total	**Total Permits: 116**		**$9,514,597.20**	**$444,649.30**	**$3,100.00**	**$37,000.00**

AGENDA ITEM IV.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Administrative

ITEM TYPE: PRESENTATION

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

SUBJECT: City Manager Report

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

ATTACHMENTS:

AGENDA ITEM V.1

City Council Regular Meeting Request for Action

TO:

FROM: Todd Wilt

ITEM TYPE: COUNCIL BUSINESS

AGENDA SECTION: **COMMUNICATIONS FROM THE MAYOR**

SUBJECT: A Proclamation Honoring the Distinguished Career of Patricia Kelican

Mayor Suits shares the included Proclamation with the City Council.

ATTACHMENTS:

Patricia_Kelican_Proclamation_Ranson.docx

RANSON
AT THE CENTER OF OPPORTUNITY.

PROCLAMATION

HONORING THE DISTINGUISHED CAREER OF PATRICIA KELICAN

WHEREAS, Patricia "Ms. Patsy" Kelican began her career as a Mutuel Teller at Charles Town Races in 1966 and, in 2026, is celebrating her sixtieth year of service and approaching the extraordinary milestone of sixty years of continuous service at the same historic racetrack; and

WHEREAS, throughout six decades of dedicated service, Ms. Patsy has welcomed and assisted generations of horseplayers, horsemen, guests, coworkers, and members of our community, becoming a familiar and beloved presence at Charles Town Races; and

WHEREAS, Ms. Patsy's remarkable career has spanned an extraordinary period in the history of horse racing in our community, from the era of Shenandoah Downs and handwritten wagering tickets to the modern operations of Hollywood Casino at Charles Town Races; and

WHEREAS, through each generation and every period of change, Ms. Patsy has exemplified the values of dedication, dependability, hospitality, and service, demonstrating the profound impact that one individual can have through a lifetime of commitment to her profession and community; and

WHEREAS, sixty years of continuous service to a single organization represents a rare and exceptional achievement worthy of recognition, and Ms. Patsy's career has become intertwined with the history and tradition of horse racing in Charles Town and the surrounding community; and

WHEREAS, on August 28, 2026, as our community gathers for Charles Town Classic Day, colleagues, friends, horsemen, guests, and community members will gather to recognize Ms. Patsy and celebrate her extraordinary career and approaching sixty-year milestone;

NOW, THEREFORE, I, Ken Suits, Mayor of the City of Ranson, on behalf of our City Council and residents, do hereby recognize and honor Patricia "Ms. Patsy" Kelican for her extraordinary service, congratulate her as she approaches this historic sixty-year milestone, and express our sincere appreciation for the lasting contribution she has made to Charles Town Races and to our greater community.

FURTHERMORE, in recognition of this remarkable achievement and the generations of people whose lives have been touched by her warmth, dedication, and service, I do hereby proclaim in the City of Ranson and encourage our citizens to join in celebrating Patricia "Ms. Patsy" Kelican, her distinguished career, and her approaching sixty-year anniversary of service.

AUGUST 28, 2026
"MS. PATSY DAY"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Ranson to be affixed this 28th day of August 2026.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

AGENDA ITEM VII.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration - Two Board of Parks and Recreation Commission openings

One Full Six-year term beginning July 2026 - ending June 30, 2032. And a vacant partial term to be filled ending December 31, 2028.

ATTACHMENTS:

McDaniel PR_Redacted.pdf
Cara Wildrick_Redacted.pdf
Amanda Stroud_Redacted.pdf
D Gigillant.pdf
Dylan Keeney (2).pdf

City of Ranson

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

Board, Commission, and Committee Application

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

Name: Herbert McDaniel Jr.

Address [redacted] **Zip:** 25438

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

Occupation: Back Hoe Operator **Employer:** Atlas Plumbing

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** _____

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☑ College ☐ Graduate School ☐

Degrees/Majors/Course of Study:

High School Diploma

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

N/A

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

Volunteer for Voices Against Domestic Violence

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☑

If appointed, could you meet: Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☑ Fri. ☐

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	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☑	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☑	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☑	☐	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	☐ Council At- Large

What Board, Commission or Committee have you served (or are serving) on?
Previously served as City Council for Ward 1. Served with Parks & Rec.

References

Name: Andy Colandrea	**Phone No.:** [redacted]
Name: Scott Coulter	**Phone No.:** 5[redacted]

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

I feel that I am a good candidate for Parks and Rec because I enjoy helping with the community events such as Pizza with Santa. I also enjoy serving the residents of Ranson.

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.

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: Cara Wildrick

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

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

Occupation: Optometric Technician **Employer:** [redacted]

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 16 years

Political Affiliation: Republican ☐ Independent ☐ Democrat ☑ Other ☐

Education: Elementary ☐ High School ☐ College ☑ Graduate School ☐

Degrees/Majors/Course of Study:

Theatre & English Bachelors of Arts

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

CPR Certified

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

EPIC Head Start Policy Council
Old Dominion Alumnae Club of Alpha Gamma Delta
Girl Scout Troop Leader
Community Clean up
Building Commission

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

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	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☑	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☑	Youth	☐	☐	Health Issues
☑	☑	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**	☐ **Council At- Large**

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

References

Name: Erica Buzzard	**Phone No.:** [redacted]
Name: Erin Sager	**Phone No.:**

Please explain why you are a good candidate for the position:
I have been very involved with the city and I would love to do something for the Youth in our community. I love planning and helping with events. I want to help keep Ranson beautiful and be a place people want to come visit and explore. A friendly ~~City~~ where kids feel safe, a community that comes together and helps each other out, has beautiful parks for kids to enjoy, enhancing the Civic Center, and more. I feel like this would be a very good fit for me to help out more.

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

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: Amanda Stroud

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

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

Occupation: Retired **Employer:** N/A

Do you reside in the City Limits of Ranson? Yes [x] No [ ] **If so, how long?** 26 years

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

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

Degrees/Majors/Course of Study:
History

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

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

Ranson Building Commissioner, Ranson's Mini Grant Committee, HEPMPO's Route 9 Bike Path Connectivity Study Committee, Ranson City Council, Ranson CVB Board member, Ranson Community Gardens Board member,

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.	
[ ]	[x]	Recreation	[ ]	[ ]	Business Management	[x]	[ ]	Urban Concerns
[x]	[ ]	Law/Police Matters	[x]	[x]	Cultural Activities	[ ]	[ ]	Fund Raising
[ ]	[x]	Environment	[ ]	[ ]	Planning/Zoning	[ ]	[ ]	Construction Trades
[ ]	[ ]	Public Relations	[x]	[ ]	Budgeting	[ ]	[ ]	Economic Development
[ ]	[ ]	Transportation	[ ]	[ ]	Youth	[ ]	[ ]	Health Issues
[ ]	[ ]	Volunteer Service	[ ]	[ ]	Aging Issues	[x]	[ ]	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**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? Building Commission, Council and CVB

References

Name: Joyce Garrison	**Phone No.:** [redacted]
Name: Scott Hutton	**Phone No.:**

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

I believe my skillset and experience will be an asset to the Ranson Parks & Rec Board and by extension the city's Parks & Rec Department. As a private citizen I have attend board meetings and try to keep abreast of what's currently going in the department. As a board member of the Ranson Convention and Visitor's Bureau I worked in conjunction with the board and Parks and Rec employees to put on a variety of events over the years including manning the smores table, hiding Easter eggs to helping out at the car show and festival. To me being a member of the board doesn't just mean attending meetings, it also means showing up for set up and surviving Pizza With Santa.

I work well with others, including those who disagree with me. Am a flexible thinker who understands why things where done "that way" in the past but is open to differing viewpoints and new ideas such as the Ranson 5k. Also keep up to date on current programs with Charles Town Parks & Rec and the Jefferson County Parks & Rec Commission as well as their plans for the future. Having a working knowledge of what's going on in other departments will help reduce redundancies and show potentials for partnerships

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.

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: David K. Gignilliat

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

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

Occupation: Self-employed + Rest. work **Employer:** Quixotica Creative, LLC

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** 4 yrs

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐

Education: Elementary ☐ High School ☐ College ☑ Graduate School ☐

Degrees/Majors/Course of Study:

Univ. of Virginia, B.A., Economics (major); French/French Lit (minor)

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

2x Jumpstart Jefferson participant, Former financial advisor (Series 7, 66 + insurance-licensed)

Please list volunteer and other community experience (list by date): American Legion (member) Ch. Town Baptist Church (member), Jefferson County Ch of Comm. Harpers Ferry/Bolivar Merch. Assoc.

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

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	☐	☑	Urban Concerns
☐	☑	Law/Police Matters	☑	☑	Cultural Activities	☑	☑	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☑	☑	Public Relations	☑	☑	Budgeting	☑	☑	Economic Development

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

What Board, Commission or Committee have you served (or are serving) on? Harpers Ferry Water Board Member Commission (2 yrs), UVA Alumni Club of WV E. Panhandle (2 yrs President)

References

Name:	Gregory Cash	**Phone No.:**	[redacted]
Name:	Benjamin Lanham	**Phone No.:**	

Please explain why you are a good candidate for the position: (See attached letters)

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.

DAVID K. GIGNILLIAT

Ranson Resident • Civic Leader • Entrepreneur & Writer • Former Student-Athlete & Sports Journalist

Location: Ranson, West Virginia (4-Year Resident)
Education: B.A. in Economics, University of Virginia
Business: Owner, Quixotica Creative, LLC

Date: July 28, 2026

To: Honorable Mayor Ken Suits &
Members of the Ranson City Council
City of Ranson Municipal Building
312 S. Mildred Street, Ranson, WV 25438

RE: LETTER OF QUALIFICATIONS & APPLICATION FOR APPOINTMENT TO THE RANSON PARKS AND RECREATION COMMISSION

Dear Mayor Suits and Members of the Ranson City Council,

I am writing to respectfully submit my credentials and formally express my enthusiasm for appointment to the Ranson Parks and Recreation Commission. Having lived in Ranson for four years, I have developed a deep personal appreciation for our city's vibrant neighborhoods, community character, and expanding public infrastructure. As Ranson continues to grow, ensuring that our parks, green spaces, athletic facilities, and recreational programs remain accessible, modern, and engaging is essential to preserving our high quality of life. I am eager to contribute my energy, professional background, and public board experience toward advancing the mission of the Parks and Recreation Commission.

1. PROVEN GOVERNANCE & MUNICIPAL COMMISSION EXPERIENCE

My commitment to public service in the Eastern Panhandle is grounded in active, hands-on municipal governance. As a current Commissioner for Harpers Ferry Water Works, I have direct experience operating within a municipal board framework. In this role, I collaborate regularly with fellow commissioners, municipal administrators, engineers, and community stakeholders to oversee essential infrastructure, manage public utility policy, evaluate capital improvement projects, and maintain fiscal transparency. I am well-versed in public meeting procedures, capital planning, and the fiduciary duties expected of municipal commission members.

In addition, my dedication to civic life is reflected in my active participation in regional political engagement, having run for public office twice in the Eastern Panhandle. These campaigns provided invaluable opportunities to listen directly to residents across Jefferson County, learn about neighborhood priorities, and advocate for sustainable public investments, recreational amenities, and family-centered community development.

2. ATHLETIC BACKGROUND, SPORTS JOURNALISM & RECREATIONAL ADVOCACY

My passion for public parks and recreation is built upon a lifelong involvement in competitive athletics and sports media:

- **Former High School Varsity Athlete:** Competed as a student-athlete in both tennis and golf, cultivating a lasting appreciation for facility maintenance, court quality, recreational turf management, and structured youth sports development.
- **Professional Sports Writer & Media Experience:** Worked extensively as a sports writer, covering local and regional athletics, athletic program management, and sports journalism. My published writing—cataloged across

MuckRack and featured in multi-media coverage (including YouTube video journalism)—gives me a unique perspective on how sports build community cohesion and local pride.

- **Advocate for Active Community Living:** I hold a firm conviction that quality parks serve as the heartbeat of a thriving city—offering youth sports opportunities, active adult recreation, walking trails, and inclusive spaces for community gatherings.

3. PROFESSIONAL CREDENTIALS, BUSINESS LEADERSHIP & COMMUNITY ROOTS

I hold a Bachelor of Arts degree in Economics from the University of Virginia, providing a solid foundation in resource allocation, quantitative analysis, and cost-benefit evaluation. As the founder and owner of Quixotica Creative, LLC, based in the Eastern Panhandle, I bring extensive background in strategic communications, public relations, and business administration. Combined with my background in hospitality, I bring a user-first perspective on visitor experience, facility programming, and event management.

Community Involvement & Regional Affiliations:

- **Founder & President, UVA Alumni Club of the WV Eastern Panhandle:** Established and lead the regional alumni organization chartered through the University of Virginia, organizing social, educational, and civic events across the Panhandle.
- **Member, American Legion:** Proud member supporting local veterans and participating in civic duty initiatives.
- **Member, Jefferson County Chamber of Commerce:** Engaged in local economic growth, business networking, and community partnership development.
- **Congregant, Charles Town Baptist Church:** Active in local faith community outreach and family support services.

4. STRATEGIC VISION FOR RANSON'S PARKS & RECREATION

As a four-year Ranson resident, my vision for our city's recreational assets focuses on practical, high-impact goals:

- **Facility Optimization & Maintenance:** Ensuring existing playgrounds, basketball courts, ballfields, and trails are maintained to high safety and aesthetic standards.
- **Inclusive & Diverse Programming:** Expanding youth athletic clinics (including tennis and golf starter programs), pickleball offerings, senior fitness access, and seasonal family park festivals.
- **Partnerships & Resource Development:** Working with local businesses, school districts, and civic groups to attract private sponsorships and explore grant opportunities to stretch municipal recreational dollars.

CALL TO ACTION: REQUEST TO MAYOR KEN SUITS & RANSON CITY COUNCIL

I respectfully request that Mayor Ken Suits and the members of the Ranson City Council consider my qualifications and appoint me to serve on the Ranson Parks and Recreation Commission. I welcome the opportunity to meet with Mayor Suits, Council members, or municipal leadership for an interview to discuss how my background in municipal governance, athletic experience, economics background, and civic engagement can support Ranson's Parks and Recreation goals.

Thank you for your dedicated service to Ranson and for considering my commitment to serve our community.

Respectfully submitted,

David K. Gignilliat
Resident of Ranson, West Virginia
Commissioner, Harpers Ferry Water Works | Owner, Quixotica Creative, LLC

Credentials & References: LinkedIn (linkedin.com/in/davidgignilliat) • Facebook (facebook.com/uvadavidg/) • MuckRack Portfolio (muckrack.com/david-gignilliat/articles) • UVA Club (engagement.virginia.edu/clubs/wv-eastern-panhandle) • Video Coverage (youtube.com/watch?v=EV37IW_-0Lw)

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:
Dylan P. Kenney, MBA

Address: [redacted]

Zip: 25438

Telephone Home: [redacted]

Email: [redacted]

Occupation:
Director of Commercial Strategy & Partnerships

Employer:
SES Integrators

Do you reside in the City Limits of Ranson? Yes ☐ No ☐ **If so, how long?** _____

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☐

MBA, University of Virginia Darden School of Business (Specializations: Finance, Strategy, Leadership, Data Analytics & Technology)
B.S. Business Administration, American University (Specialization: Management)
B.A. Economics, American University

Please list Certifications, Licenses, or other Vocational Training received:
DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024); Microsoft Office Specialist: Excel 2016 & PowerPoint 2016.

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

2023-25: UVA Darden EMBA - Student Body President, Section Representative; co-founder, Professional Programs Pride at Darden. 2023-24: We Are Family DC - senior-support/food-delivery volunteer. 2016-22: Alzheimer's Association - volunteer/fundraiser. 2015-18: Alpha Kappa Psi & Sigma Alpha Mu - community service/philanthropy. 2014: Michigan League of Conservation Voters - Environmental Intern.

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

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

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

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	[X]	Recreation	☐	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☐	☐	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**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? UVA Darden Executive MBA Student Association Student Body President; Section Representative. Alpha Kappa Psi - Bylaws Committee; Community Service Chair. Sigma Alpha Mu - Philanthropy Chair.

References

Name: Dan Gardner, CEO, SES Integrators	**Phone No.:** [redacted]
Name: R. Marc Johnson, EdD, VP for Strategic Initiatives, UVA	**Phone No.:** [redacted]

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

My primary interest is the Parks and Recreation Commission. Well-managed parks, recreation programs, and public spaces strengthen quality of life, community connection, and the City's long-term vitality. As Director of Commercial Strategy & Partnerships at SES Integrators, I work across budgeting, project planning, vendor and contractor coordination, and public-sector and infrastructure projects. Before SES, I spent several years in aviation, adding experience in transportation, highly regulated operations, and cross-functional coordination.

I hold an MBA from the University of Virginia Darden School of Business, where I served as Student Body President, co-founded Professional Programs Pride at Darden, and received the C. Stewart Sheppard Distinguished Service Award. A Darden Global Client Project in Malawi also gave me experience advising a nonprofit on financial, operational, procurement, and growth challenges alongside organizational leaders and community stakeholders. My community service includes We Are Family DC, the Alzheimer's Association, environmental outreach with the Michigan League of Conservation Voters, and service and philanthropic leadership through Alpha Kappa Psi and Sigma Alpha Mu.

I would bring a practical, fiscally responsible, resident-focused approach: listening to residents, collaborating with City staff and fellow commissioners, weighing near-term needs against long-term costs, and supporting accessible, well-maintained recreation resources.

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.

DYLAN P. KENNEY, MBA

CIVIC AND PROFESSIONAL RESUME

Ranson, West Virginia
[redacted]

First-generation college graduate, business leader, and Ranson homeowner drawn to public service through organizational leadership, community volunteering, and stewardship. Experience across infrastructure, aviation, healthcare, legal services, and consulting has reinforced disciplined decision-making in regulated, stakeholder-intensive environments. I value listening, accountability, fiscal responsibility, and practical collaboration, and hope to invest those habits in the community I now call home. My interest in public service is grounded in the belief that local institutions work best when they are accessible, fiscally responsible, responsive to residents, and managed with the same care and accountability expected of any organization entrusted with community resources.

PROFESSIONAL EXPERIENCE

SES Integrators Mar 2025 - Present
Director of Commercial Strategy & Partnerships | Northeast Regional Sales Manager
- Lead commercial strategy, partnerships, federal and public-sector growth, complex pursuits, and sales-team performance; coordinate budgets, construction documents, vendors, contractors, and cross-functional execution.
- Built CRM and sales processes that grew qualified pipeline 42%, reduced lead response time 65%, and improved conversion 18%.

Chantilly Air May 2024 - Jan 2025
Sales and Client Relationship Executive
- Prepared budgets, forecasts, and sales plans; strengthened client relationships, launched a 4AIR sustainability partnership, and supported guest relations and operations during the January 2025 presidential inauguration.

mba Aviation Jul 2021 - May 2024
Senior Marketing Analyst / Marketing Analyst
- Led go-to-market, client outreach, public relations, and sales initiatives for aviation data and asset-management software, helping drive sales growth above 30% and subscription growth above 50%.
- Fully managed an aviation asset management software launch in Dublin, Ireland, and translated client requirements into technical needs for engineering teams.

ADDITIONAL PROFESSIONAL EXPERIENCE

Whiteford, Taylor and Preston LLP | *Paralegal* 2018-19
- Managed 250+ HOA and condominium assessment accounts; reconciled ledgers, researched records, drafted legal documents, and liaised with associations, attorneys, and homeowners.

Vanda Pharmaceuticals | *Data Auditor* 2019-21
- Managed HIPAA-regulated patient eligibility and prior-authorization data and coordinated with patients, providers, insurers, and internal stakeholders.

SELECTED PROJECTS

UVA Darden Global Client Project | Mzuzu, Malawi 2024-25
- Advised a nonprofit food processor on financial planning, pricing, procurement, operations, supplier diversification, and growth.
- Recommendations addressed financial resilience, pricing, procurement, and operational efficiency; the client later reported record sales, sustained profitability, and significant new grant funding.

Corporate Entrepreneurship Consultation | Bergen, Norway 2018
- Developed a blockchain traceability concept for Scandinavian food supply chains focused on sustainability, safety, waste reduction, and efficiency.

Fashion and Luxury Goods Merchandising | London, UK 2017
- One of ten selected; developed a mobile marketplace concept selected for further development.

EDUCATION

University of Virginia Darden School of Business
MBA, 2025. Specializations: Finance, Strategy, Leadership, Marketing, Data Analytics & Technology

American University
B.S. Business Administration, Management specialization
B.A. Economics
Macroeconomics Teaching Assistant and Economics Tutor

LEADERSHIP AND GOVERNANCE

UVA Darden Executive MBA 2023-25
- Student Body President and Section Representative
- Co-Founder, Professional Programs Pride at Darden
- C. Stewart Sheppard Distinguished Service Award recipient
- DEI Committee and Social Committee Member

Alpha Kappa Psi 2016-18
- Director of Compliance, Community Service Chair, and Parliamentarian
- Bylaws Committee Member and Interfraternity Council Representative
- Participated in revising chapter bylaws and governance documents, evaluated compliance with university and organizational requirements, and represented the chapter in cross-organization governance.

Sigma Alpha Mu 2015-18
- Philanthropy Chair; planned fundraising and service supporting veterans, PTSD awareness, and a 9/11 memorial

COMMUNITY SERVICE

We Are Family DC 2023-24
- Senior Associate and volunteer supporting older adults through food delivery and direct assistance

Alzheimer's Association 2016-22
- Volunteer and fundraiser, including Walk to End Alzheimer's

Michigan League of Conservation Voters 2014
- Environmental Intern focused on community outreach and volunteer coordination

First Wesleyan Church 2012
- Volunteer distributing food and clothing to local families in need and supporting children's donation programs

SELECTED TRAINING

- DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024)

SELECTED PROFESSIONAL AFFILIATIONS

National Business Aviation Association 2024-25
Greater Washington Business Aviation Association 2024-25
International Society of Transport Aircraft Trading 2021-24

BOARD RELEVANT EXPERIENCE

- Budgeting, financial analysis, and resource prioritization
- Construction, infrastructure, vendor, and contractor coordination
- Public-sector projects and regulated environments
- Organizational governance, bylaws, compliance, and committee leadership
- Community outreach, volunteer service, and stakeholder engagement

AGENDA ITEM VII.2

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Two (2) appointment to Board of Zoning Appeals

This item is presented for Council's consideration of two appointments to the Board of Zoning Appeals, each for a term commencing in June 2026 and expiring December 31, 2028.

The Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination related to the city's zoning code and its administration. Applicants must have been residents of the City of Ranson for at least three years prior to appointment, may not be a member of the Planning Commission, and may not hold any other elective or appointive office within the city.

Board of Zoning Appeals is responsible for hearing and deciding appeals from any order, requirement, decision, or determination of the city’s zoning code and its administration.

ATTACHMENTS:

Joseph_Alvini_Redacted.pdf
Makeda_Williams_Board_Application_Redacted.pdf
David Gigillant.pdf
Dylan Keeney (2).pdf

City of Ranson

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

Board, Commission, and Committee Application

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

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

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

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. 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**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: [redacted]

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

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

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

City of Ranson

312 South Mildred Street
Ranson, West Virginia 25438
Submit application at
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Board, Commission, and Committee Application

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Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]
Do you reside in the City Limits of Ranson?	☒ Yes ☐ No	If so, how long?	Approximately 8 months
Political Affiliation:	☐ Republican ☒ Independent ☐ Democrat ☐ Other		
Education:	☐ Elementary ☐ High School ☒ College ☐ Graduate School		
Degrees/Majors/Course of Study:	B.S. Business Administration, Project Management Concentration; Magna Cum Laude		
Please list Certifications, Licenses, or other Vocational Training received:	Agile Leadership Principles Certification		
Please list volunteer and other community experience (list by date):	Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.		
If appointed, could you meet:	☐ Mornings ☐ Afternoons ☒ Evenings		
If appointed, could you meet:	☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.		

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	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☒	☐	Fund Raising
☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	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**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

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

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

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

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: David K. Gianilliat

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

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

Occupation: Self-employed + Rest work **Employer:** Quixotica Creative, LLC

Do you reside in the City Limits of Ranson? Yes ☑ No ☐ **If so, how long?** ~4 yrs

Political Affiliation: Republican ☑ Independent ☐ Democrat ☐ Other ☐

Education: Elementary ☐ High School ☐ College ☑ Graduate School ☐

Degrees/Majors/Course of Study:

Univ. of Virginia, B.A., Economics (major); French/French Lit (minor)

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

2x Jumpstart Jefferson participant, Former advisor (series 7, 66 + insurance-licensed) financial services

Please list volunteer and other community experience (list by date): American Legion (member) Ch. Town Baptist Church (member), Jefferson County Ch of Comm. Harpers Ferry/Bolivar March. Assoc.

If appointed, could you meet: Mornings ☑ Afternoons ☑ Evenings ☑

If appointed, could you meet: Mon. ☑ Tues. ☑ Wed. ☑ Thurs. ☑ Fri. ☑

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	☐	☑	Urban Concerns
☐	☑	Law/Police Matters	☑	☑	Cultural Activities	☑	☑	Fund Raising
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☑	Board of Zoning Appeals	☑	Parks and Recreation Comm.
☐	Police Civil Service Comm.	☑	Building Code Appeals Board
☐	Building Commission	☐	Council At- Large

What Board, Commission or Committee have you served (or are serving) on? Harpers Ferry Water Board Member Commission (2 yrs), UVA Alumni Club of WV E. Panhandle (& President)

References

Name: Gregory Cash	Phone No.: [redacted]
Name: Benjamin Lanham	Phone No.: [redacted]

Please explain why you are a good candidate for the position: (See attached letters)

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.

DAVID K. GIGNILLIAT

Ranson Resident • Civic Leader • Entrepreneur & Writer • Former Student-Athlete & Sports Journalist

Location: Ranson, West Virginia (4-Year Resident)
Education: B.A. in Economics, University of Virginia
Business: Owner, Quixotica Creative, LLC

Date: July 28, 2026

To: Honorable Mayor Ken Suits &
Members of the Ranson City Council
City of Ranson Municipal Building
312 S. Mildred Street, Ranson, WV 25438

RE: LETTER OF QUALIFICATIONS & APPLICATION FOR APPOINTMENT TO THE RANSON PARKS AND RECREATION COMMISSION

Dear Mayor Suits and Members of the Ranson City Council,

I am writing to respectfully submit my credentials and formally express my enthusiasm for appointment to the Ranson Parks and Recreation Commission. Having lived in Ranson for four years, I have developed a deep personal appreciation for our city's vibrant neighborhoods, community character, and expanding public infrastructure. As Ranson continues to grow, ensuring that our parks, green spaces, athletic facilities, and recreational programs remain accessible, modern, and engaging is essential to preserving our high quality of life. I am eager to contribute my energy, professional background, and public board experience toward advancing the mission of the Parks and Recreation Commission.

1. PROVEN GOVERNANCE & MUNICIPAL COMMISSION EXPERIENCE

My commitment to public service in the Eastern Panhandle is grounded in active, hands-on municipal governance. As a current Commissioner for Harpers Ferry Water Works, I have direct experience operating within a municipal board framework. In this role, I collaborate regularly with fellow commissioners, municipal administrators, engineers, and community stakeholders to oversee essential infrastructure, manage public utility policy, evaluate capital improvement projects, and maintain fiscal transparency. I am well-versed in public meeting procedures, capital planning, and the fiduciary duties expected of municipal commission members.

In addition, my dedication to civic life is reflected in my active participation in regional political engagement, having run for public office twice in the Eastern Panhandle. These campaigns provided invaluable opportunities to listen directly to residents across Jefferson County, learn about neighborhood priorities, and advocate for sustainable public investments, recreational amenities, and family-centered community development.

2. ATHLETIC BACKGROUND, SPORTS JOURNALISM & RECREATIONAL ADVOCACY

My passion for public parks and recreation is built upon a lifelong involvement in competitive athletics and sports media:

- **Former High School Varsity Athlete:** Competed as a student-athlete in both tennis and golf, cultivating a lasting appreciation for facility maintenance, court quality, recreational turf management, and structured youth sports development.
- **Professional Sports Writer & Media Experience:** Worked extensively as a sports writer, covering local and regional athletics, athletic program management, and sports journalism. My published writing—cataloged across

MuckRack and featured in multi-media coverage (including YouTube video journalism)—gives me a unique perspective on how sports build community cohesion and local pride.

- **Advocate for Active Community Living:** I hold a firm conviction that quality parks serve as the heartbeat of a thriving city—offering youth sports opportunities, active adult recreation, walking trails, and inclusive spaces for community gatherings.

3. PROFESSIONAL CREDENTIALS, BUSINESS LEADERSHIP & COMMUNITY ROOTS

I hold a Bachelor of Arts degree in Economics from the University of Virginia, providing a solid foundation in resource allocation, quantitative analysis, and cost-benefit evaluation. As the founder and owner of Quixotica Creative, LLC, based in the Eastern Panhandle, I bring extensive background in strategic communications, public relations, and business administration. Combined with my background in hospitality, I bring a user-first perspective on visitor experience, facility programming, and event management.

Community Involvement & Regional Affiliations:

- **Founder & President, UVA Alumni Club of the WV Eastern Panhandle:** Established and lead the regional alumni organization chartered through the University of Virginia, organizing social, educational, and civic events across the Panhandle.
- **Member, American Legion:** Proud member supporting local veterans and participating in civic duty initiatives.
- **Member, Jefferson County Chamber of Commerce:** Engaged in local economic growth, business networking, and community partnership development.
- **Congregant, Charles Town Baptist Church:** Active in local faith community outreach and family support services.

4. STRATEGIC VISION FOR RANSON'S PARKS & RECREATION

As a four-year Ranson resident, my vision for our city's recreational assets focuses on practical, high-impact goals:

- **Facility Optimization & Maintenance:** Ensuring existing playgrounds, basketball courts, ballfields, and trails are maintained to high safety and aesthetic standards.
- **Inclusive & Diverse Programming:** Expanding youth athletic clinics (including tennis and golf starter programs), pickleball offerings, senior fitness access, and seasonal family park festivals.
- **Partnerships & Resource Development:** Working with local businesses, school districts, and civic groups to attract private sponsorships and explore grant opportunities to stretch municipal recreational dollars.

CALL TO ACTION: REQUEST TO MAYOR KEN SUITS & RANSON CITY COUNCIL

I respectfully request that Mayor Ken Suits and the members of the Ranson City Council consider my qualifications and appoint me to serve on the Ranson Parks and Recreation Commission. I welcome the opportunity to meet with Mayor Suits, Council members, or municipal leadership for an interview to discuss how my background in municipal governance, athletic experience, economics background, and civic engagement can support Ranson's Parks and Recreation goals.

Thank you for your dedicated service to Ranson and for considering my commitment to serve our community.

Respectfully submitted,

David K. Gignilliat
Resident of Ranson, West Virginia
Commissioner, Harpers Ferry Water Works | Owner, Quixotica Creative, LLC

Credentials & References: LinkedIn (linkedin.com/in/davidgignilliat) • Facebook (facebook.com/uvadavidg/) • MuckRack Portfolio (muckrack.com/david-gignilliat/articles) • UVA Club (engagement.virginia.edu/clubs/wv-eastern-panhandle) • Video Coverage (youtube.com/watch?v=EV37IW_-0Lw)

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:
Dylan P. Kenney, MBA

Address: [redacted]

Zip: 25438

Telephone Home: [redacted]

Email: [redacted]

Occupation:
Director of Commercial Strategy & Partnerships

Employer:
SES Integrators

Do you reside in the City Limits of Ranson? Yes ☐ No ☐ **If so, how long?** _____

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☐

MBA, University of Virginia Darden School of Business (Specializations: Finance, Strategy, Leadership, Data Analytics & Technology)
B.S. Business Administration, American University (Specialization: Management)
B.A. Economics, American University

Please list Certifications, Licenses, or other Vocational Training received:
DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024); Microsoft Office Specialist: Excel 2016 & PowerPoint 2016.

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

2023-25: UVA Darden EMBA - Student Body President, Section Representative; co-founder, Professional Programs Pride at Darden. 2023-24: We Are Family DC - senior-support/food-delivery volunteer. 2016-22: Alzheimer's Association - volunteer/fundraiser. 2015-18: Alpha Kappa Psi & Sigma Alpha Mu - community service/philanthropy. 2014: Michigan League of Conservation Voters - Environmental Intern.

If appointed, could you meet: Mornings ☐ Afternoons ☐ Evenings ☒

If appointed, could you meet: Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri. ☐ Weekends: any time

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	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
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☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☐	☐	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**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? UVA Darden Executive MBA Student Association Student Body President; Section Representative. Alpha Kappa Psi - Bylaws Committee; Community Service Chair. Sigma Alpha Mu - Philanthropy Chair.

References

Name: Dan Gardner, CEO, SES Integrators	**Phone No.:** [redacted]
Name: R. Marc Johnson, EdD, VP for Strategic Initiatives, UVA	**Phone No.:** [redacted]

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

My primary interest is the Parks and Recreation Commission. Well-managed parks, recreation programs, and public spaces strengthen quality of life, community connection, and the City's long-term vitality. As Director of Commercial Strategy & Partnerships at SES Integrators, I work across budgeting, project planning, vendor and contractor coordination, and public-sector and infrastructure projects. Before SES, I spent several years in aviation, adding experience in transportation, highly regulated operations, and cross-functional coordination.

I hold an MBA from the University of Virginia Darden School of Business, where I served as Student Body President, co-founded Professional Programs Pride at Darden, and received the C. Stewart Sheppard Distinguished Service Award. A Darden Global Client Project in Malawi also gave me experience advising a nonprofit on financial, operational, procurement, and growth challenges alongside organizational leaders and community stakeholders. My community service includes We Are Family DC, the Alzheimer's Association, environmental outreach with the Michigan League of Conservation Voters, and service and philanthropic leadership through Alpha Kappa Psi and Sigma Alpha Mu.

I would bring a practical, fiscally responsible, resident-focused approach: listening to residents, collaborating with City staff and fellow commissioners, weighing near-term needs against long-term costs, and supporting accessible, well-maintained recreation resources.

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.

DYLAN P. KENNEY, MBA

CIVIC AND PROFESSIONAL RESUME

Ranson, West Virginia
[redacted]

First-generation college graduate, business leader, and Ranson homeowner drawn to public service through organizational leadership, community volunteering, and stewardship. Experience across infrastructure, aviation, healthcare, legal services, and consulting has reinforced disciplined decision-making in regulated, stakeholder-intensive environments. I value listening, accountability, fiscal responsibility, and practical collaboration, and hope to invest those habits in the community I now call home. My interest in public service is grounded in the belief that local institutions work best when they are accessible, fiscally responsible, responsive to residents, and managed with the same care and accountability expected of any organization entrusted with community resources.

PROFESSIONAL EXPERIENCE

SES Integrators Mar 2025 - Present
Director of Commercial Strategy & Partnerships | Northeast Regional Sales Manager

- Lead commercial strategy, partnerships, federal and public-sector growth, complex pursuits, and sales-team performance; coordinate budgets, construction documents, vendors, contractors, and cross-functional execution.
- Built CRM and sales processes that grew qualified pipeline 42%, reduced lead response time 65%, and improved conversion 18%.

Chantilly Air May 2024 - Jan 2025
Sales and Client Relationship Executive

- Prepared budgets, forecasts, and sales plans; strengthened client relationships, launched a 4AIR sustainability partnership, and supported guest relations and operations during the January 2025 presidential inauguration.

mba Aviation Jul 2021 - May 2024
Senior Marketing Analyst / Marketing Analyst

- Led go-to-market, client outreach, public relations, and sales initiatives for aviation data and asset-management software, helping drive sales growth above 30% and subscription growth above 50%.
- Fully managed an aviation asset management software launch in Dublin, Ireland, and translated client requirements into technical needs for engineering teams.

ADDITIONAL PROFESSIONAL EXPERIENCE

Whiteford, Taylor and Preston LLP | *Paralegal* 2018-19

- Managed 250+ HOA and condominium assessment accounts; reconciled ledgers, researched records, drafted legal documents, and liaised with associations, attorneys, and homeowners.

Vanda Pharmaceuticals | *Data Auditor* 2019-21

- Managed HIPAA-regulated patient eligibility and prior-authorization data and coordinated with patients, providers, insurers, and internal stakeholders.

SELECTED PROJECTS

UVA Darden Global Client Project | Mzuzu, Malawi 2024-25

- Advised a nonprofit food processor on financial planning, pricing, procurement, operations, supplier diversification, and growth.
- Recommendations addressed financial resilience, pricing, procurement, and operational efficiency; the client later reported record sales, sustained profitability, and significant new grant funding.

Corporate Entrepreneurship Consultation | Bergen, Norway 2018

- Developed a blockchain traceability concept for Scandinavian food supply chains focused on sustainability, safety, waste reduction, and efficiency.

Fashion and Luxury Goods Merchandising | London, UK 2017

- One of ten selected; developed a mobile marketplace concept selected for further development.

EDUCATION

University of Virginia Darden School of Business
MBA, 2025. Specializations: Finance, Strategy, Leadership, Marketing, Data Analytics & Technology

American University
B.S. Business Administration, Management specialization
B.A. Economics
Macroeconomics Teaching Assistant and Economics Tutor

LEADERSHIP AND GOVERNANCE

UVA Darden Executive MBA 2023-25

- Student Body President and Section Representative
- Co-Founder, Professional Programs Pride at Darden
- C. Stewart Sheppard Distinguished Service Award recipient
- DEI Committee and Social Committee Member

Alpha Kappa Psi 2016-18

- Director of Compliance, Community Service Chair, and Parliamentarian
- Bylaws Committee Member and Interfraternity Council Representative
- Participated in revising chapter bylaws and governance documents, evaluated compliance with university and organizational requirements, and represented the chapter in cross-organization governance.

Sigma Alpha Mu 2015-18

- Philanthropy Chair; planned fundraising and service supporting veterans, PTSD awareness, and a 9/11 memorial

COMMUNITY SERVICE

We Are Family DC 2023-24

- Senior Associate and volunteer supporting older adults through food delivery and direct assistance

Alzheimer's Association 2016-22

- Volunteer and fundraiser, including Walk to End Alzheimer's

Michigan League of Conservation Voters 2014

- Environmental Intern focused on community outreach and volunteer coordination

First Wesleyan Church 2012

- Volunteer distributing food and clothing to local families in need and supporting children's donation programs

SELECTED TRAINING

- DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024)

SELECTED PROFESSIONAL AFFILIATIONS

National Business Aviation Association 2024-25
Greater Washington Business Aviation Association 2024-25
International Society of Transport Aircraft Trading 2021-24

BOARD RELEVANT EXPERIENCE

- Budgeting, financial analysis, and resource prioritization
- Construction, infrastructure, vendor, and contractor coordination
- Public-sector projects and regulated environments
- Organizational governance, bylaws, compliance, and committee leadership
- Community outreach, volunteer service, and stakeholder engagement

AGENDA ITEM VII.3

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Three (3) appointment to Board of Building Code Appeals Board.

This item is presented for Council's consideration of an appointment to the Board of Building Code Appeals, which is a vacant two year term commencing in January 1, 2026 and expiring December 31, 2027. Staff has advertised the position. Per City Code, the Board of Building Code Appeals shall consist of five individuals appointed by City Council who are qualified by experience and training to pass on matters pertaining to building construction. Members may not be city employees.

ATTACHMENTS:

Joseph_Alvini_Redacted.pdf
Makeda_Williams_Board_Application_Redacted.pdf
Dylan Keeney (2).pdf

City of Ranson

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

Board, Commission, and Committee Application

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

Name: Joseph Alvini	
Address: [redacted]	**Zip:** 25438
Telephone Home: [redacted]	**Email:** j[redacted]
Occupation: Software Engineer	**Employer:** [redacted]
Do you reside in the City Limits of Ranson? ☒ Yes ☐ No If so, how long? Approximately 8 months	
Political Affiliation: ☐ Republican ☒ Independent ☐ Democrat ☐ Other	
Education: ☐ Elementary ☒ High School ☒ College ☒ Graduate School	
Degrees/Majors/Course of Study: B.S. Computer Science; M.S. Cloud Computing Architecture	
Please list Certifications, Licenses, or other Vocational Training received: Google Cloud Professional Cloud Architect; Dell Boomi Professional Developer Certification	
Please list volunteer and other community experience (list by date): Teaching coding and technology skills to underserved youth. Assisted with community technology initiatives and volunteer projects.	
If appointed, could you meet: ☐ Mornings ☒ Afternoons ☒ Evenings	
If appointed, could you meet: ☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.	

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

EXP. INT.	EXP. INT.	EXP. INT.
☐ EXP. ☒ INT. Recreation	☒ EXP. ☐ INT. Business Management	☐ EXP. ☐ INT. Urban Concerns
☐ EXP. ☐ INT. Law/Police Matters	☐ EXP. ☐ INT. Cultural Activities	☒ EXP. ☐ INT. Fund Raising
☐ EXP. ☐ INT. Environment	☐ EXP. ☒ INT. Planning/Zoning	☐ EXP. ☐ INT. Construction Trades
☒ EXP. ☐ INT. Public Relations	☒ EXP. ☐ INT. Budgeting	☐ EXP. ☒ INT. Economic Development
☐ EXP. ☐ INT. Transportation	☒ EXP. ☐ INT. Youth	☐ EXP. ☐ INT. Health Issues
☒ EXP. ☐ INT. Volunteer Service	☒ EXP. ☐ INT. Aging Issues	☒ EXP. ☐ INT. 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**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on? None at this time.

References

Name: Benjamin Davis	Phone No.[redacted]
Name: Rafiq Flucas	Phone No.: 4[redacted]

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

I am a software engineer with experience analyzing complex information, evaluating competing requirements, and making objective, fact-based decisions. As a resident of Ranson, I am committed to contributing to the continued growth and success of our community. I believe effective public service requires fairness, accountability, and a willingness to listen to all perspectives. I would be honored to serve the City of Ranson and apply my professional skills to help ensure thoughtful and consistent decisions that benefit both residents and the community as a whole.

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

City of Ranson

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Board, Commission, and Committee Application

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Name:	Makeda Williams		
Address:	[redacted]	**Zip:**	25438
Telephone Home:	[redacted]	**Email:**	[redacted]
Occupation:	Financial Educator	**Employer:**	[redacted]
Do you reside in the City Limits of Ranson?	☒ Yes ☐ No	If so, how long?	Approximately 8 months
Political Affiliation:	☐ Republican ☒ Independent ☐ Democrat ☐ Other		
Education:	☐ Elementary ☐ High School ☒ College ☐ Graduate School		
Degrees/Majors/Course of Study:	B.S. Business Administration, Project Management Concentration; Magna Cum Laude		
Please list Certifications, Licenses, or other Vocational Training received:	Agile Leadership Principles Certification		
Please list volunteer and other community experience (list by date):	Developed and facilitated gaming-based social and recreational activities for mental health patients on a volunteer basis.		
If appointed, could you meet:	☐ Mornings ☐ Afternoons ☒ Evenings		
If appointed, could you meet:	☒ Mon. ☒ Tues. ☒ Wed. ☒ Thurs. ☒ Fri.		

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

EXP.	INT.		EXP.	INT.		EXP.	INT.	
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☐	☐	Environment	☐	☒	Planning/Zoning	☐	☐	Construction Trades
☒	☐	Public Relations	☒	☐	Budgeting	☐	☒	Economic Development
☐	☐	Transportation	☐	☐	Youth	☒	☐	Health Issues
☒	☐	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.

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☒ **Board of Zoning Appeals**	☒ **Parks and Recreation Comm.**
☐ **Police Civil Service Comm.**	☒ **Building Code Appeals Board**
☐ **Building Commission**	☐ **Council At-Large**

What Board, Commission or Committee have you served (or are serving) on?	None at this time.
References	
Name: Nikki Smith	Phone No.: [redacted]
Name: Angelica Mattia	Phone No.: [redacted]

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

As a resident of Ranson, I am committed to helping our community continue to grow and thrive. My professional background in healthcare and financial education has provided me with experience working with individuals from diverse backgrounds, solving problems, communicating effectively, and managing responsibilities with professionalism and accountability. In addition, my volunteer work supporting mental health patients and my experience assisting a disabled family member have strengthened my understanding of the importance of compassion, service, and community involvement. I would be honored to serve the City of Ranson and contribute thoughtful, fair, and responsible input that supports the best interests of our residents and community.

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City of Ranson

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Board, Commission, and Committee Application

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Name:
Dylan P. Kenney, MBA

Address: [redacted]

Zip: 25438

Telephone Home: [redacted]

Email: [redacted]

Occupation:
Director of Commercial Strategy & Partnerships

Employer:
SES Integrators

Do you reside in the City Limits of Ranson? Yes ☐ No ☐ **If so, how long?** _____

Political Affiliation: Republican ☐ Independent ☐ Democrat ☐ Other ☐ _____

Education: Elementary ☐ High School ☐ College ☐ Graduate School ☐

MBA, University of Virginia Darden School of Business (Specializations: Finance, Strategy, Leadership, Data Analytics & Technology)
B.S. Business Administration, American University (Specialization: Management)
B.A. Economics, American University

Please list Certifications, Licenses, or other Vocational Training received:
DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024); Microsoft Office Specialist: Excel 2016 & PowerPoint 2016.

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

2023-25: UVA Darden EMBA - Student Body President, Section Representative; co-founder, Professional Programs Pride at Darden. 2023-24: We Are Family DC - senior-support/food-delivery volunteer. 2016-22: Alzheimer's Association - volunteer/fundraiser. 2015-18: Alpha Kappa Psi & Sigma Alpha Mu - community service/philanthropy. 2014: Michigan League of Conservation Voters - Environmental Intern.

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

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

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

EXP.	INT.		EXP.	INT.		EXP.	INT.	
☐	[X]	Recreation	☐	☐	Business Management	☐	☐	Urban Concerns
☐	☐	Law/Police Matters	☐	☐	Cultural Activities	☐	☐	Fund Raising
☐	☐	Environment	☐	☐	Planning/Zoning	☐	☐	Construction Trades
☐	☐	Public Relations	☐	☐	Budgeting	☐	☐	Economic Development
☐	☐	Transportation	☐	☐	Youth	☐	☐	Health Issues
☐	☐	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**	☐ **Council At- Large**

What Board, Commission or Committee have you served (or are serving) on? UVA Darden Executive MBA Student Association Student Body President; Section Representative. Alpha Kappa Psi - Bylaws Committee; Community Service Chair. Sigma Alpha Mu - Philanthropy Chair.

References

Name: Dan Gardner, CEO, SES Integrators	**Phone No.:** [redacted]
Name: R. Marc Johnson, EdD, VP for Strategic Initiatives, UVA	**Phone No.:** [redacted]

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

My primary interest is the Parks and Recreation Commission. Well-managed parks, recreation programs, and public spaces strengthen quality of life, community connection, and the City's long-term vitality. As Director of Commercial Strategy & Partnerships at SES Integrators, I work across budgeting, project planning, vendor and contractor coordination, and public-sector and infrastructure projects. Before SES, I spent several years in aviation, adding experience in transportation, highly regulated operations, and cross-functional coordination.

I hold an MBA from the University of Virginia Darden School of Business, where I served as Student Body President, co-founded Professional Programs Pride at Darden, and received the C. Stewart Sheppard Distinguished Service Award. A Darden Global Client Project in Malawi also gave me experience advising a nonprofit on financial, operational, procurement, and growth challenges alongside organizational leaders and community stakeholders. My community service includes We Are Family DC, the Alzheimer's Association, environmental outreach with the Michigan League of Conservation Voters, and service and philanthropic leadership through Alpha Kappa Psi and Sigma Alpha Mu.

I would bring a practical, fiscally responsible, resident-focused approach: listening to residents, collaborating with City staff and fellow commissioners, weighing near-term needs against long-term costs, and supporting accessible, well-maintained recreation resources.

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.

DYLAN P. KENNEY, MBA

CIVIC AND PROFESSIONAL RESUME

Ranson, West Virginia
[redacted]

First-generation college graduate, business leader, and Ranson homeowner drawn to public service through organizational leadership, community volunteering, and stewardship. Experience across infrastructure, aviation, healthcare, legal services, and consulting has reinforced disciplined decision-making in regulated, stakeholder-intensive environments. I value listening, accountability, fiscal responsibility, and practical collaboration, and hope to invest those habits in the community I now call home. My interest in public service is grounded in the belief that local institutions work best when they are accessible, fiscally responsible, responsive to residents, and managed with the same care and accountability expected of any organization entrusted with community resources.

PROFESSIONAL EXPERIENCE

SES Integrators Mar 2025 - Present
Director of Commercial Strategy & Partnerships | Northeast Regional Sales Manager

- Lead commercial strategy, partnerships, federal and public-sector growth, complex pursuits, and sales-team performance; coordinate budgets, construction documents, vendors, contractors, and cross-functional execution.
- Built CRM and sales processes that grew qualified pipeline 42%, reduced lead response time 65%, and improved conversion 18%.

Chantilly Air May 2024 - Jan 2025
Sales and Client Relationship Executive

- Prepared budgets, forecasts, and sales plans; strengthened client relationships, launched a 4AIR sustainability partnership, and supported guest relations and operations during the January 2025 presidential inauguration.

mba Aviation Jul 2021 - May 2024
Senior Marketing Analyst / Marketing Analyst

- Led go-to-market, client outreach, public relations, and sales initiatives for aviation data and asset-management software, helping drive sales growth above 30% and subscription growth above 50%.
- Fully managed an aviation asset management software launch in Dublin, Ireland, and translated client requirements into technical needs for engineering teams.

ADDITIONAL PROFESSIONAL EXPERIENCE

Whiteford, Taylor and Preston LLP | *Paralegal* 2018-19

- Managed 250+ HOA and condominium assessment accounts; reconciled ledgers, researched records, drafted legal documents, and liaised with associations, attorneys, and homeowners.

Vanda Pharmaceuticals | *Data Auditor* 2019-21

- Managed HIPAA-regulated patient eligibility and prior-authorization data and coordinated with patients, providers, insurers, and internal stakeholders.

SELECTED PROJECTS

UVA Darden Global Client Project | Mzuzu, Malawi 2024-25

- Advised a nonprofit food processor on financial planning, pricing, procurement, operations, supplier diversification, and growth.
- Recommendations addressed financial resilience, pricing, procurement, and operational efficiency; the client later reported record sales, sustained profitability, and significant new grant funding.

Corporate Entrepreneurship Consultation | Bergen, Norway 2018

- Developed a blockchain traceability concept for Scandinavian food supply chains focused on sustainability, safety, waste reduction, and efficiency.

Fashion and Luxury Goods Merchandising | London, UK 2017

- One of ten selected; developed a mobile marketplace concept selected for further development.

EDUCATION

University of Virginia Darden School of Business
MBA, 2025. Specializations: Finance, Strategy, Leadership, Marketing, Data Analytics & Technology

American University
B.S. Business Administration, Management specialization
B.A. Economics
Macroeconomics Teaching Assistant and Economics Tutor

LEADERSHIP AND GOVERNANCE

UVA Darden Executive MBA 2023-25

- Student Body President and Section Representative
- Co-Founder, Professional Programs Pride at Darden
- C. Stewart Sheppard Distinguished Service Award recipient
- DEI Committee and Social Committee Member

Alpha Kappa Psi 2016-18

- Director of Compliance, Community Service Chair, and Parliamentarian
- Bylaws Committee Member and Interfraternity Council Representative
- Participated in revising chapter bylaws and governance documents, evaluated compliance with university and organizational requirements, and represented the chapter in cross-organization governance.

Sigma Alpha Mu 2015-18

- Philanthropy Chair; planned fundraising and service supporting veterans, PTSD awareness, and a 9/11 memorial

COMMUNITY SERVICE

We Are Family DC 2023-24

- Senior Associate and volunteer supporting older adults through food delivery and direct assistance

Alzheimer's Association 2016-22

- Volunteer and fundraiser, including Walk to End Alzheimer's

Michigan League of Conservation Voters 2014

- Environmental Intern focused on community outreach and volunteer coordination

First Wesleyan Church 2012

- Volunteer distributing food and clothing to local families in need and supporting children's donation programs

SELECTED TRAINING

- DoD CUI Training (2026); McKinsey.org Forward (2025); Bloomberg Finance Fundamentals & Market Concepts (2024)

SELECTED PROFESSIONAL AFFILIATIONS

National Business Aviation Association 2024-25
Greater Washington Business Aviation Association 2024-25
International Society of Transport Aircraft Trading 2021-24

BOARD RELEVANT EXPERIENCE

- Budgeting, financial analysis, and resource prioritization
- Construction, infrastructure, vendor, and contractor coordination
- Public-sector projects and regulated environments
- Organizational governance, bylaws, compliance, and committee leadership
- Community outreach, volunteer service, and stakeholder engagement

AGENDA ITEM VII.4

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong, Community & Economic Development

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Ordinance 2026- 04 Vacating, Abandoning, and Annulling Portions of the Fourth Avenue Right of Way and the Third Avenue Alley Right of Way

Jefferson Medical Center has requested that the City vacate portions of the Fourth Avenue right of way and the Third Avenue alley right of way that traverse its campus, in connection with a renovation and expansion project exceeding sixty million dollars. Jefferson Medical Center states that it now owns or controls all properties adjoining the affected area and intends to consolidate the parcels following vacation.

City staff coordinated review of the request with Public Works and the Community Review Committee beginning in the spring of 2026. The West Virginia Division of Highways has separately indicated conceptual agreement with relocating the Fourth Avenue connection at Lancaster Circle for safety and operational reasons.

This item is presented for first reading. The accompanying draft ordinance includes a reservation of easement rights for any City or utility infrastructure that may be located within the area, regardless of whether such infrastructure has been confirmed.

ATTACHMENTS:

Ordinance 2026-04.docx
Jefferson Medical Center.pdf

Ordinance: 2026-04

An Ordinance Vacating, Abandoning, and Annulling Portions of the Fourth Avenue Right of Way and the Third Avenue Alley Right of Way

WHEREAS, the City of Ranson, West Virginia (the "City"), holds or otherwise maintains public rights in certain portions of the Fourth Avenue right of way and the Third Avenue alley right of way, which rights of way are depicted on the plat attached hereto as Exhibit 1 (collectively, the "Annulment Area"); and

WHEREAS, pursuant to W. Va. Code §8-12-5(1), the City has plenary power and authority by ordinance to vacate, discontinue, and close streets, avenues, roads, alleys, ways, sidewalks, drains, and gutters within its corporate limits; and

WHEREAS, the Annulment Area traverses and bisects property owned by The Charles Town General Hospital, doing business as Jefferson Medical Center ("Jefferson Medical Center"), and the Annulment Area is not needed for public travel or public access, as more fully set forth in the staff report presented in connection with this Ordinance; and

WHEREAS, by letter dated April 16, 2026, Jefferson Medical Center, through its engineer, Fox and Associates, Inc., formally requested that the City vacate, abandon, and annul the Fourth Avenue right of way and the Third Avenue alley right of way within the Annulment Area, as depicted on Exhibit 1; and

WHEREAS, Jefferson Medical Center is undertaking a renovation and expansion project with an anticipated investment in excess of sixty million dollars ($60,000,000), which project will transform and improve the area along Fairfax Boulevard between Fourth Avenue and Fifth Avenue; and

WHEREAS, the proposed project will encompass the entirety of the Fourth Avenue right of way within the Annulment Area and a portion of the Third Avenue alley right of way, and the vacation, abandonment, and annulment of the Annulment Area will facilitate the expansion, redevelopment, and integrated use of the Jefferson Medical Center campus; and

WHEREAS, by correspondence dated July 31, 2026, the West Virginia Division of Highways, through its District Five Traffic Engineer, advised that it had reviewed proposed plans for a new connection to Lancaster Circle and indicated agreement with the concept of eliminating the existing Fourth Avenue connection to Lancaster Circle and relocating access further south to improve safety and operations, subject to completion of the Division's plan review; and

WHEREAS, the proposed vacation and abandonment will improve the aesthetic, functional, and operational use of the property and contribute to a safer, more cohesive, and more integrated healthcare campus; and

WHEREAS, the City previously abandoned a portion of the Fourth Avenue alleyway across the Jefferson Medical Center property, and it has been the longstanding intention of Jefferson Medical Center to seek the abandonment of the remaining public rights of way that traverse or bisect its property; and

WHEREAS, based on representations made by Jefferson Medical Center's engineer, Jefferson Medical Center, together with its affiliate WVU Medicine, owns or controls all properties adjoining the Annulment Area, and the vacation, abandonment, and annulment of the Annulment Area will permit the affected parcels to be consolidated into a single parcel or integrated campus, thereby facilitating the continued development and use of the Jefferson Medical Center property; and

WHEREAS, the vacation, abandonment, and annulment of the Annulment Area will facilitate the continued expansion, redevelopment, and use of Jefferson Medical Center for healthcare related purposes and is consistent with the City's economic development, community development, and public health objectives; and

WHEREAS, upon consideration of the staff report and the record and information presented in connection with this Ordinance, Council finds that the Annulment Area is not needed for public travel, access, or utility purposes, subject to the reservation of easements for existing utility infrastructure provided herein, and that the vacation, abandonment, and annulment of the Annulment Area will not adversely affect any other property owner or the public generally; and

WHEREAS, it is in the best interests of the City of Ranson and the public generally that the Annulment Area be vacated, abandoned, and annulled as public rights of way; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Ranson, West Virginia, as follows:

Vacation.
The Fourth Avenue right of way and the Third Avenue alley right of way, or portions thereof, comprising the Annulment Area and depicted on Exhibit 1 attached hereto and incorporated herein by reference, are hereby vacated, abandoned, and annulled as public rights of way of the City of Ranson.

Reservation of Utility Easements.
Nothing in this Ordinance shall be construed to vacate, release, or extinguish any easement, right, or interest held by the City, or by any public utility, for the continued maintenance, repair, replacement, or operation of any water, sewer, storm drainage, or other utility infrastructure that may be located within the Annulment Area, whether or not such infrastructure is shown on Exhibit 1. The City reserves unto itself, and unto any applicable utility provider, such easement rights as may be necessary for the continued operation and maintenance of that infrastructure.
Note: If the utility review confirms the Annulment Area is clear of City infrastructure, this section can be shortened to a simple recital rather than a reserved easement. Recommend keeping it as

a reservation unless and until that confirmation is in hand, given the plat's own disclaimer that it was not prepared from a title report.

Findings.
Ranson City Council finds and determines that the vacation and annulment authorized by this Ordinance serves the public interest by facilitating the expansion and redevelopment of the Jefferson Medical Center campus, supporting a significant healthcare related capital investment, improving the safety and functionality of the campus, promoting economic development, and facilitating the continued provision and expansion of healthcare services within the City.

Recordation.
Following the enactment and effectiveness of this Ordinance, the City Clerk shall cause a duly certified copy of this Ordinance, together with Exhibit 1, to be recorded in the Office of the Clerk of the Jefferson County Commission.

First Reading: August 18, 2026

Public Hearing: _____

Second Reading: _____

Enacted this _____ day of _____ 2026

Adopted by the City Council of the City of Ranson after a 1st reading on August 18, 2026 and a 2nd reading on_____ by a vote of ___ in the affirmative, __ in the negative, __ absent, with __ abstaining.

_____
Kenneth Suits, Mayor

ATTEST:

_____
Darla Armstrong, City Clerk

FOX & ASSOCIATES INC.
Est. 1966
ENGINEERS
SURVEYORS
PLANNERS
LANDSCAPE ARCHITECTS

82 Worman's Mill Ct
Suite G
Frederick, MD 21701
Phone: 301-695-0880
Fax: 301-293-6009

April 16, 2026

City of Ranson
312 South Mildred St.
Ranson, WV 25438

Attn: Mr. Todd Wilt
City Manager

Re: Jefferson Medical Center Alleyway Abandonment

Dear Mr. Wilt:

On behalf of our client, The Charles Town General Hospital, dba Jefferson Medical Center, please accept this letter as our formal request to the City of Ranson to abandon the 4th Avenue right-of-way and the 3rd Avenue alley right-of-way, which bisect the hospital property. The areas of interest are indicated on the attached plat.

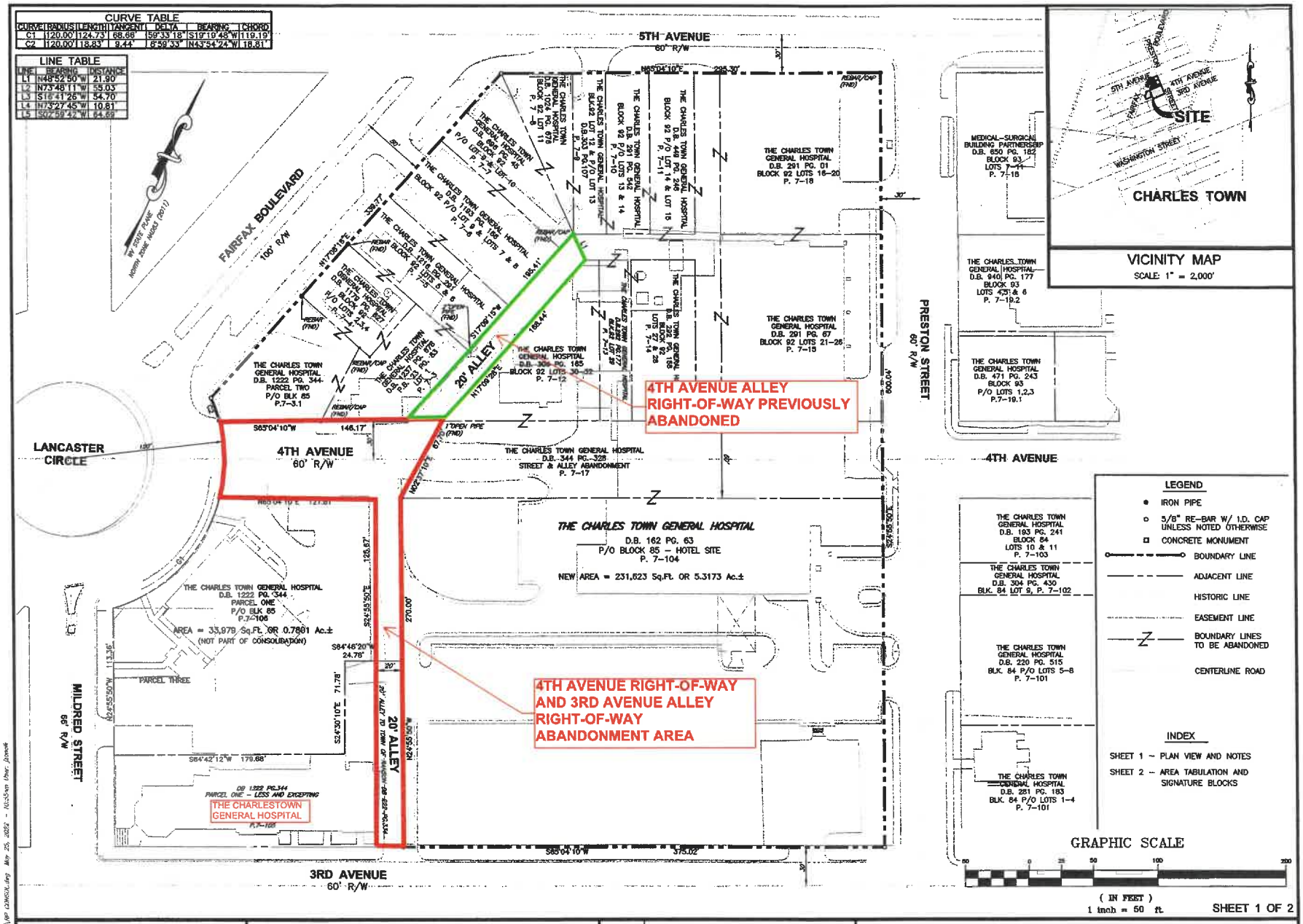
As you may be aware, the Jefferson Medical Center is currently undertaking a major renovation and expansion project in excess of $60 million, which will transform the area along Fairfax Blvd. between 4th Avenue and 5th Avenue. This project will encompass all of the 4th Avenue right-of-way and a portion of the 3rd Avenue right-of-way. This transformation will improve both the aesthetic and functional use of the property, contributing to a safer and more integrated campus environment.

The City of Ranson previously abandoned the 4th Avenue alleyway across the hospital property. As you may be aware, it has long been the intention of Jefferson Medical Center to request that these rights-of-way be abandoned by the City. Since the hospital now owns all adjoining properties, the time for this request is appropriate. Following the transfer of alley ownership from the City to the hospital, we intend to consolidate all of the parcels into one.

We look forward to working with the City of Ranson on this project. If you have any questions, please feel free to call me at 301-695-0880 x223 or by email jceci@foxassociatesinc.com.

Sincerely,
FOX & ASSOCIATES, INC.

Joseph H. Ceci, P.E.
Vice President



OWNER / DEVELOPER

THE CHARLES TOWN GENERAL HOSPITAL
300S PRESTON STREET
RANSON, WEST VIRGINIA 25438
PHONE: 304–260–1453
CONTACT: SCOTT MATHIS

FOX & ASSOCIATES, INC.
ENGINEERS•SURVEYORS•PLANNERS
851 MT. AETNA ROAD
HAGERSTOWN, MD. 21740
PHONE: (301)733-8503
or (301)416-7250
FAX:(301)733-1853
82 WORMANS MILL COURT
SUITE 'G'
FREDERICK, MD. 21701
PHONE: (301)695-0880
FAX: (301)293-8029

1. ZONING – TOWN CENTER (TS)
2. BY GRAPHIC PLOTTING, THESE PROPERTIES ARE IN ZONE "X" PER F.I.R.M. MAP 54037C136E DATED DECEMBER 18, 2009. BASED ON THE ABOVE INFORMATION, IT APPEARS THAT NO PORTION OF THESE PROPERTIES ARE IN A SPECIAL FLOOD HAZARD AREA.
3. THE INTENT OF THIS PLAT IS TO CONSOLIDATE PROPERTIES OWNED BY THE CHARLES TOWN GENERAL HOSPITAL INTO ONE PARCEL.
4. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY NOT INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
5. SUBJECT TO ANY AND ALL RESTRICTIONS, EASEMENTS, COVENANTS AND CONDITIONS OF RECORD.
6. THE PERIMETER AND ALL BOUNDARIES SHOWN HEREON HAVE BEEN ESTABLISHED BY A NETWORK OF TRAVERSE CONTROL HAVING A RELATIVE ERROR OF CLOSURE OF 1:15000 OR BETTER.

DATE	REVISIONS
11/08/20	ADDED PARCEL 7–3
09/02/21	ADDRESSED PC COMMENTS
10/04/21	ADDRESSED PC COMMENTS
05/25/22	UPDATED CONTACT

STEVEN H. SELCKMANN
LICENSED
No. 12286
STATE OF WEST VIRGINIA
PROFESSIONAL SURVEYOR

BOUNDARY LINE ADJUSTMENT PLAT
OF THE PROPERTIES OF

THE CHARLES TOWN GENERAL HOSPITAL
(dba) JEFFERSON MEDICAL CENTER

TAX MAP 7 - PARCELS
3.1, 3 THRU 15, 17, 18 & 104

SITUATED AT 300S PRESTON STREET
CITY OF RANSON
JEFFERSON COUNTY, WEST VIRGINIA

DATE: FEB. 2020 SCALE: 1" = 50' P.B. 26 PG. 401 RECORDED 7/5/22 DWG. No. C–4132–1

AGENDA ITEM VII.5

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Resolution 2026-22 Establishing Police Shift Differential Pay

This proposed policy comes to Council at the request of Ranson Police Department, which has identified ongoing recruitment, retention, and staffing challenges. Shift differential pay has become standard practice across the law enforcement industry, and the Department asks Council to consider adopting a policy.

Staff prepared a proposed policy establishing two tiers of additional pay for civil service sworn officers assigned to Second Watch and Third Watch shifts. The Department's standard daytime shift, First Watch, would remain unchanged in its pay rate and is not eligible for differential pay.

Based on early estimates, if the Department were fully staffed for a full fiscal year, this would cost approximately $75,000 annually. Given where staffing actually stands today, and a proposed effective date of October 11, the cost for the remainder of this fiscal year would be closer to $50,000. These are planning level estimates, and if Council supports moving forward, staff will return with specific budgeted figures as part of a formal budget revision.

Staff will be prepared to walk through the policy itself, answer any questions.

ATTACHMENTS:

Resolution 2026-22.docx
Police_Shift_Differential_Pay_Policy_DRAFT.pdf

Resolution: 2026-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, ADOPTING A SHIFT DIFFERENTIAL PAY POLICY FOR CIVIL SERVICE SWORN POLICE OFFICERS OF THE RANSON POLICE DEPARTMENT

WHEREAS, Ranson Police Department leadership has identified a need to address recruitment, retention, and staffing challenges facing officers of the Ranson Police Department assigned to shifts outside of the standard daytime schedule, which create unique challenges to an employee's personal life and are, at times, challenging to schedule and staff; and

WHEREAS, shift differential pay has become standard practice within the law enforcement industry; and

WHEREAS, Ranson Police Department leadership has requested the City Council's consideration and support for the adoption of a shift differential pay policy for civil service sworn police officers of the Ranson Police Department; and

WHEREAS, pursuant to Section 15-1 of the Code of the City of Ranson, the City Council has the authority to establish, revise, and supplement City personnel policy, including employee compensation, by resolution; and

WHEREAS, at the request of Ranson Police Department leadership, the City Manager has prepared a proposed Shift Differential Pay Policy establishing two tiers of shift differential pay for civil service sworn police officers of the Ranson Police Department assigned to qualifying Second Watch and Third Watch shifts, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City Council has reviewed the proposed policy and the associated preliminary fiscal estimate presented by the City Manager;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ranson, West Virginia:

That the Shift Differential Pay Policy attached hereto as Exhibit A is hereby adopted; and

That the policy shall apply only to civil service sworn police officers of the Ranson Police Department, consistent with the terms set forth in Exhibit A; and

That the policy shall become effective October 11, 2026; and

That the City Manager is authorized to implement the policy, including coordinating with the Chief of Police and Finance and Human Resources staff on payroll administration; and

That staff shall return to Council with specific budgeted figures for the current fiscal year as part of a subsequent budget revision.

Signed and approved this 18th day of August 2026

_____
Kenneth Suits, Mayor

_____
Darla Armstrong, City Clerk

City of Ranson, West Virginia
Police Shift Differential Pay Policy

DRAFT FOR REVIEW — NOT YET ADOPTED

Proposed Council Resolution No. _____

Proposed Adoption Date: _____, 2026

Target Effective Date: October 11, 2026

Authority

This policy is proposed for adoption by the Ranson City Council under the Council's authority over city employee compensation and the municipal budget, as reflected in the City Charter and the Code of the City of Ranson. Because this policy establishes a new category of pay that will affect the City budget, it is being brought forward as a Council adopted policy rather than an administrative policy issued solely under the City Manager's authority. The City Manager, as the City's administrative authority, is responsible for implementing this policy once adopted, in coordination with the Chief of Police and Finance and Human Resources staff.

Purpose

The City of Ranson recognizes that shifts assigned outside of the standard daytime schedule create unique challenges to an employee's personal life and are, at times, challenging to schedule and staff. Shift differential pay has also become standard practice within the law enforcement industry. This policy establishes shift differential pay for eligible civil service sworn police officers assigned to qualifying Second Watch and Third Watch shifts.

Eligibility

This policy applies only to civil service sworn police officers of the Ranson Police Department. It does not apply to non sworn Police Department employees, employees of any other City department, or any other non civil service position.

Shift Differential Tiers

The City will identify two tiers of shift differential pay:

- Differential 1 (Second Watch): $1.50 per hour in addition to the officer's base rate of pay.
- Differential 2 (Third Watch): $3.00 per hour in addition to the officer's base rate of pay.

The City's standard daytime patrol shift is referred to as First Watch and is not eligible for shift differential pay. The specific start and end times that define First Watch, Second Watch, and Third Watch are not fixed in this policy. The Chief of Police, or the Chief's designee, will identify which shifts qualify as Second Watch (Differential 1) or Third Watch (Differential 2) each time a duty schedule is released or changed, and will communicate the applicable designations to affected officers before the start of the scheduled period. The City intentionally does not set

specific clock hours in this policy so that shift structures may be adjusted over time to meet operational needs without requiring a policy amendment.

Application of Differential Pay

Shift differential pay applies only to an officer's standard assigned shift, as identified on the applicable duty schedule. If an officer's assigned shift is designated as a Second Watch or Third Watch shift, the differential applies to the entire shift.

The differential tier that applies to a shift is determined by the shift's overall designation on the duty schedule. Shift differential pay is not prorated based on which portion of a shift falls closest to a particular time window.

Overtime, Extra Shifts, and Other Non-Qualifying Hours

An officer earns shift differential pay only for hours actually worked during the officer's standard assigned shift. Hours that fall outside that assigned shift, such as overtime, extra duty shifts, shift trades, or coverage of another officer's shift, do not generate a new or additional shift differential amount on their own, even if worked during hours that would otherwise fall within a Second Watch or Third Watch window.

However, if an officer earns shift differential pay at any point during a workweek, federal law requires that differential to be factored into the officer's regular rate of pay for that entire workweek. The officer's regular rate is the officer's total straight time earnings for the week, including any earned shift differential, divided by the total hours worked that week. Any overtime, Premium Holiday Pay, or On Call / Emergency Call Back pay earned during that same workweek is calculated using this regular rate, even if the specific extra hours were not worked on a Second Watch or Third Watch shift.

> *<u>Example (for illustration only, not reflective of actual current pay rates):</u> An officer's base rate is $30.00 per hour, and the officer's standard assigned shift for the week is a full 40 hour Third Watch (Differential 2) schedule. The officer earns $3.00 per hour in differential pay for those 40 hours, for total straight time earnings of $1,320.00 ($1,200.00 base plus $120.00 differential). That same week, the officer also works 4 hours of overtime on a separate, First Watch extra duty shift, which does not itself earn differential. The officer's regular rate for the week is $1,320.00 divided by 40 hours, or $33.00 per hour. The overtime premium on the 4 extra duty hours is based on 1.5 times $33.00, not 1.5 times the $30.00 base rate.*

Application to Paid Leave

Shift differential pay applies only to hours actually worked during a qualifying shift. It does not apply to paid leave, including annual leave, sick leave, holiday leave, or any other form of paid time off, even if that leave is taken during hours that would otherwise fall within a Second Watch or Third Watch shift.

Administration

The Chief of Police is responsible for identifying and communicating First Watch, Second Watch, and Third Watch shift designations as part of the duty schedule. The City Manager and Finance and Human Resources staff are responsible for administering payroll implementation of this policy. Questions regarding this policy should be directed to the officer's immediate supervisor or the City Manager.

Effective Date

This policy is effective October 11, 2026, contingent upon adoption by the Ranson City Council, and applies to all qualifying shifts beginning on or after that date.

DRAFT

AGENDA ITEM VII.6

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: Consideration of Resolution 2026-21 Adopting Revisions to the City of Ranson Employee Handbook (Version 2026.01)

This represents a comprehensive review of the current Employee Handbook, designated Version 2026.01, based on roughly a year of actually living with and administering it since it was last adopted.

The changes generally fall into three buckets. Some close gaps identified through real situations this past year. Others bring the handbook into tighter alignment with the Fair Labor Standards Act, particularly around overtime, compensatory time, and how certain leave types are treated. And a few simply clarify provisions that were producing inconsistent results in practice, like how holiday pay is calculated for part time employees on half day holidays.

Staff will also call Council's attention to three issues that have generated real conversation among staff and employees this past year. These involve the annual leave cap, the point at which employees max out on the pay scale and can no longer receive merit increases, and a broader question some employees have raised about how tenure should factor into pay. Each has been looked at closely, and at this time no changes are recommended. But Council should be aware these issues exist and have received real consideration, and that consideration will continue as staff always looks for ways to improve our policies.

Staff will be prepared to walk through the specific handbook changes, touch briefly on those three issues, and then take any questions.

ATTACHMENTS:

Resolution 2026-21.docx
COR Employee Handbook - 2026.01 PROPOSED DRAFT.pdf

Resolution 2026-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA, ADOPTING REVISIONS TO THE CITY OF RANSON EMPLOYEE HANDBOOK

WHEREAS, the City Council previously adopted the City of Ranson Employee Handbook on June 9, 2025, effective July 6, 2025, and last revised July 15, 2025, designated Version 2025.01; and

WHEREAS, the City Manager has conducted a comprehensive review of the Employee Handbook; and

WHEREAS, this review was undertaken to clarify existing policy, address administrative gaps identified through the past year of implementation, and ensure consistency with applicable law; and

WHEREAS, pursuant to Section 15-1 of the Code of the City of Ranson, an employee handbook is enacted by resolution of the City Council and governs employee rights, duties, compensation, benefits, and expectations, and the City Manager shall, from time to time, review the employee handbook and recommend to Council any desirable amendments; and

WHEREAS, the City Manager has presented the proposed revised Employee Handbook, designated Version 2026.01, a copy of which is attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ranson, West Virginia:
That the City of Ranson Employee Handbook, Version 2026.01, attached hereto as Exhibit A, is hereby adopted; and

That the revised Employee Handbook supersedes and replaces the Employee Handbook adopted June 9, 2025, and as last revised July 15, 2025 (Version 2025.01), in its entirety; and

That the revised Employee Handbook shall become effective immediately upon adoption; and

That the City Manager is authorized to implement and administer the revised Employee Handbook, consistent with the City Manager's authority under the Code of the City of Ranson; and

That if the Shift Differential Pay Policy for civil service sworn police officers of the Ranson Police Department is adopted by the City Council, the City Manager is authorized to incorporate that policy into the Employee Handbook; and

That the City Manager may make non substantive administrative corrections to the Employee Handbook, including formatting, pagination, and citation updates, without further Council action, provided that any substantive policy change is brought back to Council for consideration.

Signed and approved this 18th day of August 2026

_____

Kenneth Suits, Mayor

_____

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RANSON

Employee Handbook

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Introduction

Welcome to the City of Ranson!

Whether you are a new hire or a long-standing member of our team, this employee handbook is an essential resource designed to ensure everyone has a clear understanding of the City of Ranson's policies, expectations, and values. We are grateful for your contributions to our community and are excited about the opportunities ahead.

The City of Ranson takes pride in being a leader in municipal government, both locally and throughout the great state of West Virginia. As the "Center of Opportunity," we are committed to fostering a welcoming, vibrant community. Your contributions will help us achieve our shared goals and maintain the high standards that make this an outstanding place to live, work, and grow.

The policies outlined in this handbook apply to all city employees, including those in departments such as police, public works, and parks and recreation. Please review this handbook carefully and sign the acknowledgment form at the end to confirm that you have read, understand, and agree to its contents. This handbook serves as a guide to the basic rules, expectations, and guidelines governing your employment. It replaces any previously issued handbooks or policy statements related to the topics discussed herein. The City of Ranson reserves the right to interpret, revise, or supplement the provisions in this handbook at any time.

While this handbook provides valuable guidance, we recognize that no document can cover every situation or answer every question. If you have questions about any aspect of your employment or our policies, please don't hesitate to reach out to your direct supervisor. Additionally, we welcome and encourage suggestions for how we can continue to improve as an organization. Whether you're new to the team or a long-time employee, your insights and ideas are invaluable in helping us serve the community more effectively.

Thank you for your commitment to the City of Ranson. We are proud to have you as part of our team and look forward to continuing to work together to achieve our shared goals.

All the best,

Todd Wilt
City Manager

The City of Ranson

Ranson, West Virginia, officially incorporated in 1910, has a proud history rooted in innovation, industry, and community development. The city's origins date back to 1890 when the Charles Town Mining, Manufacturing, and Improvement Company purchased 850 acres of farmland from the Ranson family to create a new town adjacent to Charles Town. Guided by the vision of civil engineer D.G. Howell, the land was meticulously planned, setting the foundation for the vibrant community that exists today.

Named in honor of Dr. James Ranson, a local dentist and farmer, the city quickly grew into an industrial hub during the early 20th century. Businesses such as the Goetz Saddlery, Shenandoah Brass and Iron Works, and the Vulcan Road Machine Company attracted workers and residents, while landmarks like the Hotel Powhatan and later St. Hilda's Hall for Girls highlighted the community's blend of progress and tradition.

In 1936, the City of Ranson purchased the former Charles Town Mining, Manufacturing, and Improvement Company building to serve as its town hall—a role it continues to fulfill today. Over the decades, Ranson has grown steadily, with strategic annexations and the development of residential and commercial areas shaping the city into a thriving center of activity.

Today, Ranson proudly stands as "The Center of Opportunity," a welcoming and vibrant community dedicated to providing exceptional services to its residents and businesses. With its deep-rooted history and forward-thinking vision, Ranson continues to be an outstanding place to live, work, and grow.

About This Handbook

This handbook contains policies and information about employment with the City of Ranson, WV (also referred to as 'the City' throughout this handbook). This handbook, and the policies and procedures contained herein, supersede all prior policies, practices, oral or written representations or statements regarding the terms and conditions of employment with the City.

State and federal statutes and regulations covering civil service Police Department employees and rules issued by the respective Police Civil Service Commission shall take precedence over any conflicting provisions in this Employee Handbook.

- Your employment at the City is on an at-will basis. This means that either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause or notice.
- Nothing in this employee handbook or any City employment policy or practice creates or is intended to create an employment contract, express or implied.
- No enforceable duty or obligation of the City with respect to employment is created unless made in writing and signed by the City Manager.
- Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA).
- In the event that any provision of this handbook is deemed to be contrary to any law, such provision shall be voided.

Questions regarding the handbook should be addressed to the employee's immediate supervisor or the City Manager.

Equal Opportunity & Fair Treatment

Americans with Disabilities Act (ADA)

The City of Ranson complies with all federal and state laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The City does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship.

Guidelines:

- Unless the need for accommodation is obvious, the employee or applicant is responsible for informing the immediate supervisor that accommodation is necessary to perform assigned job functions.
- A request is deemed sufficient if the employee or applicant claims and describes a disability and identifies the disability-related limitation(s) or workplace barrier(s) that need to be accommodated.
- The City will provide the employee with written confirmation of the accommodation request.
- The City may request, and the employee will provide medical documentation that demonstrates evidence of disability, the resulting functional limitations and the need for reasonable accommodation.
- The immediate supervisor and the employee requesting reasonable accommodation shall engage in an interactive process to identify an effective accommodation to allow the employee or applicant to perform the essential functions of the job. All decisions regarding requests for accommodation will be communicated in writing to the requesting employee or applicant.

Positions Subject to Fitness for Duty Standards:

Certain positions within the City are subject to fitness for duty requirements as a condition of continued employment in that role. These standards reflect minimum essential functions necessary to safely perform the duties of the position and protect the safety of the employee, coworkers, and the public.

Where a reasonable accommodation request would require waiver or modification of a minimum essential function tied to a fitness for duty or certification standard, the City will still engage in the interactive process required under the ADA. However, the City is not obligated to accommodate a request that would eliminate an essential function of the position, pose a direct threat to the health or safety of the employee or others that cannot be reduced through reasonable accommodation, or otherwise conflict with a legally mandated minimum standard for that position. In such cases, the City will evaluate reassignment to a vacant position for which the employee is qualified, consistent with applicable law.

Contact your immediate supervisor with questions or requests for accommodation.

Equal Employment Opportunity (EEO)

The City is an equal opportunity employer. It provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, creed, ancestry, national origin, citizenship, sex (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

EEO and other fair employment notices are posted at City workplaces. These notices summarize the rights of employees to equal opportunity employment and lists the names and contact information of various government agencies that may be contacted if an employee believes they have suffered unlawful discrimination.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Equal & Fair Treatment

The City is committed to creating and maintaining a workplace in which all employees have an opportunity to participate in and contribute to the success of the City and are valued for their skills, experience, and unique perspectives.

As such the City encourages and enforces a work environment that includes:

- Respectful communication and cooperation between all employees and members of the public.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- All employees have a responsibility to treat others with dignity and respect.
- All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other City sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to and including termination.

Employees who believe they have been victims of discrimination should contact their immediate supervisor or the City Manager immediately.

Employment Relationship

Background Check

Employment offers may be contingent upon receiving a satisfactory background check. Background checks may include verification of Social Security number, prior employment, personal & professional references, and education requirements.

Some positions may require further background searches including criminal, credit, drug screening, physical, and motor vehicle. Any potential employee / promotion / transfer may be required to complete a background authorization form and work with the City to complete the search promptly.

Guidelines:

- Final review will include the following considerations of any criminal history.
    - The nature of the crime and its relationship to the position.
    - The time since the conviction.
    - The number of convictions.
    - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the citizens and employees of the City.
- The City determines the type of background check that is necessary for any final candidate's application.
- All information collected during the background check process, whether public information or not, will be shared on a "need to know" basis only.
- All final decisions are made by the City.

Employment Classifications

The City classifies its employment positions in accordance with all relevant state and federal legal requirements. The classification defines the City's employee benefit plan eligibility.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

> Exempt - Exempt employment positions are typically paid on a salary basis and are not eligible to receive overtime pay.
>
> Nonexempt - Nonexempt employment positions are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Job Classifications

The City has established the following categories for both nonexempt and exempt employees:

> Full-Time Employees - A full-time employee is an employee who is regularly scheduled to work 30 or more hours per week. Full-time employees are entitled to all benefits as defined in this Employee Handbook unless otherwise specified.

Part-Time Employees - A part-time employee is an employee who is regularly scheduled to work less than 30 hours. Regular part-time employees are eligible for some of the benefits offered subject to the terms, conditions and limitations of each benefit program as outlined in this Employee Handbook.

Seasonal Employees - Seasonal employees are full- or part-time employees employed for seasonal work. The employee is notified at the time of hire that the employment is seasonal and temporary. Seasonal employees are not entitled to accrue or receive any benefits described in this Employee Handbook.

Employment of Relatives / Partners

Due to potential for perceived or actual conflicts, the City will hire or promote relatives / partners of elected officials or persons currently employed only if candidates will not be working directly for or supervising a relative / partner as outlined in the WV Ethics Act.

If employees who marry or live together do work in a direct supervisory relationship with each other, the City will attempt to reassign one of the employees to another position for which the employee is qualified, if such a position is available.

Employee Privacy

It is the City's goal to respect the individual privacy of its employees and at the same time maintain an orderly, safe and secure workplace. When issues of disorder, safety and / or security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the City and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on City premises, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Under the provisions of the West Virginia Freedom of Information Act (FOIA), every citizen has the right to inspect or copy any public record, unless specifically exempted. Employees should not have any expectation of privacy with respect to any material on City property.

Video Surveillance

As part of its security measures and to help ensure a safe workplace, the City has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms & locker / dressing rooms.

Workweek

The workweek for purposes of compensatory time and / or overtime pay begins Sunday at 12:00 a.m. and continues through Saturday 11:59pm.

The City operates seven days a week and individual schedules will vary to cover all needs, based on the department. Schedules will be known in advance and all meal and break times will be reasonably designated in accordance with West Virginia law.

Due to the nature of the work of the City, there will be times when employees will be scheduled to work hours outside of their normal scheduled hours, including evenings, weekends, and holidays. All employees are expected to support these events and activities as a vital part of their job responsibilities. Ample notice will be given to plan schedules accordingly, when feasible.

Paycheck

City employees are paid biweekly on Fridays. Paychecks are preferred to be directly deposited into the employee's checking and / or savings account, set up by the employee upon hire.

In the unlikely event of a pay error, promptly bring the discrepancy to the attention of your immediate supervisor so that adjustments can be made promptly. It is the responsibility of every employee to review their pay stub to ensure its accuracy and to resolve errors in a timely manner.

Time Keeping

The City must keep an accurate record of time worked in order to calculate costs, employee pay and benefits. Time worked is all of the time actually spent on the job performing assigned duties.

<u>Guidelines</u>

- All employees must accurately record the time they begin and end their work.
- They must also record the beginning and ending time of any split shift or departure from work for personal reasons.
- Nonexempt employees will not clock in more than 7 minutes before their regular starting time or 7 minutes after their regular ending time unless overtime pay has been approved.
- In the event of an error in reporting time, employees must immediately report the problem to the immediate supervisor.
- Time missed in increments of more than 15 minutes must be submitted to the time keeping system for purposes of accounting.

Altering, falsifying, tampering with any time records may result in disciplinary action, up to and including termination of employment.

Overtime & Compensatory Time

Employees may be required to work overtime as needed to support the City and its residents. In order to maintain high-quality public service, certain job assignments may include the essential responsibility of being available for occasional overtime and after-hours work.

The City will pay time and a half per hour to nonexempt employees with hours actually worked (excluding leave and vacation) exceeding 40 hours of work time in a workweek.

Guidelines:

- All overtime must be approved prior to an employee's working overtime.
- Employees who fail to obtain approval prior to working overtime may be subject to discipline.
- Sick Leave, Compensatory Time Off, Holiday Time Off, Bereavement Leave, Discretionary Personal Leave, and Administrative Leave, including Emergency Administrative Leave, do not apply toward work time for purposes of determining overtime pay.
- The work week begins at 12:00 a.m. on Sunday morning and ends at 11:59pm on Saturday night.
- Essential & Civil Service employees that are called back to perform job-related duties outside of the standard working schedule shall be credited with a minimum of three (3) hours of work time. Should the time needed exceed three hours, the employee will be paid for the number of hours they actually work.
- Except in cases of emergency, no non-exempt employee shall be required to work more than sixteen (16) hours, continuous or intermittent, in a twenty-four (24) hour period.
    - A 24-hour period is measured starting at the beginning of the employee's regularly assigned work start time.
    - Emergency situations requiring work in excess of these standards, the employee shall be compensated for the excess work time at a rate of double the employee's normal wage.
    - Hours compensated at double the employee's normal wage shall not qualify for weekly overtime.

Compensatory Time

Instead of pay for overtime worked, the City, at the discretion of the City Manager, may grant compensatory time off to employees. Compensatory time off is granted at the rate of one and a half times the amount of overtime worked.

- Compensatory time may be used as soon as it is earned and can be redeemed in increments of no less than 15min.
- Employees may accrue compensatory time year to year, to a maximum of 80 hours. Accrual of compensatory time follows a fiscal year schedule (July 1 – June 30).
- An employee's compensatory time balance may exceed the 80-hour cap between scheduled payouts. This can occur, for example, when civil service sworn employees earn compensatory time for unscheduled holidays whereby, they are required to be compensated with equal time off, consistent with applicable civil service requirements.
- Employees may request a compensatory time drawdown to have accrued compensatory time paid out in their next scheduled paycheck, limited to twice a year, once in June and once in November. Requests outside this time frame may be considered and approved by the City Manager.

- At each scheduled payout in June and November, any compensatory time balance in excess of the 80 hour cap will be paid out to bring the employee's balance down to 80 hours.
- Compensatory time is computed at the employee's regular rate of pay at the time of payout.
- Upon termination of employment, employees will be paid for all earned and accrued compensatory time at the employee's regular rate of pay at the time of termination.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the immediate supervisor about job performance and expectations for the coming year.

Merit Increases are based on performance reviews, budgetary approval, and outlined by the city compensation plan. Cost of living adjustments are considered annually and if approved by the governing body will be implemented with the first full pay period of the fiscal year.

Access to Employee File

To the extent allowed by the West Virginia Freedom of Information Act, employee records maintained by the City are considered confidential. As required by law, some records relating to medical issues and internal investigations are maintained in separate files. For purposes of this policy, an employee file includes records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. The employee file does not include any reference checks, medical records or investigation files.

Employees may request access to their file by submitting a request to the City Manager in writing. Upon receipt of the written request an appointment to view the file during normal office hours will be scheduled. Employees are not permitted to remove any documents from the file but, if desired, may provide a written response to documents in the file. Written responses will be attached to the original document in the employee file. Employees may also submit a written request for copies of documents in their employee file.

Termination of Employment

As an at-will employee, you may resign employment at any time, with or without notice or cause. A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to the employee's immediate supervisor. Voluntary termination of employment also occurs when an employee is absent from work for three consecutive workdays and fails to contact their immediate supervisor, which is considered job abandonment.

<u>Guidelines:</u>

- If possible, written notification of resignation is requested to be submitted at least two weeks before the final day of employment.
- All employees are expected to return any property provided by the City.
- Employees who leave in good standing with proper notice may be considered for rehire and in such a case, will follow the normal application and hiring processes.
- Employees who are involuntarily terminated for cause or who resign in lieu of termination are ineligible for rehire.
- In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

As an at-will employee, the City may terminate your employment or reduce work hours at any time, with or without cause.

Final Pay

- An employee who resigns or is discharged will be paid through the last day of work, plus any unused leave as outlined in this handbook, less any outstanding agreements the employee may have with the City, in compliance with West Virginia State law.
- Final paychecks for all employees, regardless of the type of termination, will be paid on the regularly scheduled pay cycle.
- Employees who resign will receive 100% of their annual leave as outlined by this handbook.
- In cases of an employee's death, the final pay due to the employee will be paid to the deceased employee's estate or as otherwise required under West Virginia State law.

Health Insurance

- Medical, dental and vision insurance coverage terminates on the last day of the month in which the employee separates employment or is separated.

Employees will be eligible to continue health insurance benefits through COBRA at their own expense.

Safety

Commitment to Safety

The City is committed to protecting the health and safety of our employees. The City complies with all current occupational health, safety and environmental laws and shall act promptly to rectify any existing or reported unsafe conditions or safety concerns.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules, safe practices, and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

Guidelines:

- Any workplace injury, accident, or illness must be reported to the employee's immediate supervisor as soon as possible, regardless of the severity of the injury or accident.
- In the event of an emergency, notify the appropriate emergency personnel by dialing 911.
- An incident report must be completed immediately (before the end of the shift or within 24 hours of the event) for each safety and health incident that involves the employee or that the employee witnesses.
- Failure to report such an infraction may result in employee disciplinary action, including termination.
- Employees are expected to conduct themselves and handle equipment and materials in such a manner as to avoid accidents.
- Employees are also responsible for observing all safety rules and to report unsafe working conditions to their supervisors immediately.

Inclement Weather & Liberal Leave

All employees are expected to make reasonable efforts to get to work safely. If this is not possible, please follow the guidelines as listed below.

Guidelines:

- Some employees are designated as Public Safety / Essential Personnel and will be required to work and should contact their immediate supervisor about scheduling.
- Administrative employees must advise their immediate supervisor as soon as possible if they are unable to report to work due to inclement weather. Regardless of whether the City offices are open or closed, it is each employee's decision as to whether it is safe to report to work.
- The closing of administrative offices is decided by the City Manager and can vary depending on safety conditions and the needs of the City.
- Depending on the nature of the work and job description, employees that fall under the Ad Hoc Remote Work Policy may choose to work from home.
    - If an employee who falls under this policy prefers to take the day off, the employee may request approval and use any available accrued leave to cover the day.

- Time absent from work due to inclement weather is not counted as hours worked when computing weekly overtime.
- Emergency Administrative Leave may be announced and granted by the City Manager during inclement weather. Guidelines for this policy are outlined in the Time Off & Leaves section of this handbook.

Liberal Leave

Liberal Leave is announced and granted by the City Manager. It authorizes all employees, except those designated as emergency service/essential personnel, to use their own leave to cover a period of missed work without obtaining prior approval from their supervisor.

- All employees should notify their immediate supervisor to determine the type of leave to be applied.
- Employees may use annual leave, sick leave, compensatory leave, or leave without pay (if no other leave balances are available) during the time liberal leave is in effect.
- Unless otherwise notified, if liberal leave is declared prior to beginning of business, it extends from 6:00 A.M. on the day declared until 12:01 A.M. the following day. If declared later in the day, it is in effect until 12:01 A.M. the following day.
- Emergency service personnel are required to report for work or to secure approval from their supervisors before not reporting to work.

Smoke and Vape Free Workplace

To provide a safe and healthy work environment, the City maintains a smoke and vape-free workplace. Smoking and vaping are strictly prohibited on City property, in City vehicles, at assigned work locations, and during offsite events while representing the City. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Any employee found violating this policy will be subject to disciplinary action up to and including termination of employment.

Drugs / Alcohol Usage

Alcohol and drug misuse pose a threat to the health and safety of employees and to overall security. For these reasons, the City is committed to the elimination of drug and alcohol use and misuse in the workplace. This policy is intended to satisfy the West Virginia Alcohol and Drug Free Workplace Act and the Federal Drug Free Workplace Act of 1988.

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Reporting for work or performing assigned duties impaired by or under the influence of a controlled substance, defined as either testing positive for a detectible level of an illegal drug or alcohol beyond the limit allowed for operating a motor vehicle, is strictly prohibited.

This policy does not prohibit employees from the lawful use and possession of prescribed or over-the-counter medications. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their immediate supervisor.

Prescription and Legal Medication Usage Guidelines

Whenever employees are working on City premises or are conducting city-related work offsite, they are prohibited from:

- Taking prescribed drugs contrary to the instructions of the prescribing physician.
- Taking prescribed drugs that adversely affect the employee's ability to perform their duties safely and effectively.
- Taking over the counter (OTC) drugs contrary to usage indications or dosage instructions.
- Taking OTC drugs that adversely affect the employee's ability to perform duties safely and effectively.

Prescribed medication(s) must be carried in a container labeled by a licensed pharmacist and/or the employee must be prepared to produce the container if asked.

Medical Marijuana

West Virginia allows the use of Medical Marijuana, and the City will follow the guidelines prescribed by West Virginia State law, including:

- The City will not discharge, refuse to hire, or otherwise discriminate solely based on an individual's status as a certified medical cannabis patient.
- The City may discipline an employee for being under the influence of medical cannabis when the employee's conduct falls below the standard of care normally accepted for that position.
- The City is not required to take any action that would violate federal law.
- Employees are prohibited from using medical marijuana in the workplace or while on break at work, and paraphernalia related to medical marijuana is also prohibited from being present in the workplace.

In compliance with federal and state regulations, civil service employees are prohibited from participating in any medical marijuana program.

Required Testing

The City may require as a condition of continued employment a fitness for duty evaluation, blood test, urinalysis or other drug/alcohol testing of an employee with reasonable suspicion that the employee may be using or under the influence of drugs or alcohol in violation of this policy.

Required Testing Guidelines:

- The collection of urine, blood, hair or saliva sample and subsequent testing of a collected sample for drugs or alcohol shall be performed at an off-site professional medical facility, with due care provided to ensure the privacy of the employee and the proper and documented chain of custody of the sample. Test results shall be reported to the employee and the City Manager.
- Under no circumstances will the employee referred to testing be allowed to drive themselves to the testing facility. A member of management must transport the employee or arrange transportation.
- An employee required to leave work for a fitness for duty evaluation will remain off work until the results are received.
- Employees with a negative test result will be paid for time lost at their prevailing wage.
- At the sole discretion of the City Manager, random testing for a 12-month period may be required as a condition of continued employment for employees who have been found to have violated this policy or have been charged with DUI, possession or sale of illegal drugs or unlawful possession or sale of legal drugs.

Drug testing requirements may include:

- **Pre-employment** – Some employees must pass a drug test before beginning work or receiving an offer of employment. These applicants will be informed of this requirement during the hiring process. Refusal to submit to testing will result in disqualification of further employment consideration.

- **Reasonable Suspicion -** Employees are subject to testing based on, but not limited to, observations of apparent workplace use. Reasonable suspicion includes, but is not limited to, unusual or unexplainable behavior, slurred speech, difficulty in maintaining balance, odor of alcohol or illegal drug(s) or the informed judgement of the supervisor. The referring supervisor shall provide the City Manager with a description of the facts establishing reasonable suspicion. When reasonable suspicion testing is warranted, the Department Manager and / or City Manager will meet with the employee to explain the observations and the requirement to undergo a drug and / or alcohol test within two hours, within reason. Refusal by an employee will be treated as a positive drug test result and could result in immediate termination of employment.

- **Vehicle Accidents** – An employee operating a city vehicle resulting in an accident-causing death, serious bodily injury or destruction of city property shall be required to submit to a fitness for duty evaluation at the sole discretion of the City Manager.

- **Random –** Civil Service employees may be required to submit to random drug testing as outlined in the Civil Service policies & procedures.

Employee Assistance

Employees are encouraged to voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under these policies. Such employees will be allowed to use accrued leave, may be placed on a leave of absence, may be referred to treatment providers or otherwise accommodated as required by law. While participation in a recovery program may not be a basis for employee discipline, use of a recovery program will not be a defense for violation of this policy.

Inspections

The City reserves the right to inspect all areas of its premises (including vehicles & equipment, whether located on city property or elsewhere) for drugs, alcohol or other contraband. Employees may or may not be asked to cooperate in inspections of their work areas that might conceal a drug, alcohol or other contraband, and a search may be conducted either in or outside the employee's presence. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination of employment.

Disciplinary Actions

- The City reserves the right to take appropriate disciplinary action for drug use, sale or distribution while on or off city premises.
- All employees who are arrested, convicted, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to their immediate supervisor. The City will determine the impact to safety based on the nature of the crime and the nature of the job.
- If there is reasonable suspicion that an employee is under the influence of any drugs or alcohol, under no circumstances will the employee be allowed to drive. Transportation home and / or to a safe location will be arranged for the employee.
- Employees who violate this policy will be subject to discipline, up to and including termination of employment.
- Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Anti-Harassment & Discrimination

The City strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Unlawful discrimination or harassment of any kind will not be tolerated.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy and any leader who knowingly allows and / or tolerates such actions.

Prohibited Conduct

Discrimination It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race (including hairstyle/texture), color, national origin, age, religion, disability status, sex, sexual orientation, genetic information or marital status.

Harassment Any kind of harassment will not be tolerated. Appropriate and immediate action will be taken in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, bully, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the City.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Comments that are offensive or unwelcome regarding a person's protected status, including epithets, slurs and negative stereotyping.
- Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of a protected status.
- Willful and repeated use of cell phones, computers, and other electronic communication devices to damage, harass or threaten.

Sexual Harassment Sexual harassment occurs when there are unsolicited and unwelcome sexual advances or requests for sexual favors. Verbal or physical conduct of a sexual nature is also sexual harassment if it:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats.
- Requests for any type of sexual favor.
- Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex.
- Suggestive or insulting sounds, leering, staring, whistling or obscene gestures.
- Content in letters, notes, facsimiles, e-mails, photos, text messages, and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Unwelcome and unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

The City strongly discourages romantic or sexual relationships between a supervisory employee and an employee who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest, bias, favoritism, intimidation, coercion or the appearance of such improprieties.

If any employee enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, the parties must notify the City Manager immediately. Once the relationship is made known, the situation will be reviewed with discretion and confidentiality, and the next steps will be determined.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and adequate steps will be taken to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files.

Grievance Procedure:

- Step 1: The employee should discuss any grievance with their immediate supervisor as soon as possible after an incident has occurred and an investigation will immediately be conducted.
    - During the investigation all safety concerns will be immediately addressed, appropriate interviews will be conducted, and if it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken.

- Step 2: If the employee is not satisfied with this decision, then a formal written grievance should be submitted to the City Manager. The grievance must be specific, stating the problem or complaint and steps taken for resolution. The City Manager will select a committee of two Department Directors to review the grievance and find a solution.

- Step 3: Most complaints should be resolved before they reach this stage. However, if an employee continues to be dissatisfied with responses after thoroughly exhausting all avenues available in steps 1 and 2, they may re-submit their complaint to the City Manager who will make a final decision.

- Civil Service employees should consult the Civil Service policies & guidelines for detailed information on the grievance procedure.

- If the grievance is against the City Manager and / or the Chief of Police, the grievance should be filed with the Mayor. The Mayor will work with the City Council as a committee to review the grievance and find a solution.

- If the grievance is against a City Council Member, the Mayor, and / or any other City appointed official, the grievance should be filed with the City Manager. The City Manager will work with the City Council as a committee to review the grievance and find a solution.

<u>Alternative Legal Remedies</u>
Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolutions through local, state or federal agencies or courts.

Workplace Violence

The City is committed to providing a safe workplace for all employees. To ensure this and to reduce the risk of violence, the City has adopted a zero-tolerance policy. Workplace violence in any form is not permitted, tolerated or condoned.

The City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Also refer to the Anti-Harassment & Discrimination Policy.

Reporting Procedures

Any potentially dangerous situation must be immediately reported to either Emergency Services, immediate supervisor, and / or the City Manager. Reports can be made anonymously, and all reported incidents will be documented and investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of the investigation will be discussed with each of the persons involved. The City will actively intervene at any indication of a possibly hostile or violent situation.

Guidelines

Although the City does not expect all employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their immediate supervisor and / or the City Manager if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior may include:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Displaying irrational or inappropriate behavior.

Dangerous / Emergency Situations

- Employees who have received extensive training to handle dangerous / emergency situations should refer to those guidelines and the response personnel that are managing the scene.
- Employees who have not received extensive training in dangerous / emergency situations:
    - If confronted or encountered by an armed or dangerous person you should not attempt to challenge or disarm the individual. Remain calm, make constant eye contact, and listen to the individual. If emergency services and / or an immediate supervisor / City Manager can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.
    - If in the vicinity of an armed or dangerous person (and have not been noticed) you should immediately leave the vicinity if it can safely be accomplished. Once safety has been reached, contact appropriate authorities immediately. If you cannot safely leave the premises, find a place to hide until it is safe to relocate.

Enforcement

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on City premises will be reported to the proper authorities and fully prosecuted.

Workplace Guidelines

Attendance

Each employee is crucial to the successful completion of the City's daily business, and all employees are important members of the team. The team does its best when employees are present. Absenteeism and tardiness cause a disruption of services to the public and may place an undue burden on co-workers.

Maintaining an acceptable attendance record and being punctual in reporting to work and returning from break is a condition of employment. All time off should be authorized in advance whenever possible. Employees are required to discuss any late arrivals or absence with their immediate supervisor, or designated person, before the employee's shift starts.

When this is not possible (e.g., illness), employees must notify their immediate supervisor prior to the start of their shift each day to explain the absence from work, unless previous arrangements have been made (e.g. extended illness). If this is not done, it may be determined to be an unauthorized absence and grounds for disciplinary action.

When returning to the office, all time-off requests must be submitted into the time-keeping system to account for any hours missed.

Dress & Appearance

An employee's appearance is a direct reflection on the image of the City. It is important to project a professional image to the City's customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and appropriate to the setting. Any apparel provided by the City is to be worn for work purposes only, it is not to be worn for personal use off the clock.

<u>Guidelines:</u>

- Clothing with offensive language, inappropriate content, political in nature, and torn / damaged material is prohibited.
- Consider the workplace setting and the work being performed and wear clothing:
    - With safety in mind (i.e. – outside temperature, physical activity, duration and location).
    - Appropriate to the setting – Administrative employees should wear business casual attire while all other employees should wear clothing assigned to them according to the uniform expectations of the role.
- Practice good hygiene and minimize use of natural / artificial scents.
- An employee may be asked to leave the premises to change their clothing.
- Non-exempt employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.
- Upon termination, any apparel provided by the City will be returned.

Any questions about these guidelines should be discussed with the immediate supervisor.

If an employee's dress and / or appearance needs to be addressed – it will be done in private and will point out the specific areas to be corrected. If the problem persists, the normal corrective action process will be followed.

Uniforms

The City provides uniforms for employees that are required to wear them. This allows City employees to be easily identified as such in the community. City provided uniforms are considered City property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, City uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tears are expected, excessive damage or loss of City uniforms may result in disciplinary action.

Some job positions require specific safety related attire; an example would be steel toe boots. These approved employees shall receive an annual uniform allowance to purchase job-related attire. The allowance amount is determined annually during the budget process. This allowance is classified as a taxable fringe benefit and will be distributed at the start of each fiscal year.

Outside Employment (Moonlighting)

The City generally permits employees to engage in outside employment, provided such employment does not conflict with their duties or obligations to the City. It is the responsibility of each employee to ensure that any outside job or business activity does not interfere with their City responsibilities. Employees with questions about a specific outside role or activity should consult with the City Manager in advance.

Guidelines:

- Outside employment must not compete with, conflict with, or compromise the City's interests, nor adversely affect an employee's performance or ability to fulfill City responsibilities.
- Employees may not solicit or conduct outside business during City work hours.
- City resources, including but not limited to vehicles, uniforms, tools, equipment, or facilities, may not be used for any outside employment unless express prior approval has been granted by the City Manager.
- Outside employment may not be used as an excuse for poor job performance, absenteeism, tardiness, or failure to meet City expectations.
- If outside employment is determined to negatively impact the City in any way, the employee may be asked to terminate such employment.

If any outside work activity causes or contributes to job-related issues or conflicts with City obligations, the employee will be asked to discontinue the outside employment and may be subject to disciplinary action in accordance with City policies.

Solicitation

Solicitation could be considered disruptive to employee productivity and could create an uncomfortable or even harassing situation. Therefore, in general, the City does not permit selling, soliciting and / or the distribution and posting of materials on City property. Any exception to this policy will need to be reviewed and approved by the City Manager.

Computer, Email, & Internet Usage

The use of internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly.

Guidelines:

- In general, use of the City's technology systems and electronic communications should be job-related and not for personal convenience.
- All technology (hardware and software) provided is the property of the City.
- Every employee is responsible for the content of all text, audio, video, or image files that the employee places or sends upon City equipment and / or over the City's internet and e-mail systems.
- All data created on the City system is considered public record and can be requested by any member of the public under the West Virginia Freedom of Information Act (FOIA).
- All internal and external emails, voicemails, text messages, electronic communications, and other data created, transmitted, or stored using city systems are the property of the City. These communications are considered public records and may be subject to inspection, disclosure, or legal discovery in accordance with applicable laws.
- Employees should be aware that such records must be retained or destroyed only in compliance with the City's adopted records retention policies.
- City internet may not be used to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature.
- Disparaging, abusive, profane, or offensive language and any illegal activities are forbidden.
- The City reserves the right to examine, monitor and regulate e-mail, other electronic communications, directories, files and all other content, whether onsite or offsite, without permission or advanced notice.
- Any employee who abuses the organization's provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, further disciplinary action may be taken.
- The City's identity and sender contact information will be attached to all outgoing e-mail communications, which should reflect appropriate workplace language and conduct.

Equipment:

- Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee.
- The City accepts no responsibility for damage or repairs to employee-owned equipment.
- Equipment supplied by the City will be maintained by the City and is to be used for City business purposes only.
- Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.

Ad-Hoc Remote Work

The role of the City is to be an active resource for the community. To facilitate this, the City expects employees to work in person at their designated facility and / or office. For some positions, the City believes that remote work is a flexible resource that can benefit both the employee and city in ad-hoc arrangements.

Ad-Hoc Arrangements

- Ad-hoc arrangements are made on a case-by-case basis, focusing first on the business needs of the City and must be approved in advance by the City Manager. These approvals are made as needed and with no expectation or commitment for an ongoing arrangement.
- Ad-hoc arrangements may be approved for circumstances such as business need, inclement weather, special projects or City travel.
- Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.
- Outside of basic office supplies (pens, paper, etc.) as deemed necessary, the City will not supply home office resources.
- Reimbursement for City-related expenses that are reasonably incurred in carrying out the employee's job will be paid by the City and should be approved before purchase.
- Employees will be required to accurately record all hours worked.
- Employees are expected to ensure the protection of proprietary City and customer information accessible from their home office.
- Remote work is not to be viewed or used as a substitute for family care arrangements. The City expects employees to make appropriate family care arrangements such that family care does not interfere with work obligations. These arrangements should be flexible in the event that the employee is called into the office with limited notice.
- Injuries sustained by the employee in a home office location during City time are only covered by the City's workers' compensation policy if they occur within the scope of employment.

Cell Phone Use

Personal Cell Phones

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of this policy. The City will not be liable for the loss of personal cellphones brought into the workplace.

Personal cell phones used to conduct City business are subject to all policies, procedures, and laws that govern the work of the City.

City Cell Phone

The City issues individual cell phones to some employees who are required to be in close contact with City management or other employees.

City Cell Phone Guidelines:

- Employees are required to always be professional and conscientious when using City phones.
- Employees are expected to keep personal use of City issued phones to a minimum.
- The City enforces a zero-tolerance policy on improper cell phone use while driving. Employees must use a hands-free system if a call is necessary while operating a vehicle.
- Any charges incurred for personal use are the responsibility of the employee. Failure to pay incurred costs may result in a deduction from the employee's payroll check.
- Misuse of cellular phone privileges is strictly prohibited and may result in disciplinary action up to and including termination of employment.

Purchasing Card

All purchases made in the name of the City must be made in compliance with the purchasing policy established by the State of West Virginia. Under no circumstances should personal purchases be charged to the City. Any purchase(s) made in the name of the City without proper authorization will not be tolerated and the employee may be held personally liable for the payment of the purchase. Under no circumstances should the City's tax exemption number be used for personal purchases. All employees that have been designated as a Purchasing Card (P-Card) holder, are required to follow the guidelines as outlined by the WV State Auditor's Office.

https://www.wvsao.gov/purchasingcard

The P-Card process is managed internally by an approved Agency Coordinator. Within the framework provided by the state guidelines, the Agency Coordinator has final authority and oversight of the program. Including approvals, restrictions, and / or revocations.

City Vehicles, Driver Responsibilities & Safety

Before driving any vehicle on behalf of the City, an employee must:

- Be at least 18 years old.
- Provide a valid driver's license appropriate to the vehicle that is being operated.
- Confirm an acceptable driving record through a Motor Vehicle Report (MVR).
    - Off duty violations will be considered in this policy, especially if the driver is considered 'at-fault.'
    - MVR will be checked at time of hire and annually thereafter.

Copies of these items will be kept on record and employees must provide updated documents as they are renewed and have them in their vehicles while working for the City.

Guidelines:

- In most scenarios, employees should not use City vehicles for personal use.
- If employees are requested / required to use their personal automobile for City business, it will be reimbursed at the current IRS mileage rate at the time of travel.
- Any work-related travel using a personal vehicle must be approved by the City Manager.

Safety Guidelines

- All employees are responsible to exercise care, obey all traffic rules and regulations prescribed by law, ensure that seatbelts are worn, follow all operating instructions and safety standards and guidelines, and use every safety measure possible to prevent accidents.
- The City is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding personal driving habits and are considered the employee's responsibility.
- Employees may only use cell phones in hands-free mode while driving. Destination coordinates must be entered prior to operating the vehicle. As best practice, cell phone use while driving should be avoided whenever possible.
- The City will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining these vehicles. It is each driver's responsibility to ensure proper vehicle maintenance checks, exercise defensive driving habits, maintain a good driving record, and adhere to the safe driving expectations.
- Employees assigned vehicles are responsible for ensuring regular maintenance checks are completed and any concerns / issues are reported to the immediate supervisor and / or Public Works.
- It is expected that all vehicles will be maintained in safe operating condition.
- Employees whose licenses are revoked or suspended are to notify their immediate supervisor as soon as possible.

Accident Reporting

- Obtain medical attention for any injured person(s) as soon as possible.
- All vehicle accidents that occur in the course of City business must be reported to the immediate supervisor as soon as possible, regardless of fault or extent of injury or property damage.
- Employees are required to immediately report all damage, crashes, altercations and moving violations that occur during work-related activities if they are driving on City business.
- An employee operating a city vehicle resulting in an accident-causing death, serious bodily injury or destruction of city property shall be required to submit to a fitness for duty evaluation at the sole discretion of the City Manager.
- If driving your own vehicle, personal insurance coverage for vehicles is primary. The employee is responsible for liability (bodily injury and property damage to others), as well as any damage that occurs to the personal vehicle including any associated deductible.
- Employee injuries sustained in vehicle accidents while working for the City are covered under Worker's Compensation.

Driver Conduct

Employees driving City vehicles are expected to behave in a way that positively represents the City. Unacceptable behaviors include, but are not limited to:

- Exhibiting “road rage” in the form of aggressive driving.
- Not obeying traffic laws.
- Yelling or cussing at other drivers or pedestrians.
- Throwing trash out the window.
- Playing music with explicit language that could be overheard by others.

Employees are responsible for the safety of the public and their fellow employees. Employees will be subject to immediate termination for the following conduct while conducting City business:

- Failure to report an accident and / or the severity of the accident.
- Driving with a suspended, revoked, or restricted driver’s license.
- Driving without insurance.
- Driving while under the influence of alcohol or illegal substances.
- Failure to maintain an acceptable driving record, confirmed through a Motor Vehicle Report (MVR).

At any time, and without reason, the City may disqualify any employee from operating any motor vehicle within the City’s fleet. Exceptions to this policy can only be made by the City Manager and / or City Police Chief. Failure to comply with this policy could be grounds for disciplinary action, up to and including termination.

Travel

Travel is defined as transportation, lodging, meals and incidental expenses associated with conducting City business or professional development. Employees who travel are considered ambassadors of the City and as such, shall maintain professional behavior. Attendance may be required by the City or requested by individuals.

The City will reimburse employees for pre-approved and authorized travel expenses incurred while on City business and / or related travel when the expense is reasonable and necessary in the performance of City business.

Guidelines:

- Any requested travel must be submitted for approval in writing to the immediate supervisor and include relevant information such as dates, hours, location, cost, expenses, purpose, and justification for attendance.
- Each person traveling at City expense is required to exercise sound and prudent judgment when arranging for, and incurring travel expenditures. All decisions prioritize cost-effectiveness and fiscal responsibility.
- Travel expenditures must not exceed approved spending and should follow IRS per diem guidelines unless otherwise approved.
- Expenses incurred during travel must be incurred by the employee only and outside of meal per diems must be backed by documentation. Examples are receipts, invoices, and mileage reports.
- It is the traveler's responsibility to retain all receipts for travel and hotel expenses and to report these expenses accurately.
- Travel expense reports must be filed in the same fiscal year as the travel occurred and within ten (10) business days of the return from traveling. All receipts must be included with the expense report and submitted for final approval.
- Requests for per diem allowances must be submitted to the Finance Director ten (10) business days before the approved travel.
- The City of Ranson's Insurance Provider covers the employee and the rental vehicle while traveling on City business only.

Per Diems

- Typically, meals and incidental expenses while traveling are provided through per diem rates. P-Cards should not be used in lieu of the per diem allowance.
- No matter the length of travel, meal per-diems are only applicable for approved travel activities as outlined in this policy.
- No receipts are necessary for full or partial day per diem. The amount per diem will be calculated based on the IRS guidelines at time of travel.
- Reimbursement of costs may not be more than the per diem for meals unless otherwise approved.
- Employees may request payment of per diem before or after travel. Regardless of the actual per diem expenses incurred, all employees traveling will receive the IRS per diem rate.
    - Should the travel activity change from the original request, pre-paid per diems must be reimbursed to the City.

Transportation & Lodging

- City vehicles will be used for all travel, whenever possible.
- If an employee uses their personal vehicle, the employee will be reimbursed for mileage only at the IRS rate in effect at that time.
    - The IRS mileage rate includes variable costs such as gas, oil, and general maintenance, as well as the fixed costs such as insurance, registration, and depreciation.
- Mileage reimbursement shall not be paid for travel between City facilities.
- Transportation should be shared by employees traveling together whenever possible and the most economic options should always be considered first.
- All other forms of transportation will be discussed and approved on a case-by-case basis.
- Lodging should be booked in advance and arranged on a single occupancy basis, unless employees agree to share a room. Sharing a room is not required.
- If the event has designated lodging, it should be the primary consideration. Alternative accommodation should be evaluated based on proximity, safety, and overall cost effectiveness.

Personal and Non-Allowable Travel Expenses:

City resources will not be used to process personal and non-allowable travel arrangements and expenditures. Some examples include:

- Alcoholic beverages
- Personal expenses, such as laundry, haircuts, valet service, and in-room services such as movies and video games.
- Expenses for any social or recreational activities, such as golf, tours, movies, etc.
- Commuting between home and the primary work location.
- Any funds or personal belongings lost or stolen.
- Other expenses not directly related to City business travel.

Employees are expected to follow this travel policy to the best of their ability. Failure to adhere to these guidelines or abuse of travel privileges may result in disciplinary action, up to and including termination. If you have any questions or need clarification, please reach out to your immediate supervisor.

Employee Conduct

Code of Ethics & Business Conduct

Ethics Act

The City expects all employees to conduct business with integrity and to comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. Each employee of the City is considered a 'public servant' under the law and therefore is held to the standards of the West Virginia Ethics Act.

The basic principle underlying the Ethics Act is that those in public service must use their positions for the public's benefit and not for their own private gain or the private gain of another. Some examples of an employee using their position for personal gain include:

- Using City supplies or equipment for personal projects or activities.
- Working on the employee's personal projects or activities during work hours or compelling others to do so on their own time.
- Having a financial interest in any contract, purchase or sale over which the employee's public position gives control; this also applies to the financial interest of a spouse, dependent parents or children, or any business in which the employee has an ownership interest as outlined by the Ethics Act.
- Accepting gifts unless it fits into an exception as outlined in the Ethics Act.

For the full Ethics Act please click HERE - https://code.wvlegislature.gov/6B-1/

Conflict of Interest

The City recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of their employment. Each employee also has an obligation, however, to refrain from activities that conflict with or interfere with the City's operations. The City reserves the right to determine when an activity conflicts with its interests and to take whatever action is necessary to resolve the conflict, up to and including termination of employment.

No employee of the City, or a member of the employee's immediate family, or any business in which the employee is associated shall have financial interest, direct or indirect, in any contract with the City.

Examples of activities that might cause a conflict of interest include, but are not limited to, the following:

- Accepting gifts, excessive or unusual entertainment, or other favors from interested persons. Some exceptions apply as outlined by the West Virginia Ethics Act.
- Maintaining financial interest in an outside concern from which the City purchases goods or services.
- Accepting personal compensation for job-related speaking engagements, consulting services or other activities.
- Participating in activities unrelated to the City during normal business hours.
- Representing the City in any transaction in which the employee or a member of the employee's family has a substantial interest.

- Acceptance of other employment or contractual relationships that will affect the employee's independence of judgment in exercise of official duties.
- Use of or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for themselves or others which are different from those available to the general public.
- The use for private gain or advantage of the City's time, facilities, equipment or supplies, uniform, prestige or influence of City employment.
- Engaging in any activity in the conduct of City business which would violate any local, state or federal law.
- Supervising family members or closely related persons.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question are encouraged to speak to their immediate supervisor before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest. Employees or the City Manager may seek an advisory opinion from the West Virginia Ethics Commission regarding conflict-of-interest concerns before engaging in otherwise suspect transactions.

Business Conduct

Employees are expected to conduct themselves according to the highest standards of ethics, integrity, and behavior at all times. This policy establishes standards of behavior that must be met by all employees. If standards are not met, appropriate disciplinary action will be taken. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified. These standards include:

- Compliance with all City policies, procedures, rules, regulations, and contracts.
- Devotion of the employee's entire time, attention, and skill during normal working hours to successfully perform the employee's duties.
- Honesty and fairness in all dealings and to treat others with courtesy and respect.
- To work in a safe and compliant manner, and to observe all workplace conduct, health and safety rules and responsibilities.
- Refraining from any discriminatory, bullying, or harassing behavior.
- Immediately disclosing any potential, perceived, or actual conflict of interest.
- To not engage in conduct, whether during or after work hours, that causes damage or potential damage to City property and / or reputation.

Recordkeeping

The City will create, retain, make public records, and dispose of any City records as part of its normal course of business in compliance with all regulatory and legal requirements. All employees are expected to ensure that records are true, accurate and complete. Any manipulation of data to improperly influence, manipulate, or mislead City records will be grounds for progressive discipline, up to and including termination of employment.

Media Inquiries

From time to time, employees may be approached by reporters and other members of the media. In order to ensure that the City speaks with one voice and provides accurate information, all media inquiries should be directed to the City Manager and / or Mayor.

- An employee will make every effort to collect the name(s) and contact information of the individual(s) seeking information and / or comment.
- No employee may release any information or personal opinion about the City or its operations to the media without prior approval.

FOIA Inquiries

The Freedom of Information Act (FOIA) provides the public with the right to request access to records from any government agency. Agencies are required to disclose any information requested under FOIA unless it falls under an exemption which protects interests such as personal privacy, national security, and law enforcement.

- All FOIA requests should be submitted directly to the City Clerk.

Confidentiality

During employment, it is common to come into contact with or receive knowledge or information about citizens, suppliers, contractors, government agency representatives, and / or other employees. Unless this information is publicly known, it is considered to be confidential information. Such information will not be disclosed to any other employee, contractor, supplier or public without a valid business purpose and proper authorization.

Workplace Conduct Standards

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow these rules of conduct while on City premises, attending City functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, the City complies with all applicable federal, state and local laws and regulations concerning employer / employee rights and obligations.

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions. Such behavior may result in disciplinary action, up to and including termination. This list is not intended to be exhaustive:

- Theft or inappropriate removal or possession of City property or the property of a fellow employee.
- Willful destruction of City property or the property of a fellow employee, vendor, and / or citizen.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.

- Failure to report personal criminal charges regarding violence, fraud or other misdemeanor or felony charges brought against the employee.
- Fighting or threatening violence in the workplace.
- Inability to work well with others.
- Sexual or other unlawful harassment.
- Using excessively abusive, threatening or obscene language and / or gestures.
- Sabotaging another employee's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another employee's private information.
- Unauthorized disclosure of proprietary or confidential information.
- Falsifying city records or reports, including time records.
- Gambling, in all forms, on City premises.
- Unsatisfactory job performance; Failure to perform assigned tasks.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Open Door

The City encourages an open and honest atmosphere in which employee concerns and complaints receive a timely response. If a situation occurs in which an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, the employee is encouraged to communicate this through the grievance process as outlined in the next policy. The employee may discontinue the process at any time.

Employees are encouraged to follow this sequence to answer any questions they may have and / or to call attention to any conditions that may seem inequitable or concerns. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable manner.

Grievance

Grievance is an oral or written complaint of an employee relating to their employment, including but not necessarily limited to disciplinary actions, application of policies & procedures, harassment, discrimination, and perceived acts of retaliation. The intent of the grievance procedure is to fairly and thoroughly investigate and resolve employee concerns regarding allegedly improper or unfair application of City employment policies.

<u>Grievance Procedure:</u>

- Step 1: The employee should discuss any grievance with their immediate supervisor as soon as possible after an incident has occurred and an investigation will immediately be conducted.
    - During the investigation all safety concerns will be immediately addressed, appropriate interviews will be conducted, and if it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken.

- Step 2: If the employee is not satisfied with this decision, then a formal written grievance should be submitted to the City Manager. The grievance must be specific, stating the problem or complaint and steps taken for resolution. The City Manager will select a committee of two Department Directors to review the grievance and find a solution.
- Step 3: Most complaints should be resolved before they reach this stage. However, if an employee continues to be dissatisfied with responses after thoroughly exhausting all avenues available in steps 1 and 2, they may re-submit their complaint to the City Manager who will make a final decision.

- Civil Service employees should consult the Civil Service policies & guidelines for detailed information on the grievance procedure.
- If the grievance is against the City Manager and / or the Chief of Police, the grievance should be filed with the Mayor. The Mayor will work with the City Council as a committee to review the grievance and find a solution.
- If the grievance is against a City Council Member, the Mayor, and / or any other City appointed official, the grievance should be filed with the City Manager. The City Manager will work with the City Council as a committee to review the grievance and find a solution.

Civil Service employees should consult the Civil Service policies & guidelines for further detailed information on the grievance procedure.

Progressive Discipline

The progressive discipline policy is designed to provide a structured corrective action process to improve and prevent the recurrence of undesirable employee behavior and performance issues.

The following steps are suggested. Each step should be documented in the employee's file. The City reserves the right to combine and / or skip steps depending on the facts of each situation and the nature of the offense.

Step 1 - Informal Discussion

When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee and the immediate supervisor.

Step 2 – Written Warning

If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the immediate supervisor should meet with the employee and review the problem, permit the employee to present information regarding the problem, advise the employee that the problem must be corrected, inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and issue a written notice to the employee.

Step 3 – Final Written Warning

If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the immediate supervisor and / or a department head will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action. Clear consequences will be outlined for continued failure to meet performance or conduct expectations.

Step 4 – Administrative Leave

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. In this case, the City Manager may suspend the employee pending the results of an investigation.

In the event that disciplinary action includes administrative leave without pay, the City will collect from the employee the cost of benefits that would have otherwise been earned during that period.

Step 5 – Termination

While all efforts will be made to support employees, grievous actions or failure to improve performance and / or behavior can result in termination of employment.

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided with copies of all progressive discipline documentation. The employee will be asked to sign copies of this documentation attesting to the employee's receipt and understanding of the corrective action outlined in the documents. Copies of the documents will be placed in the employee's official file.

Civil Service Appeals

Employees governed by Civil Service laws may appeal a corrective action either under this section or through the appeal procedures outlined in Civil Service laws. However, they may not pursue both options.

Social Media

Social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. Because public confidence in City services and clarity regarding City policy is of utmost importance, and to avoid confusion regarding official policy, employees shall not post personal comments regarding City policy, operations or issues upon public media.

Social Media Guidelines:

- Social media includes all means of communicating or posting information or content of any sort on the Internet, as well as any other form of electronic communication.
- Ultimately, the employee is solely responsible for what the employee posts online.
- Before creating online content, the employee should consider some of the risks and rewards that are involved. Conduct that adversely affect the employee's job performance, the performance of fellow employees or otherwise adversely affects the City's legitimate business interests may result in disciplinary action up to and including termination of employment.
- Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Using Social Media at Work

- Refrain from using social media while on work time unless it is work-related.
- Do not use City email addresses to register on social networks, blogs or other online tools utilized for personal use.

Freedom of Speech

The City is committed to the right to freedom of speech as protected by the United States Constitution. Nothing in this policy is intended to:

- Restrict the freedom of employees to engage in their personal involvement in community activities.
- Affect individual employees' rights to express personal opinions on City or non - City actions and policies.
- Restrict employees from commenting on matters of public concern.

When speaking or writing as a citizen, an employee should be accurate, show respect for the opinions of others, and make every effort to indicate that the employee does not speak for the City.

Prohibited Political Activity

City employees may participate in lawful political activities. Participating in these activities must be conducted on the employees' own time and should in no way suggest City endorsement or support.

The following activities are prohibited from being performed while on-duty:

- Demonstrating.
- Counting or recounting votes.
- Circulating petitions.
- Soliciting votes or contributions at any time in any working area of a City facility or otherwise interrupting the workday with these solicitations.
- Conducting or participating in opinion polls.
- Fundraising.
- Using City equipment or resources for making, copying or distributing political materials or messages.
- Harassment of co-workers, customers or vendors regarding political preferences.
- All other activities not considered part of the employee's normal duties.

<u>Political Candidacy</u>

City employees are prohibited from being a candidate in an election or be appointed by the City Council for a position on the Ranson City Council or any board or committee of the City.

All other political candidacy ambitions should be discussed with the City Manager to ensure there are no issues under the WV Ethics Act or any other laws or rules & regulations governing municipal employment.

Time Off & Leaves of Absence

Holidays

The City observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- West Virginia Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Half-day Christmas Eve
- Christmas Day
- Half-day New Year's Eve

In Addition:

- Any day on which an election (municipal, primary, and general) is held.
- Any days or partial days which may be granted by the Governor of West Virginia, the President of the United States, or the City.

Guidelines:

- Paid holidays are available for both regular full & part-time employees as outlined in this policy.
- When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Saturday, it will be observed on the preceding Friday.
- Paid holidays will not be considered as time worked for the purpose of overtime calculations.
- Holidays covered under this policy will be paid at the employees' current base rate of pay and will reflect their regularly scheduled hours (ex. 8-hour shift, 10-hour shift, etc.).
- All regular part-time employees scheduled to work an average of 20 hours or more per week on a continuous basis will receive 4 hours holiday pay for each full holiday provided. For any half day holiday, these employees will receive 2 hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as a holiday.
- If an employee is called back in to work during the 24-hour period of a holiday covered under this policy they will be paid at a rate of one and one-half times regular pay or given compensatory time as outlined in the Overtime & Compensatory Time Policy.
- Civil service sworn employees may accrue compensatory time for unscheduled holidays consistent with applicable civil service equal time off requirements. See the Overtime & Compensatory Time Policy for accrual, cap, and payout details.

Premium Holiday Pay

Due to the nature of the work, some employees may be required to work during a holiday, and others may volunteer to work a holiday shift. Regardless of whether the work is required or voluntary, nonexempt employees who work on a recognized holiday shall receive an additional premium pay for any hours worked during the defined 24-hour period of a holiday.

- Premium pay is equal to one and one-half times the current base rate of pay and will reflect the employees' regularly scheduled hours (ex. 8-hour shift, 10-hour shift, etc.).
- This is the maximum pay offered and cannot be combined with any other type of pay, including overtime.

On-Call / Emergency Call Back

Due to the nature of the work, some employees may be required to return as representatives of the city outside of normal working hours. While not an exhaustive list, examples include appearing in court or addressing unforeseen and / or emergency situations.

An employee who is called back to work outside the employee's normal work schedule will be paid for the time worked or a minimum of three hours, whichever is greater. Time worked while on call will be calculated at the employee's regular rate of pay. Overtime compensation is applicable only when the total hours worked exceed 40 hours in the workweek.

Emergency call-backs that occur during paid holiday leave will be paid at time and a half as outlined in the Holiday policy.

Annual Leave

The City recognizes the importance of employees having the opportunity to have leisure time and attend to nonwork matters. The City provides annual leave to full-time employees for this purpose, and employees are encouraged to take time off during the year in which this benefit is provided.

Part-time and seasonal employees are not eligible for annual leave.

The City attempts to grant requested annual leave for the period requested by the employee. However, the City must always maintain adequate staffing to meet its operational needs. Therefore, whenever possible, time off must be scheduled in advance and with prior approval of the employee's immediate supervisor.

Annual leave is earned based on employment status and the length of service to the City.

Years of Service	Hours per Pay Period	Hours per Year
0 – 4	4	104
5 – 9	5	130
10 – 14	6.5	169
15+	8.5	221

Annual Leave Guidelines:

- Employees grandfathered into this policy will remain at the higher annual leave accrual bracket that benefits the employee until the current policy offers greater benefits, at which point they will transition to the current policy.
- Annual leave can be requested as soon as it is earned, as outlined in the schedule above.
- Employees may accrue unused annual leave up to a maximum of 240 hours.
- Employees may take annual leave in increments as small 15 minutes.
- Annual leave is computed at the employee's current base rate of pay. For purposes of this handbook, an employee's base rate of pay does not include shift differential pay, overtime premium, or any other special pay adjustment.
- Annual leave will be included in the calculation of overtime, meaning that any time taken as annual leave will count toward the total hours used to determine eligibility for overtime pay
- Unpaid leave taken beyond the employee's paid allotted annual leave must have prior approval of the City Manager.
- Annual leave shall not accrue if an employee is on unpaid leave, including short-term & long-term disability resulting from a non-work-related injury or illness.
- Employees may request an annual leave drawdown to have accrued annual leave paid out in their next scheduled paycheck, limited to twice a year, once in June & once in November. Requests outside this time frame may be considered and approved by the City Manager.
- Upon termination of employment, employees will be paid for all earned and unused annual leave up to the 240-hour maximum.

Sick Leave

Sick leave is a benefit available for full-time employees and accrues at 4 hours of sick leave per pay period, beginning with the employee's date of hire. Sick leave can be requested as soon as it is earned. The purpose of sick leave is to provide employees with compensation continuance in authorized circumstances.

Guidelines:

- Sick leave may be used for an employee's personal illness, medical quarantine, well-care and medical and dental appointments.
- Sick leave may also be used for the illness, medical quarantine, or preventive care of a member of the employee's immediate family; including the employee's spouse, children, parents, and any individual residing in the same household with whom the employee has a close personal relationship.
- An employee using sick leave shall notify their immediate supervisor of the absence and the qualifying circumstance at the earliest opportunity. Failure to provide timely notice may result in denial of sick leave for the period of unreported absence.
- Sick leave pay is computed at the employee's current base rate of pay, as defined in the Annual Leave Guidelines.
- An employee may carry forward an unlimited amount of accumulated sick leave.

- If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave and annual leave must be used initially as part of the FMLA leave.
- An employee who has a sick leave absence of 3 (three) consecutive workdays is expected to turn in a statement from the employee's physician releasing them to return to work.
- If sick leave is unavailable, annual leave may be used in its place.
- Sick leave can be used in increments of 15 minutes.
- Sick leave shall not accrue if an employee is on leave without pay, military leave, or any other authorized absence (exclusive of annual leave), for more than 15 cumulative working days in any one-month, sick leave credit is not earned for that month.
- Paid Administrative Leave, including Emergency Administrative Leave, does not affect sick leave accrual. Employees on Paid Administrative Leave continue to accrue sick leave as though actively at work.
- Employees are not paid for unused sick leave upon termination of employment.

Emergency Administrative Leave

Emergency administrative leave is announced and granted by the City Manager. It is paid leave granted to all employees. This time is not charged to any employee leave balances.

- Unless otherwise notified, if declared prior to beginning of business, administrative emergency leave extends from 6:00 A.M. on the day declared until 12:01 A.M. the following day.
- During emergency administrative leave, emergency service /essential personnel are required to report to work or to secure approval from their supervisors before not reporting to work. If an employee so designated cannot report to work and the supervisor has been appropriately notified, emergency administrative leave shall be granted upon department approval.
- Employees required to report to work during a declared period of Emergency Administrative Leave shall receive premium pay of one and one-half times their base rate of pay for hours actually worked during the declared leave period, consistent with the Premium Holiday Pay policy.
- Emergency Administrative Leave does not count as hours worked for purposes of calculating weekly overtime. See the Overtime & Compensatory Time Policy for additional detail.
- Employees who are not designated as emergency service / essential personnel are not required to report to work during periods of emergency administrative leave.
- Employees already on scheduled leave (including leave without pay) are eligible for emergency administrative leave if declared during the period of scheduled leave.
- If the City opens offices late:
    - Employees who do not report to work at the announced adjusted time are not eligible for emergency administrative leave during the hours the offices are open.
    - Employees who do report to work late may combine annual or compensatory leave and emergency administrative leave to cover the hours missed.

Family & Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. The Act also seeks to accommodate the needs of employers and promote equal employment opportunity for men and women.

Eligible employees may be granted up to 12 weeks of unpaid leave per rolling calendar year under the Family and Medical Leave Act, for one or more of the following reasons:

- The birth and care of a newborn child of an employee.
- Placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When the employee is unable to report to work or perform essential job functions because of a serious acute or chronic health condition.
- Any qualifying exigency due to an employee's spouse, child or parent being on covered active duty (or having been notified of an impending call or order to covered active duty) in the armed forces.

<u>FMLA Guidelines:</u>

- Employees are eligible for FMLA leave without pay if they have worked for the City for at least 12 months and worked at least 1,250 hours during the previous 12 months and after they have used all earned / accrued annual leave and sick leave.
- When possible, an employee is expected to give a 30-day notice of the need to take FMLA.
- Employees must provide medical certification that intermittent or temporary leave is medically necessary.
- Any unpaid leave must be approved by the City Manager.
- Employees are expected to provide periodic reports to their immediate supervisor during the FMLA leave regarding the employee's status and intent to return to work.
- Employees requesting FMLA leave for medical appointments must make reasonable efforts to schedule the leave so as not to unduly disrupt City operations.
- A leave of absence to care for a covered service member with a serious illness or injury may be entitled to up to 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.
- If eligible, FMLA does not have to be taken in a single block and can be used intermittently. Intermittent FMLA means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule.
- Intermittent FMLA leave may be taken whenever *medically necessary* to care for a seriously ill family member or because the employee is seriously ill and unable to work.
- Time taken off work due to pregnancy complications can be counted against the 12 weeks of FMLA leave.
- While on unpaid leave, annual leave and sick leave benefits will not accrue, and holidays will not be paid.

The City will maintain group health insurance coverage (including dental, vision and life insurance coverage) for an eligible employee for the duration of the FMLA leave of absence as if the employee continued in employment.

- The employee will be responsible for paying the employee's portion on any benefits that are not paid by the employer.
- It is the employee's responsibility to make arrangements with the City for payment of the monthly premium while on leave of absence.
- Failure to pay premiums on a timely basis will result in termination of the policy for the employee.
- Employees who do not return to work from FMLA leave will be required to reimburse the City for any premiums it paid to maintain health coverage for the employee during the FMLA leave.

Returning from Leave

- A medical certification of ability to return to work and perform essential job functions will be required.
- Upon return, an employee will be restored to the employee's original job *or* to an equal job with equivalent pay, benefits and other terms and conditions of employment.
    - Key employees (as defined by the Act) may be denied job restoration if such denial is necessary to prevent substantial harm or interference with City operations.
- Employees who fail to return to work by the expiration date of their leave will automatically be separated from employment.
- Should an employee wish to extend a leave of absence, a written request explaining the reasons must be submitted to a director prior to the expiration date of the original leave.

Parental Leave

The City will provide up to 400 hours of paid parental leave to eligible employees for up to 12 months following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted / placed child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) policy, as applicable.

Eligibility

- Employed with the City for at least 12 months (the 12 months do not need to be consecutive).
- Worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee.
- In addition, employees must meet one of the following criteria:
    - Have given birth to a child.
    - Be a spouse or committed partner of a woman who has given birth to a child.
    - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- Appropriate documentation (medical certification, adoption records, etc.) will be required to support eligibility.

Guidelines:

- Paid parental leave will be computed at the employee's current base rate of pay.
- When possible, an employee is expected to give 30-day notice of the need to take paid parental leave.
- Paid Parental Leave is available on a continuous, intermittent, or reduced schedule basis. Intermittent or reduced schedule paid parental leave requires supervisory approval.
- Paid parental leave taken under this policy will run concurrently with leave under the Family Medical Leave Act (FMLA). Therefor paid parental leave will be counted toward the 12 weeks of available FMLA leave per a rolling 12-month period.
- In no case will the total amount of leave—paid or unpaid—exceed 12 weeks during the rolling 12-month FMLA period.
- The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 10-week total amount of paid parental leave granted for that event.
- After the paid parental leave is exhausted, the balance of FMLA leave can be compensated through employees' available accrued sick and / or annual leave. Any remaining FMLA leave will be unpaid.
- The City will maintain all benefits for employees during the paid parental leave period. The eligible employee's share of the premium, if any, will be deducted from their pay in accordance with normal practice.
- If a City holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Upon termination of the individual's employment at the City, they will not be paid for any unused paid parental leave.

Returning from Leave

- If the paid parental leave is due to the employee giving birth, a medical certificate of ability to return to work and perform essential job functions will be required.
- Upon return, an employee will be restored to the employee's original job or to an equal job with equivalent pay, benefits and other terms and conditions of employment.
- Employees who fail to return to work by the expiration date of their leave will automatically be separated from employment.
- Should an employee wish to extend a leave of absence, a written request explaining the reasons must be submitted to an immediate supervisor prior to the expiration date of the original leave. Leave extensions must be approved by the City Manager.

Bereavement Leave

Any employee who wishes to take paid bereavement leave due to a qualifying death should notify the employee's immediate supervisor as soon as possible. If an employee leaves work early on the day they are notified of the death, that day will not count as bereavement leave.

In addition to paid bereavement leave, an employee may request additional time off as necessary. Bereavement pay is calculated based on the base pay rate at the time of absence.

Guidelines:

- Employees are allowed up to three (3) consecutive days off from regularly scheduled work duties in the event of the death of the employee's spouse, child, parents, brother, and sister, grandparents, grandchildren, mother-in-law, father-in-law, or relative living in the same household.
- In circumstances not explicitly covered under the standard bereavement leave policy, the city manager retains the discretion to evaluate and approve additional bereavement leave requests on a case-by-case basis.

Military Leave

The City supports the military obligations of all employees and grants regular, full-time employees leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify their immediate supervisor and provide the City with an official copy of the orders requiring active service at their earliest convenience.

Upon return from military service, return to work will be supported as outlined by the Uniform Services Employment and Reemployment Rights Act (USERRA) and any other applicable federal and state laws. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Jury Duty / Court Leave

Service on a jury when called is a necessary and important civic responsibility and the City recognizes this by granting paid time off consistent with the law.

Guidelines:

- If summoned for jury duty, the employee should forward a copy of the notice to their immediate supervisor as soon as practical.
- The City will compensate the employee for the time served on a jury, the employee’s salary less the amount received as jury duty pay.
- At the end of the jury duty, jurors receive a voucher from the Court advising of the amount paid during jury service. This voucher must be turned in to the immediate supervisor upon return to work.
- When an employee is released from jury service, temporarily or permanently, the employee should contact their immediate supervisor who shall determine whether or not the employee should return to complete the remaining hours of the workday.
- This policy applies to jury duty only and does not apply to other court appearances.

Time Off to Vote

The City recognizes that voting is a right and privilege. In almost all cases, employees are expected to vote either before or after work. If extenuating circumstances make this impossible, arrangements can be made with the immediate supervisor for unpaid time off to vote.

Discretionary Personal Leave

Discretionary Personal Leave provides full-time employees with limited paid time off each fiscal year for personal matters that are not otherwise covered by existing leave types but require absence from a full work shift.

Each employee is eligible for up to three (3) full shifts of Discretionary Personal Leave per fiscal year, based on their regularly scheduled shift length (e.g., three 8-hour shifts or three 10-hour shifts).

Guidelines:

- This leave must be used in full-shift increments.
- Cannot exceed three total shifts per fiscal year.
- Does not carry over year to year.
- It is not bankable, transferable, or payable upon separation from employment.
- Does not count toward overtime calculation, consistent with the Overtime & Compensatory Time Policy.

Examples of appropriate use include, but are not limited to:

- Legal or court appointments requiring a full day.
- Additional bereavement time for extended family or longer services.
- Civic responsibilities such as voting.
- Emergency childcare issues.
- Religious observances.
- School registration, conferences, or meetings.
- Home buying, such as closings or inspections.

Leave requests should be made in advance whenever possible and are subject to immediate supervisor approval based on operational needs.

Benefits

Medical & Life Insurance

The City provides medical, dental, vision, and life insurance coverage for regular full-time employees and families. Upon employment, each regular employee is given detailed information about available programs provided by the City's insurance carriers.

- Benefits start on the first day of the month following the hire date and terminate on the last day of the month of termination.
- The sharing of premium costs between the City and the employee is at the discretion of the City Council on an annual review basis.

For full details of all available medical benefit programs visit:

- Medical – PEIA – peia.wv.gov/Pages/default.aspx
- Life Insurance – Lincoln Financial Group – lincolnfinancial.com/public/individuals/products/lifeinsurance
- Dental – MET Life Insurance – metlife.com/insurance/dental-insurance
- Vision – VSP Vision – vsp.com

Employee Sponsored Programs

The city offers a variety of employee-sponsored programs designed to support the diverse needs and interests of our workforce. Participation in these programs is entirely voluntary and funded by the employee. Upon hire, all regular full-time employees receive detailed information about the available programs, allowing them to make informed decisions based on their personal and professional interests.

Each program is managed by its respective plan administrator, as outlined below. Employees interested in taking advantage of these additional benefits must coordinate enrollment with the City payroll department prior to finalizing participation.

- Voluntary Life Insurance; available for both the employee and a dependent – Lincoln Life – lincolnfinancial.com/public/individuals/products/lifeinsurance
- Supplemental Insurance – Aflac – https://www.aflac.com/individuals/products/default.aspx
- Christmas Club – Jefferson Security Bank – https://www.jsb.bank/personal/christmas-club

Short Term Disability

The short-term disability benefit provided by the City is an employer-funded plan providing income replacement for employees unable to work due to non-work-related injury, illness, or other qualifying condition(s) as may be determined by the plan administrator. The City pays the entire premium for this employee benefit.

Eligibility

- An employee may be eligible to receive short-term disability benefits on the first day of disability due to accidental injury and the fifteenth consecutive day of disability due to sickness if the employee has exhausted all sick leave.
- The actual granting of disability insurance benefits is at the discretion of the third-party insurance company. Refer to the insurance carrier's summary plan description for full governing details.
- Employees may use vacation, sick time or compensatory to cover the fifteen (15) day waiting period.
- An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit.
- To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Guidelines:

- The employee must provide medical certification of the disability that includes the start and expected end date of the disability.
- The short-term disability benefit payment is 66.6% percent of the employee's base weekly wages or salary calculated on average earnings in the previous six months.
- The benefit may be paid for a maximum of 26 weeks per calendar year. Payments are made on a regular schedule as determined by the plan administrator. The benefit is taxable income.
- The City will continue to pay health, dental, vision, life, short long-term disability insurance premiums while the employee is on short-term disability for a maximum period of 26 weeks. An employee on short-term disability will still be responsible for their portion of insurance premiums.
- An employee being paid short-term disability benefits is not eligible to accrue annual leave, sick leave, or holiday pay.
- A medical certification of the ability to return to work and perform essential job functions will be required prior to return to work from short term disability.
- Should an employee wish to extend a leave a written request explaining the reasons must be submitted for approval. All extended leaves must be approved by the City Manager.

The plan administrator is Lincoln Financial Group. For full details of the program visit lincolnfinancial.com/public/individuals/products/lifeinsurance

Long-Term Disability

The City provides all regular full-time employees with a Long-Term Disability Insurance (LTD) policy. The LTD plan is an income replacement benefit which provides financial protection for the employee and their family by paying a portion of their income while they are disabled.

Eligibility:

- All active, regular, full-time employees are eligible for this benefit and subject to the requirements of the plan administrator.
- Coverage eligibility will start on the first day of the month following the employee's start date. Should the employment date be the first of the month, coverage will then begin on the date of employment.
- The actual granting and governing of disability insurance benefits is at the discretion of the third-party insurance company. Refer to the insurance carrier's summary plan description for full details.

Long Term Disability Guidelines:

- Employees will not be entitled to long-term disability payments until they have used up all accrued sick leave, annual leave and compensatory time.
- The monthly benefit is 60% of an employee's pre-disability earnings. Some disabilities may not be covered or may have limited coverage under this plan.
- If an employee becomes unable to perform the essential functions of their position, and is receiving long-term disability benefits, the City may terminate the employment relationship in accordance with applicable laws and policies.
- An employee receiving LTD benefits is not eligible to receive or accrue any other City employment benefit.
- While an employee is disabled, the employee may be eligible to receive benefits from other sources. If so, the LTD provider may offset the employee's LTD benefit by the amount the employee is eligible to receive from other sources.
- Some exclusions and limitations to this policy do exist – please refer to the summary plan document for full details.

The plan administrator is **Lincoln Financial Group**. For full details of the program visit lincolnfinancial.com/public/individuals/products/lifeinsurance

Employee Assistance Program (EAP)

The City provides confidential and voluntary assistance through its employee assistance program (EAP) to all employees and an immediate household family member who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. The City pays the entire cost of this employee benefit.

Guidelines

- This program is available 24 hours a day 7 days a week.
- EAP counselors are available to assess short term issues and develop a plan for resolution.
- There is no charge to use the services of the EAP and the counselors will make every effort to coordinate referrals for ongoing treatment with the employee's health insurance coverage as well as within their ability to pay.
- In most cases an EAP visit that is urgent or cannot be scheduled outside of work will be treated similar to other doctor's appointments. Refer to City sick leave and attendance procedures.
- Participation is strictly confidential and does not jeopardize job security / promotion opportunity.
- Information given to the EAP counselor may be released to the City only if requested by the employee in writing.

The plan administrator is Lincoln Financial Group. For full details of the Employee Connect program visit:

- GuidanceResources.com - (username: LFGSupport / password: LFGSupport1)
- Download the GuidanceNow℠ mobile app
- Call 888-628-4824

Tuition Reimbursement

The City believes in the importance of continual professional development opportunities that increase employees' skills and enhance their contributions to the organization.

Full-time regular employees are eligible for reimbursement for education programs and associated costs that are approved by the City Manager.

Guidelines:

- It is the employee's responsibility to seek out the courses and other training mediums that will enhance their career development and are in line with the City's mission of public service.
- Tuition reimbursement is an opportunity to help offset the costs of educational courses as part of a degree-seeking program that will assist the employees in performing their essential job functions and increase the employee's contribution to the organization.
- Other certificate and training programs may be considered for partial or and / or full reimbursement with approval from the City Manager.
- Employees must request approval for tuition reimbursement before the start date of the proposed class. The request must include applicable course of study, purpose, job relevance, cost, dates, and the name of the institution / source of training.
- This is a reimbursement program. The participating employee is responsible for timely payment of tuition and fees to the host institution.
- The ultimate approval for tuition reimbursement requests is with the City Manager.

Tuition Reimbursement Process:

- Upon satisfactory completion of the coursework, the employee must provide documentation to support completion and payment to receive reimbursement.
- For degree programs, a grade of C or above will be awarded 50% reimbursement of tuition paid. Any grade less than a "C" is not eligible for reimbursement.
- A pass / fail course is 50% reimbursable if passed successfully.
- The maximum reimbursement amount will be $5,000 per fiscal year.
- The amount does not roll into the next fiscal year and is forfeited if not used.

Payback Requirements:

As a matter of record and fair compensation for public funds expended, employees accepting the terms of this policy will be required to sign a written agreement to remain employed by the City for two years from the date of the educational reimbursement. If the employee initiates a termination from the city within that time frame, they will be required to refund a monthly prorated amount to the organization.

Years of Service

The City values the contributions, knowledge and experience of long-term employees. In appreciation of this dedicated service, the City recognizes employees as they reach milestone anniversaries.

Guidelines:

- All full-time active employees become eligible for the $500 years of service cash supplement in the year in which they complete five years of service.
- An additional $250 will be added to this years of service supplemental payment every five years.
    - Example – At 5 years of service an employee receives $500, at 10 years of service receives $750, and so on.
- This annual supplement is paid at the end of the calendar year.

Workers' Compensation

Any injury sustained by an employee in the performance of work for the City is covered by Worker's Compensation Insurance. The City pays the entire premium for this employee benefit.

This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period.

Guidelines:

- If an accident or injury occurs on the job, if possible, an employee must notify their immediate supervisor within twenty-four (24) hours of the occurrence.
- Any accident, no matter how small, must be reported and an injury report completed.
- Along with the injury report, other forms may be required from the Workers' Compensation Insurance and will be completed and returned to the City for immediate submission.

- When ready to return to work after filing a workers' compensation claim, the employee must submit a doctor's medical release certifying the ability to perform essential job functions.
- The City will return an injured employee to work as soon as possible. Temporary job modifications or alternative positions may be based on the employee's medical condition, including any restrictions from the attending physician. These modifications are intended to support recovery and facilitate a timely return to full duty.

Workers' compensation benefits are not provided for injuries that occur during an employee's voluntary participation in any off-duty recreational or social activity sponsored by the City.

Retirement

The City is genuinely appreciative of the service given by each and every employee and is committed to ensuring that employees have some financial security during retirement.

401(a) Plan

- All full-time employees of the City are eligible to enroll in a 401(a) plan.
- The City contributes 5% of the current base income to each employee's plan per pay period.

457(b) Plan

- In addition to the 401(a) Plan, all full-time employees of the City are eligible to participate in a 457(b) plan.
- Employees who choose to participate can elect how much of their salary they want to contribute to the Plan and to direct the investment of their professionally managed funds.
- The City will match up to an additional 5% of base income contributed by the employee.
- All employer contributions are tax deferred until withdrawal, as well as the taxes on any investment earnings from these contributions.

Guidelines

- Retirement benefits and contribution rates are subject to change with appropriate City Council action.
- Employee contributions are fully vested, while employer contributions vest at a rate of 20% per year.
- Employees can borrow against their plan(s) balance under certain limited circumstances. This limited borrowing is managed by the company offering the retirement plan options and all details surrounding this option can be found through the plan summary document.
- Plans are subject to federal law and requirements and restrictions of the plan administrator.
- Upon termination:
    - Employees receive the full value of their contributions and earnings, along with the vested portion of employer contributions.
    - Both plans are eligible to be rolled over into an IRA or another qualified, pre-tax plan.

The plan provider is John Hancock Investments. For full details visit https://www.jhekitpdf.com/ (Contract Number 102257 / Access Number 237600). For account enrollment and payroll deferral elections, employees must coordinate with the City payroll department to finalize changes.

Employee Handbook Acknowledgement

I have received a copy of the Employee Handbook of the City of Ranson, West Virginia (City) and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by the City at any time without notice.

I understand that unless otherwise covered by a valid employment contract, collective bargaining agreement, civil service protection, or statutory exception, I am employed at will. This means that either I or the City may terminate the employment relationship at any time, with or without cause or notice, provided that such termination does not violate applicable federal or state law.

_____
Employee's Name in Print

_____
Signature of Employee

_____
Date Signed by Employee

A Signed Copy Will Be Placed in Employee's File

AGENDA ITEM VII.7

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **COUNCIL BUSINESS**

SUBJECT: City of Ranson Strategic Plan: Planning Process for 2027–2031

Staff introduces a new initiative designed to lead a cohesive, planned approach to the City's staff work plans: a formal Strategic Planning process for the City of Ranson. This is the first time this concept has come before Council in recent memory, so our goal tonight is simply to walk through what it is, why we believe it would benefit the City, and how it would work. If Council is interested in moving forward, the process itself is designed so that the priorities, the direction, and the final plan are shaped entirely by the Mayor and Council. Staff's role would be to facilitate that process and offer input and recommendations where requested.

ATTACHMENTS:

StrategicPlan-CouncilBrief-Draft.pptx

Develop a Shared Roadmap that will guide Council decisions, investments, and priorities over the next 3–5 Years

- Council-driven priorities
- Aligns with the Comprehensive Plan
- Focused on implementation and measurable results

Why Do This?

Purpose

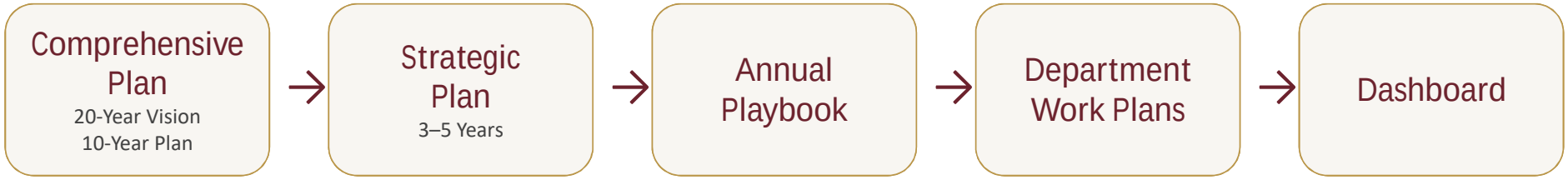
- Establish the Council's highest priorities
- Guide budgets and capital investments
- Provide clear direction for City operations
- Measure progress over time

Guiding Principle

- Council sets the direction
- Staff facilitates the process
- Implementation is tracked
- Annual review keeps the plan current

This is a Council-driven process – not a staff plan.

Planning Framework



The Strategic Plan connects the City's long-term vision with annual execution.

Proposed Strategic Planning Process



Each Council Member will have multiple opportunities to shape the Strategic Plan.

Deliverables & Implementation

Deliverables

- Strategic Plan
- Strategic Priorities
- Major Initiatives
- Vision, Mission & Council Commitments

From Plan to Action

- Annual City Playbook
- Department Work Plans
- Operational Dashboard
- Annual Council Review

A clear roadmap for decisions, budgeting, capital investment, and accountability.

AGENDA ITEM IX.1

City Council Regular Meeting Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **INFORMATION ONLY**

SUBJECT: Kingdom of Life Community Development Corporation

ATTACHMENTS:

Kingdom Life Community Development Corporation.docx

August 12, 2026

Dear City of Ranson,

On behalf of the Kingdom Life Community Development Corporation, we would like to express our deepest and most sincere gratitude to the City of Ranson for the generous grant funding provided to support our youth and community initiatives.

On Saturday, August 8, 2026, we had the wonderful opportunity to take 30 children to Hersheypark, along with our dedicated youth workers, parents, and chaperones. Thanks to the support we received from the City of Ranson, we were able to use grant funding to assist with the transportation costs for this trip.

We cannot express enough how grateful we are for your investment in our organization and, most importantly, in the children and families we serve. Transportation can often be one of the greatest expenses and barriers when providing meaningful experiences for young people. Your support helped make it possible for us to provide our children with a safe, exciting, and memorable day filled with fun, fellowship, and new experiences.

For some children, opportunities like this may not come often. Being able to spend the day outside of their normal environment, enjoying an amusement park with their peers and trusted adults, created memories that we believe they will carry with them for years to come.

We are incredibly thankful that the City of Ranson recognizes the importance of investing in organizations that are working directly with children, youth, and families in our community. Your generosity did more than help pay for transportation—you helped create an opportunity for 30 children to experience a day of joy, connection, and childhood fun.

Please accept our heartfelt appreciation for your partnership and continued commitment to strengthening our community. We do not take your support for granted, and we are honored to have the City of Ranson as a supporter of the work we are doing.

With sincere gratitude,

Shalonda Winston

Deacon Shalonda Winston
Co-Director
Kingdom Life Community Development Corporation