



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Parks and Recreation Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, August 16, 2021
6:15 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 8-2-2021

II. RESOLUTIONS:

- a. Resolution No. 523-21 - Authorize the Mayor or City Manager to submit an application to the WV Governor's Highway Safety Program and administer any funds awarded.
- b. Resolution No. 524-21 - Authorizing the Mayor or City Manager to enter into a to complete a traffic study at the intersection of Virginia Street West and Delaware Avenue.
- c. Resolution No. 525-21 - Authorizing the Mayor or City Manager to enter into a renewal contract for Esri mapping software.
- d. Resolution No. 526-21 - Authorizing the Mayor or City Manager to enter into a contract to perform pension calculations on behalf of the Charleston Firemen's Pension and Relief Fund Board of Trustees to determine whether current pension distributions conform with applicable State law.
- e. Resolution No. 527-21 - Authorizing the General Manager of the Charleston Coliseum & Convention Center to enter into a contract to install a sound system for the performance.
- f. Resolution No, 528-21 - Authorizing settlement of pending disputed claims against the City in the matter known as Johny L. Barker v. City of Charleston, et al., Civil Action No. 2:20-cv-00357 in the United States District Court for the Southern District of West Virginia, as recommended by the City Solicitor.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., AUGUST 2, 2021
AV ROOM #308, CITY HALL

Bobby Reishman, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., August 2, 2021.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Bobby Reishman, Vice Chair
Ben Adams
Brent Burton
Becky Ceperley
Mary Beth Hoover
Will Laird

Absent:
Joseph Jenkins, Chair

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Adams asked for unanimous consent to dispense with the reading of the minutes for the July 19, 2021 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 517-21 – Authorizing the Mayor or City Manager to submit a grant application to the Department of Justice Edward Byrne Memorial Justice Assistance Grant program in the amount of \$76,294.00 and administer any funds awarded. The Charleston Police Department will utilize these funds to purchase two pole cameras and provide interview and interrogation, shooting incident and homicide investigation training classes to its officers.

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

That the Mayor or City Manager is authorized to submit a grant application to the Department of Justice Edward Byrne Memorial Justice Assistance Grant program in the amount of \$76,294.00 and administer any funds awarded. The Charleston Police Department will utilize these funds to purchase two pole cameras and provide interview and interrogation, shooting incident and homicide investigation training classes to its officers.

City Manager, Jonathan Storage, added that this is a grant application to the Department of Justice that the City applies for every year. The funds will be used for various trainings involving interview and interrogation, shooting incidents and homicide investigation training to officers. It will also include pole cameras.

Councilmember Reishman confirmed with Storage that there is not a required match.

Councilmember Adams moved to approve the Resolution. Councilmember Ceperley seconded. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Reishman declared Resolution No. 517-21 approved.

- b. Resolution No. 518-21 – Authorizing the City Manager or the Parking System Director to enter into a five-year parking lease agreement with the Supreme Court of Appeals of West Virginia for certain parking spaces located along Venable Avenue and California Avenue, where the terms of such lease are attached hereto.

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

That the City Manager or the Parking System Director is authorized to enter into a five-year parking lease agreement with the Supreme Court of Appeals of West Virginia for certain parking spaces located along Venable Avenue and California Avenue, where the terms of such lease are attached hereto.

Storage added that the resolution is for a lease with the Supreme Court of Appeals for various parking spaces for their staff. The rate was negotiated through the City Attorney's Office and the Parking Director. He added that it is basically a renewal of an existing lease for five more years.

Councilmember Reishman confirmed with the Parking Director, Terri Allen, that the amount of money had increased.

Councilmember Adams moved to approve the Resolution. Councilmember Ceperley seconded. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Reishman declared Resolution No. 518-21 approved.

- c. Resolution No. 519-21 - Directing the City Treasurer to transfer the amount of \$2,000,000.00 from the Sinking Fund, Fund 100, to the General Maintenance Fund, Fund 220, for the purposes of funding a portion of the construction of the Slack Plaza / City Center renovation project. The balance in the Sinking Fund exceeds the purposes for which it was established.

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

That the City Treasurer is directed to transfer the amount of \$2,000,000.00 from the Sinking Fund, Fund 100, to the General Maintenance Fund, Fund 220, for the purposes of funding a portion of the construction of the Slack Plaza / City Center renovation project. The balance in the Sinking Fund exceeds the purposes for which it was established.

Finance Director, Andy Wood, added that money will be moved out of the Sinking Fund to the General Maintenance Fund to help fund the construction of the Slack Plaza/City Center renovations. He added that the Sinking Fund is an older fund that used to service the 1989 GO (General Obligation) that matured in 2009 as well as some parking bonds in 2015. The balance in this fund is not needed for any current debt service.

Councilmember Reishman asked if there was a limit as to what can be in the fund. Wood replied that he was not aware of a limit, but there is not current mechanism to add to the fund as it is essentially leftover money that is not pledged for anything.

Councilmember Hoover confirmed with Wood that there will be a balance of \$2 million remaining if the resolution is approved.

Councilmember Adams moved to approve the Resolution. Councilmember Ceperley seconded. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Reishman declared Resolution No. 519-21 approved.

- d. Resolution No. 520-21 - Authorizing the Mayor or City Manager to enter into a contract with Insight Pipe Contracting in the amount of \$255,510 for the installation of cured-in-place thermosetting resin pipe lining construction services, where the vendor was selected through a competitive bidding process.

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

That the Mayor or City Manager is authorized to enter into a contract with Insight Pipe Contracting in the amount of \$255,510 for the installation of cured-in-place thermosetting resin pipe lining construction services, where the vendor was selected through a competitive bidding process.

Storage added that the contract is for pipe maintenance for various rusted pipes around the City. It will prevent old pipes from having to be dug up as the process creates a plastic liner that allows the pipes to have a much longer lifespan and cuts down on leaking.

Councilmember Adams moved to approve the Resolution. Councilmember Ceperley seconded. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Reishman declared Resolution No. 520-21 approved.

- e. Resolution No. 522-21 - Authorizing the Mayor or City Manager to enter into a contract with Red Hot Fire Equipment in the amount of \$70,302.22 for the purchase of 37 sets of turnout gear for the Charleston Fire Department, where the purchase will be made using a competitively sourced nation-wide fire equipment contract.

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

That the Mayor or City Manager is authorized to enter into a contract with Red Hot Fire Equipment in the amount of \$70,302.22 for the purchase of 37 sets of turnout gear for the Charleston Fire Department, where the purchase will be made using a competitively sourced nation-wide fire equipment contract.

Storage added that the equipment/uniform purchase is for the CFD's turnout gear. One set will be for incoming firefighters and a second to replace worn out gear. He added that the City has done business with the vendor in the past.

Councilmember Adams moved to approve the Resolution. Councilmember Ceperley seconded. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Reishman declared Resolution No. 522-21 approved.

Councilmember Adams motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 523-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 523-21 - Authorize the Mayor or City Manager to submit an application to the
2 WV Governor's Highway Safety Program in the amount of \$518,000 and administer any funds
3 awarded. These funds will be used to reimburse overtime expended by Charleston Police and
4 law enforcement agencies in the eight-county Metro Valley Highway Safety Region for
5 enforcement activities including DUI, seat belt, child restraint, work zone safety, distracted and
6 aggressive driving, equipment purchases and travel/training, as well as partial reimbursement
7 for the CPD Highway Safety Coordinator and Assistant's salaries.

8

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

10 That the Mayor or City Manager is authorized to submit an application to the WV Governor's
11 Highway Safety Program in the amount of \$518,000 and administer any funds awarded. These
12 funds will be used to reimburse overtime expended by Charleston Police and law enforcement
13 agencies in the eight-county Metro Valley Highway Safety Region for enforcement activities
14 including DUI, seat belt, child restraint, work zone safety, distracted and aggressive driving,
15 equipment purchases and travel/training, as well as partial reimbursement for the CPD
16 Highway Safety Coordinator and Assistant's salaries.

Resolution No. 524-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 524-21 - Authorizing the Mayor or City Manager to enter into a contract with
2 HDR Engineering, Inc. in an amount not to exceed \$49,768.93 to complete a traffic study at the
3 intersection of Virginia Street West and Delaware Avenue, where the study will include, but is
4 not limited to, the evaluation of current traffic conditions, pedestrian characteristics, and
5 physical characteristics of the intersection to accommodate increased pedestrian traffic.

6

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

8 That the Mayor or City Manager is authorized to enter into a contract with HDR Engineering,
9 Inc. in an amount not to exceed \$49,768.93 to complete a traffic study at the intersection of
10 Virginia Street West and Delaware Avenue, where the study will include, but is not limited to,
11 the evaluation of current traffic conditions, pedestrian characteristics, and physical
12 characteristics of the intersection to accommodate increased pedestrian traffic.

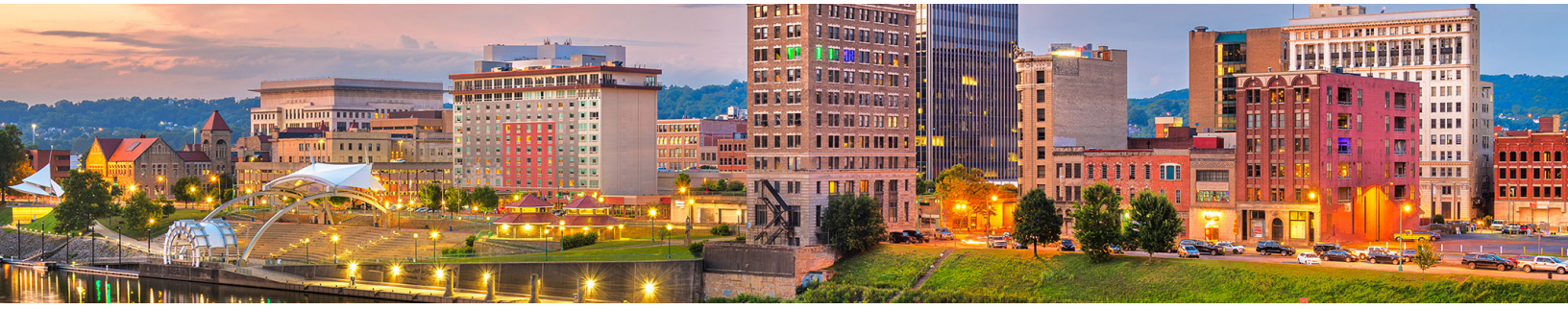


EXPRESSION OF INTEREST

TRAFFIC STUDY OF INTERSECTION AT VIRGINIA STREET EAST AND DELAWARE AVENUE

City of Charleston

July 6, 2021



Jamie Bowles, Purchasing Director
City of Charleston
501 Virginia Street, East
Room 101
Charleston, WV 25301
Jamie.Bowles@cityofcharleston.org

**Re: Traffic Study of Intersection at Virginia Street East and Delaware Avenue
Expression of Interest**

Dear Jamie & Selection Committee,

On behalf of HDR, we are pleased to submit our qualifications for the Five Corners Intersection traffic study. HDR is proud to bring the City of Charleston (City) a team that provides:

A Local Partner Committed to Our Community. HDR has been a trusted partner to West Virginia agencies and communities for over 70 years. This longevity is a result of our commitment to the state of West Virginia and our history of being a trusted advisor who continually exceeds our clients' expectations. This provides the City access to a team who is both your neighbor and understands the process of conducting a traffic study. This will result in an objective analysis, constructible recommendations, and ultimately a solution that addresses the needs to improve pedestrian connectivity and safety. Locally we have 23 professionals, **four of which are traffic engineers**, dedicated to West Virginia and servicing our clients through our Charleston office.

Experience that Matters. HDR brings to the City recent traffic engineering experience on similar projects. For over 20 years, Amy Staud, our Project Manager and Lead Traffic Engineer, has committed her career to improving the safety and operations of our State's infrastructure. As proof of her dedication to the traffic engineering field, she is also a Professional Traffic Operations Engineer (PTOE). From studying single intersections such as US 50 with Emily Drive in Bridgeport, to complex multi-modal corridors including WV 45 in Martinsburg and WV 14 in Parkersburg, Amy has the experience to identify the fundamental issues which need to be solved and the creativity to balance competing needs of pedestrian connectivity and vehicular demands.

We look forward to serving the City in the community in which we live and work. If you need additional information, please feel free to contact Amy directly.

Sincerely,
HDR Engineering, Inc.



James D. Carnahan, PE
Vice President/Project Principal
james.carnahan@hdrinc.com



Amy Balmer Staud, PE, PTOE, ENV SP
Vice President/Project Manager
amy.staud@hdrinc.com

Introduction

Firm Overview

HDR's goal is to engage the best minds and resources to deliver the right solution for you. We accomplish this by combining proven processes, systems and resources to create a cohesive project team. We foster a **'Local Program'** management structure that dedicates local design teams and resources to efforts in their communities while maintaining strong connections to a network of national technical knowledge consisting of over 10,000 professionals.

HDR's roots in the region go very deep. For more than 70 years, HDR has planned and engineered many of our region's most iconic pieces of infrastructure. We're here today ready to continue making an impact on the community.

The work and management of this contract will be performed in our Charleston, West Virginia office located at 500 Virginia Street E, Suite 1250, Charleston, WV 25301. We offer complete in-house capabilities for transportation planning and traffic engineering.

Our world-class transportation practice provides technical expertise in the study and design of roadway infrastructure, capacity enhancements, mobility planning, transit planning, and trail planning and design to name a few.

Project Understanding

At HDR, we love to be challenged by addressing complex capacity and atypical intersection configuration issues. The West Virginia Department of Transportation relies on us regularly to solve their most complex traffic issues. A few examples include our recent work on these projects:

- US 119-Corridor G
- WV 7 Sabraton Avenue Intersection
- Glenville/College Street Roundabout

In the context of safety and operations, meeting driver and pedestrian expectancies is key. Although the Five Corners Intersection is signalized, the number of legs increases potential conflicts for both drivers and pedestrians. A goal of the project should be to clearly define the spaces where each should be located, provide them the capacity that they need, and support the long-term goal, identified in the RIC Bicycle and Pedestrian Plan, for improving the pedestrian safety on the West Side.

In urban settings, such as this intersection, our analysis and concept development also addresses physical constraints which may be present such as underground utilities, drainage, parking needs, etc. Our goal is not to just come up with 'big ideas', but to develop concepts which are constructible.

Traffic Study Experience

HDR's experienced personnel conduct traffic studies to determine the actions necessary to accommodate existing and future traffic flow. These studies vary in their range of detail and complexity depending on the type, size, and location of the project, as well as the needs of the client.

HDR assesses the effect that changes in traffic will have on the transportation network through the use of various software analysis tools that replicate real-world and future conditions. Our toolbox and technical expertise enable us to evaluate any type of configuration from a simple, isolated intersection using Highway Capacity Software (HCS), to coordinated signal systems using Synchro/SimTraffic, and sophisticated interfaces of controlled access and surface streets using VISSIM, TransModeler, and CORSIM.

STUDIES

- Traffic Impact Studies
- Safety Studies
- Parking Circulation Studies
- Crash/Safety Analyses
- Access Management Studies
- Interchange Justification Reports
- Corridor Studies
- Pedestrian Facility Deficiency
- Access Management



DATA COLLECTION EXPERIENCE

- ATR and Turning Movement Counts
- Travel Time and Delay
- Saturation Flow Rate
- Unmet Demand
- Spot Speed
- Mid-block Pedestrian Counts



Our experience with studies and special assignments is varied both in required study elements and type of facility. This information is summarized below:

Traffic Studies and Special Assignments

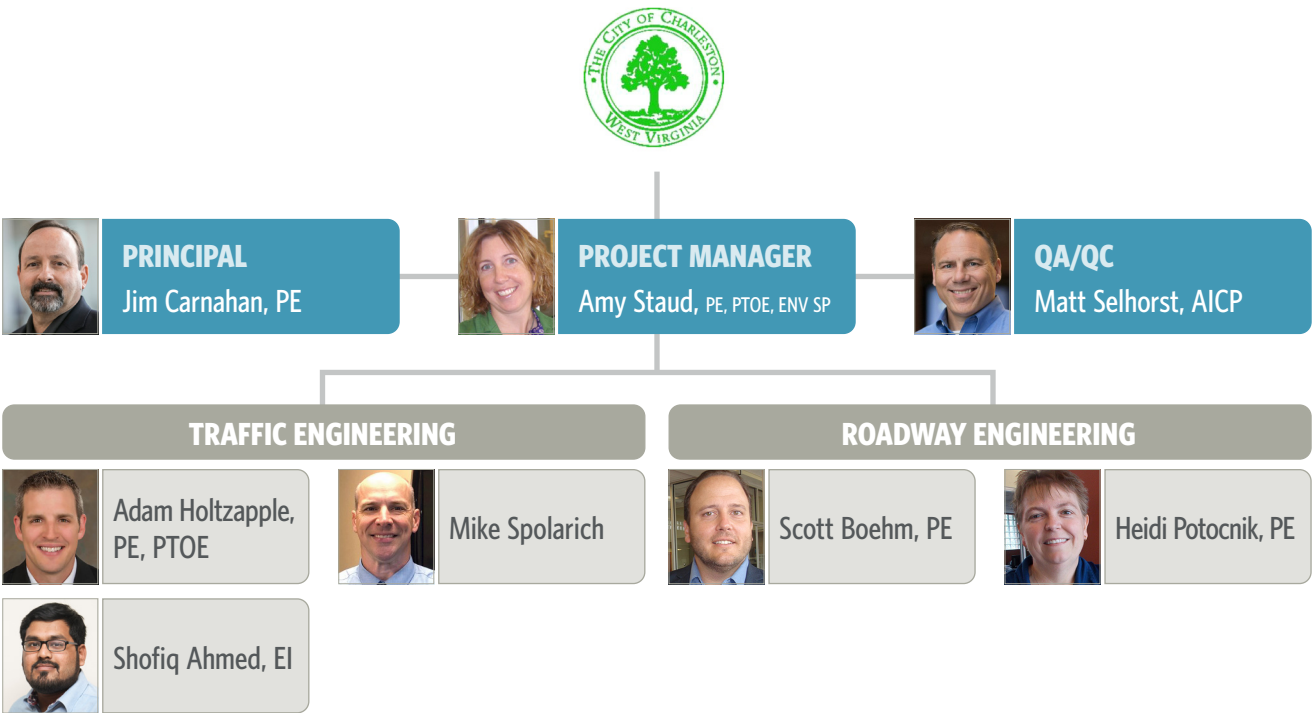
Project	Size	Unique Features
RIC Kanawha and Putnam Counties Bicycle and Pedestrian Plan	Kanawha and Putnam Counties	Inventory existing facilities, identify gaps in connectivity, facilitate steering committee meetings, develop plan and recommendations
US 119 Oakwood Road Improvements Rcut	3 intersections	Restricted Crossing U-turn (Rcut) intersection system
ZWay Traffic Operations, Safety Study, and Interchange Modification Report	3 miles	Traffic Projections, Access Management
Garvee Workzone Analysis	Statewide	Analysis and public involvement for major interstate projects
I-79 Access Study	14 corridors	AirSage Data for O-D, Traffic projections, Interstate Access
University Avenue ADA Study	1,300 feet study area	Pedestrian Access Route (PAR), ADA and PROWAG Compliance
WV 45 Traffic Operations and Safety Study	10 intersections	High crash rates, need for pedestrian accommodations
US 50 with Emily Drive Traffic Operations and Safety Study	4 intersections	Closely-spaced complex intersections
WV 7 and CR 857 Traffic Operations and Safety Study	7 intersections	Dog-legged interesections, roundabout options, Deckers Creek Trail Crossing
College Street Traffic Operations and Safety Study	8 intersections	Skewed intersection, steep approach grade, roundabout options
KYOVA Downtown Access Study	Huntington CBD	One-Way Conversion
KYOVA Congestion Management Plan	Over 293 miles analyzed	MAP-21 Compliance
RIC St. Albans Railroad Crossing Study	39 intersections, 13 railroad crossings	TransModeler Traffic Analysis
WV 14 Traffic Operations and Safety Study	15 intersections	Pedestrian, parking, and access management, multiple-legged intersections
Districts 4 & 7 Roadside Safety Study	Over 96 miles	Multi-county study
I-64/Oakwood Road Traffic Study	4 mile urban section	Eleven at-grade intersections
Traffic Impact and Toll Study for the Proposed Ohio River Bridge	4 intersections	Zip code origin-destination analysis, toll revenue projections
US 50 Bridgeport Hill Study	1 intersection	Analysis for adding new access to divided highway
US 19 and Armory Road (CR 19/57) Traffic Study	1 intersection	Operational and safety analysis

Qualifications and Experience

Team Members

We carefully selected our team to fit the expertise required to study the Five Corners intersection. From the initial step of collecting traffic data to preparing operational analysis and ultimately recommendations, this team will provide the responsiveness you need to deliver this study efficiently.

The organization chart below highlights the depth of resources available for this project. Key team members are highlighted with brief resumes on the following pages.



Resumes

Amy Balmer Staud, PE, PTOE, ENV SP



Amy is a Vice President and HDR's Northeast Traffic Engineering Lead. Her background includes traffic data collection, safety analysis, pedestrian accessibility audits, traffic signal design, traffic analyses, trip generation evaluation and traffic flow modeling. Amy is also an Environmental Specialist with experience preparing documentation for various NEPA projects.

Relevant Experience:

WVDOT, Division of Highways (WVDOT), University Avenue ADA Study - Morgantown, WV

Project Manager and Lead Traffic Engineer for documenting the existing pedestrian conditions and providing recommendations to improve accessibility within the 1,300' study area along University Avenue in Morgantown, WV. The study area included sidewalks, crosswalks, and other pedestrian-related features such as signal heads and push buttons. A Pedestrian Access Route (PAR) Assessment identified accessibility deficiencies within the corridor. Construction plans to address the identified deficiencies and FHWA ADA Exemption Forms were also prepared.

City of Cumberland, West Side Traffic and Planning Study *Cumberland, Maryland*

Serving as the Project Manager and Lead Traffic Engineer to develop short-term and long-term alternatives for the competing modes of transportation in the West Side of Cumberland from Greene Street to Cumberland Street. This includes evaluating the current traffic patterns for vehicles, cyclists, pedestrians, and rail and balancing the needs of each mode to provide the most-feasible, cost-effective solutions to address the railroad bridge structural deficiencies.

WVDOT, WV 45 Traffic Operations and Safety Study *Martinsburg, WV*

Project Manager to evaluate current and future traffic conditions, identify potential deficiencies, and develop alternative improvements to enhance traffic flow and improve safety within a 1.46 mile study area along WV 45 (Apple Harvest Drive) in Martinsburg. The study

included traffic analysis and projections, highway capacity analysis, traffic signal warrant analysis, crash analysis, review of intersection geometry evaluation of current and future volumes, and the development of short- and long-term improvement recommendations for the corridor as well as each intersection.

WVDOT, Emily Drive with Platinum Drive and U.S. 50 Traffic Study - Bridgeport, WV

Project engineer for the traffic study of two closely spaced intersections. The study included a signal warrant analysis, accident analysis, and capacity analysis. The Synchro model developed modeled the two closely spaced intersections sharing one controller. Prepared the final report with recommendations for the next 20 years in 5-year increments.

WVDOT, Oakwood Road Traffic and Design Study

Charleston, WV

Project Manager and lead traffic engineer for the study of a four mile section of I-64 and US 119. Phase I (2009) consisted of a Traffic Study to evaluate the current and future traffic conditions within the study area, identify deficiencies and levels of service for both existing and design year traffic (at five-year increments), and develop alternative conceptual improvements to enhance the flow of traffic through the study area. Phase II of this project is on-going and due to the time since Phase I was completed, Amy is leading the reevaluation of the original recommendations. This reevaluation reviewed the original projected traffic volumes vs. current and 2040 traffic projections. During the public involvement phase, WVDOT received input that led to the development of a new alternative. The alternative includes a restricted crossing u-turn type corridor, otherwise known as an "Rcut".

WVDOT, WV 14 Traffic Operations and Safety Study

Wood County, WV

Project Manager for the study of a three mile segment of WV 14. Work performed by HDR included the development of traffic projections for the 20-year study horizon, crash and safety analyses, travel time study, and a saturation flow rate study at the signalized intersections. To provide a baseline for comparison of alternatives and to identify potential deficiencies, traffic simulation models using Synchro/SimTraffic will be prepared for the "No-Build" scenario in five-year increments up to the 20-year horizon. Based on the anticipated capacity constraints, alternatives were developed using a staged implementation approach. In addition, recommendations were included to address pedestrian accessibility and access management issues within the corridor.

Adam C. Holtzapple, PE, PTOE



Adam, a Senior Traffic Engineer, provides highway and traffic design support for the Roadway Section. He is experienced in developing traffic and highway design plan sets, traffic control plans, ITS design, closed loop signaling systems, cost estimates, and all aspects of traffic engineering.

Relevant Experience:

WVDOT, College Street Traffic Operations and Safety Study

Glenville, West Virginia

Traffic Engineer. Preparation of Traffic Operations and Safety Study Report and Design Study Report. The traffic study included traffic analyses and projections, highway capacity analyses, crash analyses, review of intersection geometry, and the development of short- and long-term improvement recommendations. Included contract plans and right-of-way plans for the preferred single lane roundabout intersection configuration.

WVDOT, Morgantown/Sabraton WV 7/CR 857

Morgantown, West Virginia

Traffic Engineer for this two-phase project. Phase I included preparation of a Traffic Operations and Safety Study Report and a Design Study Report leading to a preferred alternative. The scope of work included six build alternatives including three roundabout alternatives. The traffic study included traffic analyses and projections, highway capacity analyses, crash analyses, review of intersection geometry, and the development of short- and long-term improvement recommendations. Phase II includes contract plans and right-of-way plans for the preferred intersection configuration.

WVDOT, I-68 Lighting and Dynamic Message Signs (DMS)

Various Counties, West Virginia

Transportation Engineer. I-68 Exit 1 Interchange lighting renovation including the design of two Dynamic Message Signs (DMS), one at the West Virginia/Maryland state line and the other at a location TBD on I-68.

WVDOT, Martinsburg Signal System

Martinsburg, West Virginia

Traffic Engineer. This project involved the study, design and preparation of construction plans for the traffic signal renovation of 13 existing signalized intersections in the Martinsburg Central Business District area. The project upgraded the existing obsolete controllers to a state-of-the-art computerized system capable of adjusting timing patterns in response to traffic demand to provide optimum vehicle progression through the area.

City of Cumberland, West Side Traffic and Planning Study

Cumberland, Maryland

Traffic Engineer to develop short- and long-term alternatives for competing modes of transportation in the historic West Side of Cumberland from Greene Street to Cumberland Street. This included evaluating the current traffic patterns for vehicles, cyclists, pedestrians, and rail, and balancing the needs of each mode to provide the most-feasible, cost effective solutions to address the railroad bridge structural deficiencies. Prepared the Draft and Final Traffic Planning Study and helped facilitate an Open House Public Meeting to engage all stakeholders.

Matthew Selhorst, AICP



Matt has over 28 years of professional experience in transportation planning and engineering. He manages the project development process, planning and safety studies, public involvement, environmental documentation, and traffic engineering assignments, including alternatives development.

Matt is a Certified Planner by the American Planning Association (APA) and the American Institution of Certified Planner (AICP). For HDR, he assists with and manages the project development process, planning and safety studies, public involvement, environmental documentation, and traffic engineering assignments including alternatives development.

Relevant Experience:

KYOVA, Long Range Transportation Plan and Downtown Access Study - Huntington, WV

The KYOVA Interstate Planning Commission developed a comprehensive 2040 Multi-Modal Metropolitan Transportation Plan (MMTP) for the Metropolitan Planning Organization (MPO) study area for Cabell and Wayne Counties in West Virginia and Lawrence County in Ohio. Matt served as the Project Manager to assist KYOVA in development of the MMTP which included data collection, projections, recommendations on cost effective alternatives, as well as a look at how to improve ingress and egress to Huntington's Central Business District (CBD). The scope of work included a comprehensive evaluation of bike and pedestrian travel and infrastructure, an evaluation of freight (truck, rail, maritime) travel and infrastructure, and also providing technical assistance to the consultant team on the CBD access study.

RIC, Bicycle and Pedestrian Plan - Charleston, WV

Led the 2019 update of the Kanawha and Putnam Counties Bicycle and Pedestrian plan. This plan process included extensive stakeholder and public involvement to develop an implementation plan for the inclusion of network throughout the Charleston area. Duties included: project manager for the update, led public and stakeholder meetings, gathered public comments by presenting at local fairs, gathered field data on potential routes, and developed prioritization of improvements.

RIC, St. Albans Multi-Modal Railroad Crossing Study St. Albans, WV

Served as the quality control reviewer for a multi-modal railroad crossing study in the central business district of St. Albans. This project included analyzing the existing traffic flow and traffic volumes to determine necessary improvements to separate grade crossings. The study included traffic analyses and projections, highway capacity analyses, crash analyses, public involvement and the development of three build alternatives. For purposes of modeling the existing condition and doing the initial field inventory, thirty-nine intersections and thirteen railroad crossings were inventoried and included in the TransModeler traffic simulation model.

KYOVA, Lawrence County Non-Motorized Study

Lawrence County and Ironton, OH

Matt was the project manager for this study that analyzed truck travel throughout Ironton with the opening of the new Ironton-Russell Bridge over the Ohio River, as well as providing roadway and sidewalk recommendations for Park Avenue from 6th Street to US 52, and provided an assessment of ADA Compliant sidewalks and curb ramps. The project was a comprehensive study and conceptual design that ties together the Ironton Trail System as well as other non-motorized Trail Systems, and enhances all non-motorized active modes of transportation.

References

HDR strives to be the engineer of choice for each of our clients, year after year, project after project. A dedication to establishing “clients for life” has always been one of our firm’s foremost values. We are committed to creating rewarding and long-term relationships with our clients, as evidenced by our remarkable 80% repeat client base. As an employee-owned firm, each and every one of us feels a sense of accountability to our clients. Our culture of listening to our clients and acting on what they tell us is imperative to perpetuating our future success. Our engineers, designers and planners are inspired by our clients and their work.

We welcome you to contact our references.

Ms. Cindy Cramer, PE

Director, Traffic Engineering Division
West Virginia Department of Transportation, Division of Highways
Building 5, Room A-550
1900 Kanawha Boulevard, East
Charleston, WV 25305
304-558-3063
Cindy.L.Cramer@wv.gov

Mr. Matt Skiles, PE, PTOE

Traffic Operations Engineer
West Virginia Department of Transportation, Division of Highways
Building 5, Room A-550
1900 Kanawha Boulevard, East
Charleston, WV 25305
304-414-7366
Matthew.H.Skiles@wv.gov

Mr. Brad Messenger, PE

Senior Project Manager
The Thrasher Group, Inc.
600 White Oaks Boulevard
Bridgeport, WV 26330
304-326-6362
bmessenger@thethrashergroup.com



Past Projects

As HDR's traffic engineering experience in West Virginia is far too extensive and varied to be presented completely in this Expression of Interest, select project descriptions which **illustrate our capabilities and represent the types of services that can be provided by the HDR team** as related to these projects, are provided in the following pages.

Oakwood Road Rcut Study and Design



Location: Charleston, WV

Project Manager: R.J. Scites, PE - WVDOT

Contact: 304.414.6479; Raymond.J.Scites@wv.gov

Type of Project: Intersection Study and Design

Goals and Objectives:

HDR provided traffic analysis, preliminary design services and final design for this intersection improvement project to alleviate congestion at the intersection of Oakwood Road and US119. This innovative design is known as a Restricted Crossing U-Turn (RCUT) intersection. The RCUT design eliminates left turns and through movements from Oakwood Road on to and across US119. U-Turn movements were added to US119 in both directions to accommodate the eliminated left turn movements from Oakwood Road. Traffic modelling and design services were performed on an accelerated schedule.

As part of the preceding Design Study several design options were studied that involved significant right of way impacts, significant traffic control challenges during construction and costly bridges and walls. HDR proposed the RCUT design as an innovative solution to provide a cost-effective solution to address operational and safety issues within the existing roadway corridor. To support the public involvement process, HDR prepared microsimulation analysis and animations to explain the RCUT design and benefits.

Due to the unique design, HDR worked with the WVDOT Communications office and Governor's office to develop informational material including handouts, videos, and traffic models to illustrate how the RCUT will operate. These animations are available on WVDOT's website. Information was presented at the public meeting held in December of 2019. Project is currently under construction and expected to open in Fall 2021.

WV 45 Traffic Operations & Safety Study



Location: Martinsburg, WV

Project Manager: Matt Skiles, PE, PTOE - WVDOT

Contact: 304.414.7366; Matthew.H.Skiles@wv.gov

Type of Project: Traffic data collection, safety and operational analysis, and development of recommendations.

Goals and Objectives:

HDR worked with West Virginia Department of Transportation Division of Highways (WVDOH) to evaluate current and future traffic conditions, identify potential deficiencies, and develop alternative improvements to enhance traffic flow and improve safety for all roadway users within the 1.5 mile study area along WV 45 (Apple Harvest Drive). The study limits extended from the Blue Ridge Community College driveway to New York Avenue, including the I-81 interchange ramps and the entrance to the Martinsburg Mall.

This study included traffic analysis and projections, highway capacity analysis, traffic signal warrant analysis, crash analysis, review of intersection geometry evaluation of current and future volumes, and the development of short- and long-term improvement recommendations for the corridor as well as each intersection. In addition to corridor-wide improvements, access management and pedestrian/bicycle accessibility improvements were provided.

The three alternatives to address safety and operations concerns included an intersection improvement alternative, additional thru-capacity alternative, and a trip diversion alternative. The recommended alternative is currently being constructed.

US 50 with Emily Drive Traffic Operations and Safety Study



Location: Bridgeport, WV

Project Manager: Matt Skiles, PE, PTOE - WVDOT

Contact: Ms. Cindy Cramer, PE - WVDOT
304.558.3063; Cindy.L.Cramer@wv.gov

Type of Project: Traffic data collection, safety and operational analysis, and development of recommendations.

Goals and Objectives:

HDR performed a traffic study to address the closely spaced intersections of Emily Drive with U.S. 50 and Platinum and Emily Drives, located in close proximity to the I-79 interchange ramps in Bridgeport, West Virginia. Emily Drive provides access to a developing multi-use business park and two shopping centers. The shopping centers' land use is comprised of multiple superstores, strip malls, a 24-hour grocery store, a motel, and numerous outparcels and restaurants.

Included in the study were signal warrants, capacity analyses and a crash analysis, based on current and projected traffic volumes. The performance of the intersections was analyzed using Synchro with the two closely spaced intersections modeled as sharing one controller. A phased improvement plan was developed, including access management and ITS solutions, as well as geometric improvements to enhance traffic flow and safety through the area.

University Avenue ADA Study and Design



Location: Morgantown, WV

Project Manager: R.J. Scites, PE, WVDOT

Contact: 304.414.6479; Raymond.J.Scites@wv.gov

Type of Project: Pedestrian/ADA study, curb ramp and sidewalk design, crosswalk layout, and traffic signal modifications.

Goals and Objectives:

HDR was selected by the West Virginia Department of Transportation (WVDOT), Division of Highways to document the existing pedestrian conditions, provide recommendations to improve accessibility, and prepare contract plans within the 1,300' study area along University Avenue (US 119), also known as Don Knotts Boulevard. Situated in the urban core of downtown Morgantown and within close proximity to West Virginia University, this corridor has extensive pedestrian activity. The study area extends from Wall Street to Foundry Street and includes the sidewalks, crosswalks, and other pedestrian-related features such as signal heads and push buttons.

There are several sources for guidance on pedestrian facility design in accordance with the Americans with Disability Act (ADA) of 1990 and revised regulations implementing Title II. On July 26, 2011, the United States Access Board published the Public Rights of Way Accessibility Guidelines (PROWAG) for the design and construction of pedestrian facilities within the public right-of-way. Although not formally adopted yet, WVDOT is proactively following PROWAG in anticipation of its approval. HDR performed the following tasks:

- Pedestrian Access Route (PAR) Assessment to identify accessibility deficiencies within the corridor. A total of 55 deficiencies were documented in the PAR including:
 - Obstructions within the PAR.
 - Sidewalk cross slope exceeds 2% maximum.
 - Sidewalk cross slope at driveways exceed 2% maximum.
 - Excess running slope and lack of turning space at curb ramps.
 - Pedestrian push buttons (PPB) located outside of the recommended area for push buttons.
- Preparation of ADA Exception Justification Reports for deficiencies that could not be brought into full compliance with ADA and PROWAG.
- Preparation of contract plans for the proposed sidewalk, signal, and curb ramp improvements.

WV 7 and CR 857 Traffic Operations and Safety Study



Location: Morgantown, WV

Project Manager: R.J. Scites, PE, WVDOT

Contact: 304.414.6479; Raymond.J.Scites@wv.gov

Type of Project: Traffic operations and safety study, bicycle and pedestrian improvements, mid-block trail crossing layout, and traffic signal modifications.

Goals and Objectives:

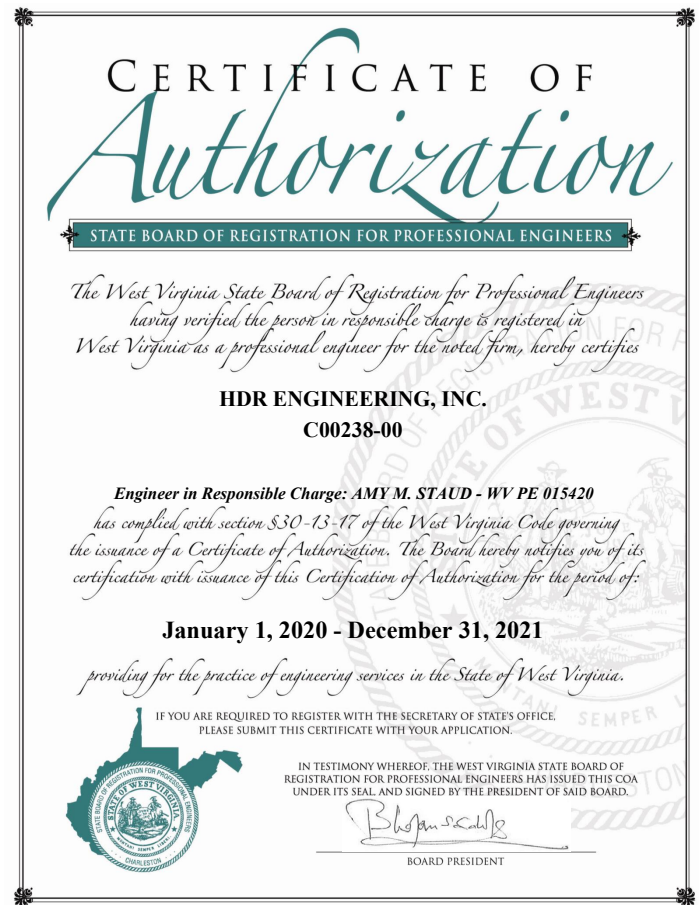
HDR worked with West Virginia Department of Transportation Division of Highways (WVDOH) to evaluate current and future traffic conditions, identify potential deficiencies, and develop alternatives to enhance traffic flow and safety along WV 7 in the Sabraton area of Morgantown. The traffic study limits extended from the WV 7 with CR 857 (Hartman Run Road) intersection (MP 34.95) to the WV 7 with Sturgiss Avenue intersection (MP 35.77). This study was originally initiated to address concerns at the intersection of WV 7 with CR 857 (Green Bag Road); however, due to the complex layout of the intersection and its contribution to the overall poor traffic conditions of the WV 7 corridor, the study area was expanded to include the adjacent intersections.

The Traffic and Operations Safety Study included the evaluation and analyses of existing and future traffic volumes, highway capacity analyses, traffic signal warrant analyses, crash analyses, pedestrian and bicycle connectivity, review of intersection geometry, and the development of short- and long-term improvement recommendations including pedestrian accessibility and access management. Six build alternatives were studied, including three roundabout alternatives.

Phase II included preparation of contract and right of way plans for the preferred intersection configuration, design of a mid-block crossing for the Deckers Creek Trail, and pedestrian improvements for the sidewalk and traffic signal.

COA and Specialized Certifications

As a consulting engineering firm, HDR maintains all required certifications to perform engineering work within the State of West Virginia. Below is our current Certificate of Authorization (COA), which was issued by the West Virginia State Board of Registration for Professional Engineers.



In addition, the HDR staff proposed for this project also hold the specialized licenses and certifications shown below.

Name	Certification	License Number
Amy Balmer Staud, PE, PTOE	Professional Engineer – WV	15420
	Professional Traffic Operations Engineer	2419
Matthew Selhorst, AICP	American Institute of Certified Planners	025250
Adam Holtzapple, PE, PTOE	Professional Engineer – WV	Reciprocity in Progress
	Professional Traffic Operations Engineer	2984
Shofiq Ahmed, EI	Engineering Intern - NH	07153
Scott Boehm, PE	Professional Engineer - WV	13212
Heidi Potocnik, PE	Professional Engineer - WV	16384



500 Virginia Street East, Suite 1250
Charleston, WV 25301
681.341.6100

hdrinc.com

We practice increased use of sustainable
materials and reduction of material use.

© 2021 HDR, Inc., all rights reserved.



Engineering Services Review Committee
Five Corners Traffic Study
July 27, 2021

--SCORING SHEET--

THE THRASHER GROUP

Qualifications, Experience and Past Performance (50 points)

40

Oral Interview (50 points)

35

I, Jonathan Storage, certify that this scoring sheet represents the final score issued by the Review Committee for the engineering firm listed above.



Signature

8-12-21

Date

Committee Members:

Chris Knox, City Engineer
Dan Vriendt, City Planner
Matt Hartline, Traffic Engineering Director

Engineering Services Review Committee
Five Corners Traffic Study
July 27, 2021

--SCORING SHEET--

HDR ENGINEERING, INC.

Qualifications, Experience and Past Performance (50 points)	45
Oral Interview (50 points)	50

I, Jonathan Storage, certify that this scoring sheet represents the final score issued by the Review Committee for the engineering firm listed above.



Signature

8-12-21

Date

Committee Members:

Chris Knox, City Engineer
Dan Vriendt, City Planner
Matt Hartline, Traffic Engineering Director

Resolution No. 525-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 525-21 - Authorizing the Mayor or City Manager to enter into an Agreement
2 with Environmental Systems Research Institute, Inc. ("ESRI"), for a total of \$112,000.00 for a
3 three-year software license agreement for the Geographic Information System ("GIS") software
4 licenses for the Information Systems Department.

5

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

7 That the Mayor or City Manager is authorized to enter into an Agreement with Environmental
8 Systems Research Institute, Inc. ("ESRI"), in the amount of \$112,000.00 for a three-year
9 software license agreement to upgrade the current Geographic Information System ("GIS")
10 software licenses for the Information Systems Department.

Resolution No. 526-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 526-21 - Authorizing the Mayor or City Manager to enter into a contract with
2 Suttle & Stalnaker, PLLC in the amount of \$85,000 to perform pension calculations on behalf of
3 the Charleston Firemen's Pension and Relief Fund Board of Trustees to determine whether
4 current pension distributions conform with applicable State law.
5
6 Be it Resolved by the Council of the City of Charleston, West Virginia:
7 That the Mayor or City Manager is authorized to enter into a contract with Suttle & Stalnaker,
8 PLLC in the amount of \$85,000 to perform pension calculations on behalf of the Charleston
9 Firemen's Pension and Relief Fund Board of Trustees to determine whether current pension
10 distributions conform with applicable State law.

Suttle & Stalnaker

Certified
Public
Accountants

A Professional Limited Liability Company



Our commitment to serve

CITY OF CHARLESTON



August 6, 2021

PROPOSAL TO SERVE: City of Charleston

City of Charleston
501 Virginia Street, East
Charleston, WV 25301

Table of Contents

TRANSMITTAL LETTER	4
FIRM EXPERIENCE AND QUALIFICATIONS	6
TESTIMONIALS AND REFERENCES	10
SCOPE OF SERVICES	11
FEES AND BILLING	12
YOUR TEAM	14
APPROACH	16
RESUMES	20



TRANSMITTAL LETTER



Welcome and Introduction

CITY OF CHARLESTON

Suttle & Stalnaker, PLLC is pleased to have the opportunity provide you with a proposal to perform recalculation of pension benefits for the City's fire pension system in accordance with W.Va. Codes §8-22-16(d) and §8-22-25. This package is designed to demonstrate the engagement team that is best suited to assist the City. Furthermore, it will provide you with a summary of the scope of services, an outline of our proposed service timeline, and the price for the engagement.

Selecting the Suttle & Stalnaker, PLLC team to serve the City of Charleston provides you with a number of important advantages:

EXPERIENCE. We are uniquely experienced and have the skills and resources in the employee benefit industry to meet your needs. Our firm has made a commitment to this industry and our staff receive a significant amount of training. In addition, we will manage the engagement efficiently and will provide the City local access to their service provider. Our firm has one of the largest employee benefit industry niches in the State of West Virginia. You will have a significant amount of resources available that have first-hand knowledge of what issues you may be faced with.

SERVICE & QUALITY. We are flexible and will work with you to coordinate the engagement to fit your schedule. We will give you the attention necessary to develop a client service plan to ensure that your goals and deadlines are met. Our approach, our use of technology, and our people all contribute to our ability to serve you in the way that best meets your needs.

TRACK RECORD. S&S has a proven track record of meeting our clients' needs in a timely and effective manner. We encourage you to check with our references regarding our service and quality.

COMMITMENT. You will get responsive, attentive service. The City of Charleston will be a key client to our Firm and you can rest assured knowing that our experience and resources will facilitate our dedication to serving you.

Should you have questions or comments please contact Chris Lambert at 304-720-3102 or cslambert@suttlecpas.com. We look forward to the opportunity to discuss this proposal in person with you and other members of management.

Very truly yours,



FIRM EXPERIENCE AND QUALIFICATIONS



About Suttle & Stalnaker

SINCE 1973, SUTTLE & STALNAKER, PLLC HAS BEEN COLLABORATING WITH CLIENTS TO FIND SOLUTIONS TO ACHIEVE THEIR GOALS. AS THE LARGEST WEST VIRGINIA-OWNED FIRM, WE HAVE AN ESTABLISHED REPUTATION FOR PROVIDING EXCEPTIONAL SERVICE AND PERSONAL ATTENTION TO EVERY CLIENT. WE OFFER THE RESOURCES AND SERVICES REMINISCENT OF A LARGE FIRM, BUT OUR ATTENTION TO DETAIL, PARTNER ACCESSIBILITY, RESPONSIVENESS, AND STRONG DESIRE TO BUILD RELATIONSHIPS SETS US APART.

OUR FIRM BY THE NUMBERS



Suttle & Stalnaker professionals are experienced in, and perform, a full range of services. Our firm is organized according to staff financial discipline: accounting and auditing, tax and tax consulting, and management consulting. We consider ourselves business advisors who not only solve problems but also prevent them. S&S performs a full range of services including financial reporting consulting, SOX consulting and compliance, audit and attest services, tax and tax planning, merger and acquisition consulting, operational consulting, internal audit assistance, audit preparation consulting, business valuations, and outsourcing.

The Firm is one of the fastest growing CPA firms in West Virginia, which is a direct result of our high quality services, commitment to clients and competitive fees. While Suttle & Stalnaker is a well-established firm with a 45+ year history, we live a culture of accepting new ideas and technologies to remain relevant and effective in delivering high quality service to our clients. We are poised for the future with an equity partner group that includes a diverse range of ages and a high percentage of female ownership.

CHARLESTON OFFICE

The Virginia Center
1411 Virginia Street East, Suite 100
Charleston, WV 25301

Phone 304.343.4126

MORGANTOWN OFFICE

The Wharf District
68 Clay Street, Suite C
Morgantown, WV 26501

Phone 304.554.3371

PARKERSBURG OFFICE

The Rivers Office Park
200 Star Avenue, Suite 220
Parkersburg, WV 26101

Phone 304.485.6584

Expertise

WE BELIEVE YOUR ENGAGEMENT SHOULD PUT YOU IN A POSITION OF STRENGTH. TO DO THAT, WE FOCUS ON HOW WE CAN PROVIDE VALUABLE INSIGHTS AND RECOMMENDATIONS DURING THE ENGAGEMENT THAT WILL HELP YOU IMPROVE.

SUTTLE & STALNAKER IS A LEADING CPA FIRM IN THE STATE OF WEST VIRGINIA

300+

AUDITS
PREPARED
ANNUALLY

45+

YEARS
PERFORMING
AUDITS

30+

AUDIT
TEAM
MEMBERS

100+

COLLECTIVE
YEARS OF
AUDITING
EXPERIENCE

EMPLOYEE BENEFIT PLANS

Suttle & Stalnaker, PLLC has performed auditing and/or Form 5500 series preparation services for numerous employee benefit plans, including performing the audits of several defined benefit plans, health and welfare plans, and 3 Taft-Hartley multiemployer plans. Through this experience, we have become familiar with issues specific to the benefit plan industry.

Furthermore, we have already addressed many issues that have arisen in the industry and are familiar with the applicable requirements and concerns of the U.S. Department of Labor. The engagement team assigned will be familiar with the employee benefit plan industry and all will have received technical training specific to this industry.

Suttle & Stalnaker, PLLC is also a member of the AICPA Employee Benefit Plan Audit Quality Center. Membership in this organization requires us to meet certain rigorous training requirements, quality standards and many other membership criteria.

COMMITMENT TO AUDIT QUALITY & PROFESSIONAL STANDARDS

We don't just produce quality audits; we believe in helping shape and guide the standards that our profession uses when performing audits.

- Appointed member of the AICPA Auditing Standards Board
- Committee member for WVCPA Peer Review and Accounting and Auditing Standards Committee
- Participation in AICPA Peer Review Program, receiving the highest rating possible.
- Participation in the AICPA Audit Quality Centers



Professional Affiliations

OUR FIRM AND ITS PROFESSIONALS ARE MEMBERS OF NUMEROUS ORGANIZATIONS THAT CONDUCT EDUCATIONAL TRAINING AND PROVIDE EDUCATIONAL PUBLICATIONS TO KEEP UP WITH CHANGES IN THE AUDIT SECTOR. SOME OF THESE ORGANIZATIONS INCLUDE:

- American Institute of Certified Public Accountants (AICPA)
- PCPS: The AICPA Alliance for CPA Firms
- AICPA Government Audit Quality Center
- AICPA Employee Benefit Plan Audit Quality Center
- AICPA Center for Audit Quality
- West Virginia Society of CPAs
- Ohio Society of CPAs
- Allinial Global
- Government Finance Officers Association
- Public Company Accounting Oversight Board (PCAOB)
- Association of School Business Officials
- Association of Government Accountants (AGA)
- West Virginia Bankers Association (WVBA)
- Community Bankers of West Virginia (CBWV)
- Medical Group Management Association
- National Association of Certified Valuators and Analysts (NACVA)
- National CPA Health Care Advisors Association (HCAA)
- CPA Firm Management Association (CPAFMA)
- Contractors Association of West Virginia (CAWV)
- National Electrical Contractors Association (NECA) West Virginia Ohio Valley Chapter
- Associated Builders and Contractors, Inc. - West Virginia Chapter (ABCWV)

ALLINIAL GLOBAL NETWORK

Allinial Global is an accounting firm association of legally independent accounting and consulting firms with offices in North America and throughout the world through international members and partnerships.

Allinial Global firms have the flexibility to find not just a good solution to your business challenges—but the best solution for you. Working with an Allinial Global firm means that you have access to the experience and knowledge of every firm in our organization through our Transfer of Excellence.

Most important, though, is the shared Allinial Global commitment to provide the most client-centric service possible. When needed, we have the ability to leverage our membership in order find not just an adequate solution to your business needs, but the best-in-class solution anywhere in the world.

At Suttle & Stalnaker, PLLC, our goal is to be your most trusted advisors, both locally and globally. Allinial Global helps us deliver. For more information, please visit www.allinialglobal.com.



QUICK STATS

Member Firms: 137	Countries: 50
Net Fees: 2.5 billion	Locations: 383
Partners: 3,106	Largest Firm (millions): 380
Staff: 13,390	Average Firm (millions): 15

Professional Affiliations: Allinial Global



Learning & Development

- Become a leader you'd want to follow through progressive leadership development.
- Trust the guidance of an advisor up-to-date on the highest levels of technical training.



Human Resources

- Improve employee retention through the Retaining Employees Through Active Involvement Now (RETAIN©) program and develop talent from hire to retire.
- Collaborate with advisors who are in it for the long haul and dedicated to your continued success.



International Connection

- We'll go wherever we need to secure the highest quality solutions to your business needs, whether in or outside of our association.
- You're covered wherever you do business: get the best solution, not the best available.



Technical Support

- Depend on your Allinial Global Technical Support liaison to connect you directly to an experienced specialist.
- Have confidence that your advisor will provide a tailored solution to all your business needs.



Communities of Practice

- Tap our collective experience in a wide range of industries and service lines through our online portal and both in-person and virtual events.
- When advisors keep abreast of industry trends, you work with leaders who keep you ahead of the competition.



Marketing Resources

- Reduce your learning curve by connecting to peers who've already implemented the marketing projects you're considering.
- An Allinial Global firm won't bombard you with self-congratulatory promotions. Get the educational content that will help you make sound business decisions.



Information Technology

- IT services are like umpires: you shouldn't even notice they're at work. Keep your technology on track with our education and best practices-sharing.
- Rest assured that your personal data is protected by advisors who value your security and keep abreast of security best practices.



Practice Management

- Go through your firm with a fine-toothed comb: learn how you can improve your processes with the Firm Management Review and benchmarking tools.
- Work with a dynamic firm devoted to continuous improvement. Allinial Global firms are proud, but never satisfied.



Testimonials & References

Many of our current clients are industry leaders in our geographic area. In addition, we currently serve hundreds of additional entities representing a broad diversification of industry experience. The clients served range from assets of \$100 thousand to over \$5 billion and have revenues ranging from \$200 thousand to over \$1 billion. This experience and diversity will ensure that Suttle & Stalnaker, PLLC provides the engagement team necessary for the timely completion and resolution of your issues.

WE ENCOURAGE YOU TO CONTACT THE FOLLOWING REFERENCES TO GET A BETTER FEEL FOR OUR WORK AND CLIENT SERVICE:

Ms. Kristi Snyder
CAMC Basic Retirement Plan
(304) 388-6012

Mr. Marc Monteleone
Bowles Rice 401(k) Profit Sharing Plan
(304) 347-1132

Mr. Eric Jiles, CPA, MBA
Director of Finance
City of Parkersburg
(304) 424-8489

Mrs. Tia Robertson
City Auditor/Controller
City of Charleston
(304) 348-8000x127

Mr. John Galloway
West Virginia Consolidated Public Retirement Board
(304) 558-3570x52426

Scope of Services

Our proposal to the City of Charleston (City) to provide the recalculation of pension benefits for the City's fire pension system in accordance with W.Va. Codes §8-22-16(d) and §8-22-25. The extent to which we can do this will depend on your staff and management being available for questions and providing source documents. We do understand that the City has indicated there are some missing records of members that date back prior to 2002. Also that as of July 1, 2019, data request, there were ten known missing records, or at least information missing from the records.

- We will recalculate the pensions of the Firemen's Pension and Relief Fund in accordance with W.Va. Code §8-22-16(d) and §8-22-25.
 - The City of Charleston Firemen's Pension and Relief Fund, as of July 1, 2021, has 261 members receiving benefits and 2 members who have chosen to freeze their retirement until they reach the age of 50. The 261 members are classified as follows:
 - 172 regular retirees
 - 4 Qualified Domestic Relations Orders
 - 46 Survivors
 - 39 Disability Retirees



Fees & Billings

We generally base our fees on the time required at our regular rates for the services and personnel assigned plus out-of-pocket costs. Our charges also include other appropriate factors, including the difficulty of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, and the value of the services to the client. We will attempt to minimize our fees consistent with quality work. The extent to which we can do this will depend on your personnel offering us clerical and other assistance to prepare schedules, perform analyses, and provide source documents. Assuming adequate records and assistance from your personnel, our fees for reconciliation of pension benefits for the City's fire pension system will be as follows:

- **FEE AND TIME ESTIMATE: \$85,000 FOR 525 HOURS**

We will attempt to minimize our fees consistent with quality work. If we encounter circumstances not contemplated in preparing this estimate or management determines that additional procedures and/or test work are needed, we will discuss them with you in advance and arrive at a new fee arrangement.

This fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or the incomplete or untimely receipt by us of the information on the client participation list. Examples include if we discover significant recordkeeping problems, suspected violations of laws or regulations, or issues that cause the Plan's records to be questioned. You may request that we perform additional services not addressed in this proposal. If this occurs, we will communicate with you the scope of the additional services and the estimated fee.



PERSONNEL QUALIFICATIONS AND EXPERIENCE



Your Team

WE UNDERSTAND THAT YOU DESIRE A FIRM THAT CAN MEET YOUR NEEDS IN A TIMELY AND EFFECTIVE MANNER. WE WILL BRING YOU A TEAM THAT COMBINES IN-DEPTH EXPERIENCE AND KNOWLEDGE WITH A STRONG COMMITMENT TO SERVE YOU.

We provide an organizational structure that ensures ongoing and knowledgeable supervision by management already familiar with numerous industry related issues to ensure maximum efficiency.

The following key engagement team members will be available to serve the City of Charleston:



ENGAGEMENT MEMBER

CHRIS S. LAMBERT
CPA, CGMA, CCIFF

Audit & Employee Benefit
Consulting Member

Charleston
304.720.3102
cslambert@suttlecpas.com



RYAN MINK
CPA

Tax & Audit
Senior Manager

Morgantown
304.554.3371
rmink@suttlecpas.com



ERIKA POPP
CPA

Audit
Senior

Charleston
304.343.4126
epopp@suttlecpas.com

OUR TEAM IS YOUR TEAM

Additional staff with the necessary background skills and capabilities will be assigned as necessary. Suttle & Stalnaker, PLLC continually strives to hire the best personnel available to serve our clients. We are committed to this effort in order to provide our clients with the high quality service they deserve. You can learn more about the managers and staff assigned to your engagement, read the full bios of your core team in the appendix of the proposal starting on page 20.

APPROACH



Approach

SUTTLE AND STALNAKER'S METHODOLOGY IS ROOTED IN PEOPLE, PROCESS, TECHNOLOGY AND INDUSTRY. OUR APPROACH BEGINS WITH UNDERSTANDING YOUR ORGANIZATION AND OPERATIONS. WHEN POSSIBLE, WE WANT TO SEE HOW YOUR ORGANIZATION OPERATES BECAUSE IT WILL MAKE US BETTER CONSULTANTS.

OUR 5-STAGE APPROACH

While every CPA firm that performs consulting has to comply with the applicable standards, firms will use different methodologies to meet those standards. In some cases, those methodologies are not customized to meet the needs of the client or industry.

Once we understand your organization, we use the knowledge of your processes, technology, and industry to customize our work plan and approach.

We are often told that we ask more relevant questions and look at items which previous accountants never reviewed, including controls. This customized approach based on our experience and knowledge allows our teams to produce high quality, effective solutions that produce more valuable insights for our clients.



OUR COMMITMENT

Open communication is the foundation of our work and we place significant emphasis on a coordinated approach aimed at trying to shorten the time of our engagements from start to finish. Here is what you can expect:

No Surprises. We communicate critical findings as they occur, not just when you receive our reports. You should always know what's coming in our reports before they are actually received.

Face-to-Face Meetings. Whether in person or via video, we hold weekly calls with our clients regarding the status of their engagement.

Technology. We leverage technology to securely share information, conduct interviews when we can't be there in person, and make your engagement as effective as possible.

When we deliver our report, we focus not just on our findings, but how they can help you improve.

Timeline

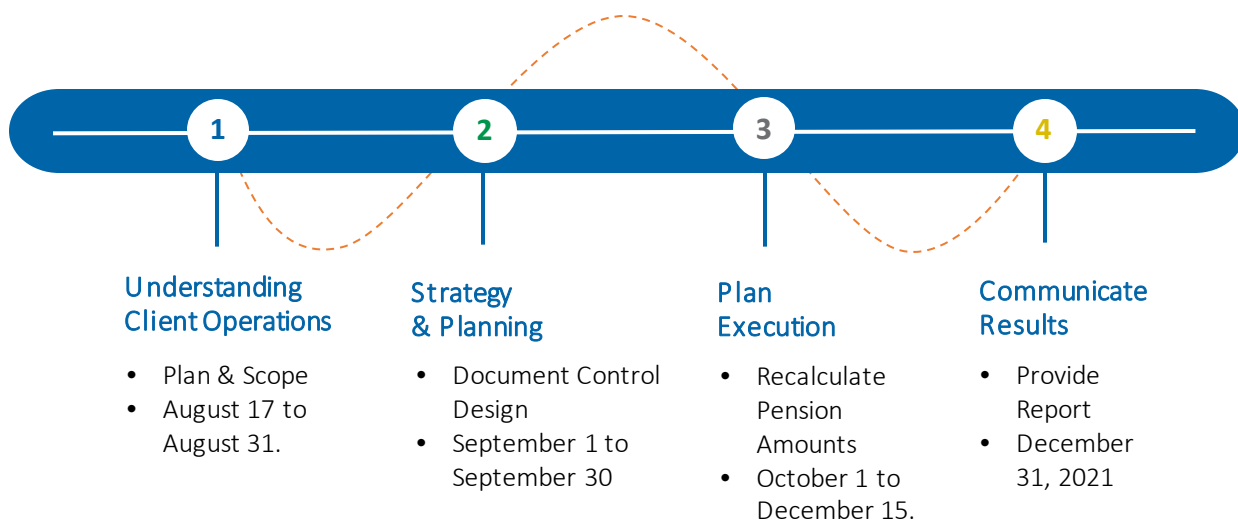
ENGAGEMENT TIMELINE

The team selected for you will be well seasoned to ensure this engagement goes smoothly. You'll see our partners in the field, not just at the beginning or end of an engagement.

We've further eased the transition for our clients in how we use and leverage technology and plan for your engagement. Using proprietary company processes and templates to communicate with clients, we make the participation in the engagement as easy as possible.

Most importantly, we customize the engagement to you by offering the flexibility of on-site visits, remote work, or a hybrid approach in order to meet your needs.

PHASES



Technology

SUTTLE & STALNAKER'S APPROACH TO TECHNOLOGY

At S&S, efficient and effective technology solutions are a top priority. Our philosophy on technology use is unique to our firm, and our policies help protect your sensitive and confidential information.

TECHNOLOGY PHILOSOPHY

It is S&S's philosophy that technology should be used to enhance the client experience through seamless connections and simplified workflow processes in a safe and secure environment. You will experience the firm's use of technology in all aspects of your work with us from engaging in video calls, to paying bills electronically, to secure file and data transfers, to the delivery of our products and services to enhance the value you receive. We believe technology should be used to simplify and advance a business's processes, not add to the administrative burden.

We seek balance in technology use and will coach our clients on the technology stack that is right for them at any given point in their business's evolution. We look for platforms that are easy to use and that provide optimal engagement capabilities so that we can deliver the highest quality product. Occasionally, it's necessary to encourage a platform update if security or standards compliance are at risk, but it is not our practice to force clients into technology with which they are uncomfortable.

Furthermore, when adopting new technology, we believe in being cutting edge – not bleeding edge. We look for technology solutions with a proven track record of at least a year, and we thoroughly vet each product before implementation. While we are often early adopters in the marketplace, we don't believe in making changes that affect our clients without the utmost confidence in positive results.

IT POLICY PHILOSOPHY

Our information technology (IT) policies inform our technology decisions and are designed to protect data both internally and externally following implementation. Our IT policies incorporate the IRS standards for protecting and securing client data, and we make regular updates to meet modern demands. Our policies cover all the ways in which we do business and use technology today both in the office and remotely from email and smartphone use, to remote access security, to data transfer and storage solutions, and password protection. Each team member is required to read and sign our IT policies and are held responsible for upholding our policies for firm and client protection. You can rest assured that we've taken every step in our power to protect your sensitive and confidential information.



RESUMES



Resumes



CHRIS LAMBERT CPA, CGMA, CCIFP

Audit and Consulting
Member

Head of Employee Benefit Plan
Practice

Charleston Office

EDUCATION

Chris earned his Bachelor of Business Administration in Accounting from Marshall University.

RESPONSIBILITIES

Chris Lambert is an audit and consulting Member of Suttle & Stalnaker, PLLC with over 30 years of public accounting experience.

EXPERIENCE

Chris has extensive consulting and audit experience with governmental and pension plan clients. His client service experience also includes not-for-profit and construction entities. He has experience in accounting systems, internal audit assistance, financial reporting consultation, audit preparation consulting, and internal control systems consulting.

PROFESSIONAL ACTIVITIES

Chris is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants (WVSCPA), the Charleston Chapter of the WVSCPA, Designated partner of AICPA Employee Benefit Plan Audit Quality Center, Association of Government Accountants (AGA), Leadership West Virginia Class of 2012, the Contractors Association of West Virginia and the Construction Financial Management Association.

Chris has also been active in the community serving as President of the Marshall University Quarterback Club, the Big Green Scholarship Fund, WV Susan G. Komen Foundation and Treasurer of the West Virginia Soccer Club.

Resumes



E. RYAN MINK
CPA

Audit and Consulting
Senior Manager

Morgantown Office

EDUCATION

Ryan received a Bachelor of Science Degree in Accounting, Bachelor of Science Degree in Business Administration, and graduated magna cum laude from Lee University in Cleveland, Tennessee.

RESPONSIBILITIES

Ryan Mink is a senior manager in the tax and audit departments of Suttle & Stalnaker, PLLC. He has been in public accounting since 2007 and with the firm since 2008.

EXPERIENCE

Ryan specializes in employee benefit plan audits and has significant experience in performing financial audits in accordance with Government Auditing Standards. He also has experience in financial reporting and audit preparation consultation.

PROFESSIONAL ACTIVITIES

Ryan is a member of the American Institute of Certified Public Accountants, the West Virginia Society of Certified Public Accountants and the Central Chapter of the West Virginia Society of Certified Public Accountants.

In 2017 Ryan received the Advanced Defined Contribution Plan Auditing certificate from the AICPA which signifies not only his commitment to audit quality but his competency in performing these specialized audits.

Ryan is a member of the Leadership Kanawha Valley Class of 2013 and Leadership Monongalia Class of 2019 and the recipient of the 2020 West Virginia Society of CPAs Young CPA of the Year award.



Resumes



ERICKA POPP
CPA

Audit Senior

Charleston

EDUCATION

Erika has a bachelor's degree with a major in accounting from Marshall University and a Master's in Accountancy from West Virginia University. She is a Certified Public Accountant.

RESPONSIBILITIES

Erika Popp is an audit Senior in the Audit Department of Suttle & Stalnaker, PLLC. She has been with the firm since 2018. Erika will be responsible for supervising staff assigned during the course of the engagement and executing the engagement plan.

EXPERIENCE

Erika specializes in employee benefits plan audits and has experience in performing financial audits in accordance with Government Auditing standards. She also has experience in financial reporting and audit preparation.

PROFESSIONAL ACTIVITIES

Erika is a member of the West Virginia Society of Certified Public Accountants and American Institute of Certified Public Accountants.



EOI Committee Score Sheet

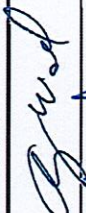
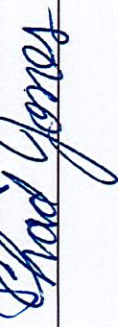
Firm Name: Suttle and Stahaker, PLLC
 EOI: Fire Pension Recalculation
 Number of Committee Members: 3
 Bid Amount: \$ 85,000

Understanding of the audit to be conducted: Maximum 15 points (Up to 5 points per question)										Score
Does the proposal specify the type of calculation to be performed and does the proposal indicate a clear understanding pension benefits?										5
Does the proposal describe in clear language the work plan to conduct the engagement including data collection, calculation, and comparison of results?										5
Does the proposal demonstrate the firm has the ability to complete the audit within a reasonable period?										5
Total										15

Technical Experience: Maximum 20 points (Up to 5 points per question)										Score
Do the supervisor and the assigned staff have experience in defined benefit pension calculations?										4
Does the majority of the key staff have three or more years of pension calculation experience?										5
Does the firm have experience with WV Municipal Police or Fire pensions?										5
Do the key team members hold any relevant professional certifications related to pension administration?										4
Total										18

Cost Criteria: Maximum 15 points					Total
Bid	Average	%	Multiplier		
\$ 85,000	\$ 113,750	1.338	10		13

Grand Total 46

Scored by: (Signatures of Committee)		Date	Printed Name
1.		8/12/2021	Andy Wood
2.		8/12/2021	Jennifer Vickers
3.		8/12/2021	Chad Jones

EOI Committee Score Sheet

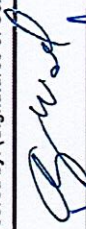
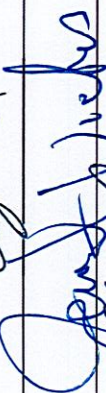
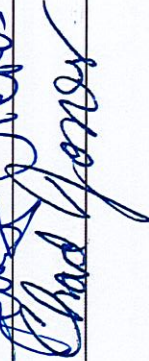
Firm Name: Athena Consulting LLC
 RFP #: Fire Pension Recalculation
 Number of Committee Members: 3
 Bid Amount: \$ 142,500

Understanding of the audit to be conducted: Maximum 15 points (Up to 5 points per question)										Score
Does the proposal specify the type of calculation to be performed and does the proposal indicate a clear understanding pension benefits?										5
Does the proposal describe in clear language the work plan to conduct the engagement including data collection, calculation, and comparison of results?										5
Does the proposal demonstrate the firm has the ability to complete the audit within a reasonable period?										4
Total										14

Technical Experience: Maximum 20 points (Up to 5 points per question)										Score
Do the supervisor and the assigned staff have experience in defined benefit pension calculations?										5
Does the majority of the key staff have three or more years of pension calculation experience?										5
Does the firm have experience with WV Municipal Police or Fire pensions?										3
Do the key team members hold any relevant professional certifications related to pension administration?										5
Total										18

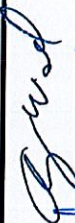
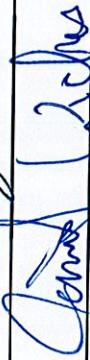
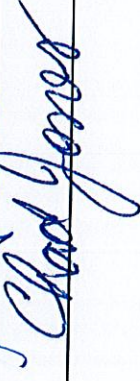
Cost Criteria: Maximum 15 points					Total
Bid	Average	%	Multiplier		
\$ 142,500	\$ 113,750	0.798	10		8

Grand Total	40
--------------------	-----------

Scored by: (Signatures of Committee)		Date	Printed Name
1.		8/12/2021	Andy Wood
2.		8/12/2021	Jennifer Vickers
3.		8/12/2021	Chad Jones

EOI SCORE SHEET SUMMARY						
EOI:	Fire Pension Recalculation					
Number of Bids Received:						
	2					
Firms						
Suttle and Stalnaker, PLLC	Contract Amount	0 - 15	0 - 20	Cost Criteria Average divided by Cost times 10	Total Points	
	\$ 85,000	15	18	13	50	
Athena Consulting LLC	\$ 142,500	14	18	8	46	
Average	\$ 113,750				40	

By signing below, you are making the assertion that there is no conflict of interest or collusion of the audit committee members or another representative of the entity with the firms submitting bid proposals and/or the firm awarded the contract. Further, you are making the assertion that the scoring of the bid proposals by the audit committee members are true and not influenced by any bidder or person.

Scored by: (Signatures of Committee)	Date	Printed Name
1. 	8/12/2021	Andy Wood
2. 	8/12/2021	Jennifer Vickers
3. 	8/12/2021	Chad Jones

Resolution No. 527-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 527-21 - Authorizing the General Manager of the Charleston Coliseum &
2 Convention Center to enter into a contract with ESI Production Services in the amount of
3 \$61,049.67 to install a sound system for the performance theater located within the
4 Charleston Coliseum & Convention Center, where the contract will first be reviewed by the City
5 Solicitor for approval as to form.

6

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

8 That the General Manager of the Charleston Coliseum & Convention Center is authorized to
9 enter into a contract with ESI Production Services in the amount of \$61,049.67 to install a
10 sound system for the performance theater located within the Charleston Coliseum &
11 Convention Center, where the contract will first be reviewed by the City Solicitor for approval
12 as to form.

Charleston Coliseum & Convention Theater Sound System		
Project No. 2021-020		
Bid Opening: August 09, 2021		
	ESI Production Services 5126 W Cypress St Tampa, FL 33607 P: (304) 346-5301 otto@esi-productions.com Total	
Theater Sound System	\$61,049.67	
Local Vendor Preference (4%)	N/A	
Successful Bidder		

Resolution No. 528-21

Introduced in Council:

Adopted by Council:

August 16, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 528-21 - Authorizing settlement of pending disputed claims against the City in
2 the matter known as Johnny L. Barker v. City of Charleston, et al., Civil Action No. 2:20-cv-00357
3 in the United States District Court for the Southern District of West Virginia, as recommended
4 by the City Solicitor.

5

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

7

8 That the City Council hereby authorizes and approves the settlement of pending disputed
9 claims against the City by Johnny L. Barker, as contained in Civil Action No. 2:20-cv-00357 in the
10 United States District Court for the Southern District of West Virginia, in the amount of
11 \$45,000, as recommended by the City Solicitor. The City Council authorizes the City Solicitor
12 and City Manager to take all necessary steps to finalize resolution of the claims.