CITY OF CHARLESTON
West Virginia

Council Member – 12th WARD

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

AGENDA
FINANCE COMMITTEE MEETING
Monday, December 19, 2022
6:30 PM
AV ROOM #308, CITY HALL, CHARLESTON, WV
AVAILIABLE TO VIEW VIA LIVESTREAM AT https://charlestonwv.civicclerk.com/web/home.aspx

I. DISCUSSION:

a. Approval of Previous Minutes 12-5-2022

b. Report from City Manager regarding vehicle shortages

II. RESOLUTIONS:

a. Resolution No. 748-22 – Authorizing the Finance Director to establish special revenue fund 097 as the Coordinated Addiction Response Effort fund to be used to receive and administer grants, contributions, and appropriations awarded for the operation of the CARE Office and to receive and expend any amounts received under the West Virginia statewide settlement agreements with various pharmaceutical companies relating to opioid-related claims.

b. Resolution No. 749-22 - Authorizing the Mayor or City Manager to execute Change Order No. 1 with McClanahan Construction Company, LLC, in the amount of $423,000, to reflect the allocation of remaining funds from the last asphalt paving cycle to be used for concrete repairs.

c. Resolution No. 750-22 - Authorizing approval of Amendment No. 4 of the FY 2022-2023 General Fund Budget.

d. Resolution No. 751-22 - Authorizing the Mayor or City Manager to enter into a contract with West Virginia Tractor Company in the amount of $846,393.00 for the purchase of 4 packer trucks for the Refuse Department.

e. Resolution No. 752-22 - Authorizing the Mayor or City Manager to enter into a one-year renewal contract with Stryker Medical in the amount of $31,577.00 for the ongoing maintenance and support of high performance heart monitor & defibrillator devices and mechanically assisted chest compression devices used by the Charleston Fire Department.

f. Resolution No. 753-22 - That the Mayor or City Manager is authorized to enter into a contract with Love 2 Hotrod, Inc., in an amount not to exceed $50,000 to repair CFD Ambulance 436.

III. THE AGENDA WAS AMENDED ON 12-15-2022

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., DECEMBER 5, 2022
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., December 5, 2022.

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

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
Ben Adams

Other Councilmembers present:
Sam Minardi
Larry Moore
Emmett Pepper

I. <u>DISCUSSION:</u>

a. <u>Approval of Previous Minutes</u> - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the November 21, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

a. Resolution No. 744-22 – Whereas, the Land and Water Conservation Fund ("LWCF") was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard natural areas, water resources, and cultural heritage, as well as to provide recreation opportunities to all Americans;

Whereas, the LWCF is a state and federal partnership program benefiting the State of West Virginia and its political subdivisions;

Whereas, the funding for the program is provided through congressional appropriations to the State & Local Assistance Programs Divisions of the National Park Service;

Whereas, the LWCF program provides matching grants to states for planning, acquiring, developing, or renovating state and local parks;

Whereas, the LCWF grant program may be used to renovate athletic fields, including installing synthetic turf;

Whereas, the City maintains numerous athletic fields that are frequently used by community groups, City Parks & Recreation Department programs, little league organizations, and more;

Whereas, the City's Administration has identified the North Charleston Community Center football field as a suitable candidate for renovation through turf replacement with the assistance of federal grant funds;

Whereas, the estimated cost of turf replacement project is approximately $1.2 million;

Whereas, the LCWF requires applicants to submit a 50% cash match for any awarded funds; and

Whereas, the Council finds that proceeding with the grant application, including committing to the 50% cash match requirement, is in the best interests of the City and its residents

Now, therefore, 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 Land and Water Conservation Fund in the amount of $1.2 million to perform athletic field turf renovations to the North Charleston Community Center football field. The Mayor or City Manager is further authorized to commit the City to the 50% cash match grant requirement.

City Manager, Jonathan Storage, added that the frequently used field is currently surfaced with grass and dirt, and has significantly deteriorated with uneven playing surfaces. The proposed improvements include excavation, drainage pipes, concrete perimeter curbing, aggregate base and synthetic turf. The proposed project meets key factors looked for in a Land and Water grant application, such as the project will restore or maintain certain services to support demand beyond what is currently present, and the project will promote active lifestyles, innovate community cores, and attract visitors to the area.

Councilmember Jenkins confirmed with Storage that the 50% match meant that the City would have to prove that it could commit to match the maximum award of $500,000. The total cost of the project would cost the City $700,00 assuming the maximum grant was awarded.

Councilmember Ceperley confirmed that this was not included in the turfing of the fields used with ARPA funds. Storage added that the City did not want to commit a large portion of ARPA funds to one project, and sought funding through other means.

Councilmember Jenkins confirmed that the City has pursued similar grants from the Land and Water Conservation Fund for the Bigley fields.

From the audience, Councilmember Moore added that many people use that field, and the only turfed field in Charleston is Laidley Field. Turfing the North Charleston field would allow for tournaments, etc., which would bring in additional revenue.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 744-22 approved.

b. Resolution No. 745-22 – A Resolution authorizing the acceptance of conservation easements from Graff-Lane Properties, LLC, on lands in the Quarry Creek development on the south side of the Kanawha River (the "Conservation Property"), for the purpose of preserving green spaces and enhancing the scenic backdrop to the State Capitol Building and the City of Charleston.

WHEREAS, F.T. Graff Jr., J. Thomas Lane, their company, Graff-Lane Properties, LLC, and predecessor companies, have previously imposed conservation easements on their mountain properties extending from Mission Hollow on the east to South Ruffner on the west and providing a scenic backdrop for the State Capitol and City of Charleston and the proposed conservation easements will enhance and supplement the green spaces and scenic property currently existing in the Quarry Creek development; and

WHEREAS, the State of West Virginia through the Conservation and Preservation Easements Act, W. Va. Code, Chapter 20, Article 12, recognizes the importance and public benefit of conservation easements to protect the natural and scenic resources of the State of West Virginia, and has allowed that such easements may be accepted by municipalities; and

WHEREAS, the Charleston Land Reuse Agency, and formerly the Charleston Land Trust, as agencies of the City of Charleston were created by ordinance, and are charged with managing and maintaining "public trust lands" for preservation of green space and woodlands, and promoting the preservation of scenic green space areas; and

WHEREAS, the Charleston Land Reuse Agency has identified the protection of the Conservation Property as desirable to preserve the wooded setting of the Conservation Property in the Quarry Creek development and has recommended that this Resolution be adopted and that the City of Charleston accept the easements;

THEREFORE, Be It Resolved By The Council Of The City Of Charleston, West Virginia that:

Subject to review, revision and approval of the deeds by the City Attorney, the acceptance of the Deeds for Conservation Easement from Graff-Lane Properties, LLC, is hereby authorized.

City Attorney, Kevin Baker added that the resolution is for a conservation easement for four parcels in the Quarry Creek area in which the parcels will not be built on or timbered. Tom Lane added that they have been imposing conservation easements on lands that face the Capitol, and have recently begun doing the same in the Quarry Creek area.

Councilmember Reishman moved to approve the resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 745-22 approved.

c. Bill No. 7979 – A BILL to amend and reenact Sec. 2-743 of the Municipal Code of the City of Charleston, as amended, relating to expanding the time period within which a person may claim a refund for overpayment of the City Service Fee.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Sec. 2-743 of the Municipal Code of the City of Charleston, as amended, be amended and reenacted to read as follows:

Sec. 2-743. - Protest; administrative decision; appeal.

(a) Anyone who has paid the fee imposed by this article shall file a claim for refund no later than 30 days three years after the fee is paid over to the city by written notice of such claim with the city collector setting forth with particularity all objections thereto. The burden of proof shall be upon the aggrieved party to show that the fee was paid and is incorrect and contrary to law, in whole or in part. The city collector shall review the refund claim and provide for any necessary hearing, render a decision on the claim and forthwith either notify the protesting party of such decision in writing or direct that a refund be issued, all within a reasonable time. Said decision shall be issued by certified mail, return receipt requested.

(b) If aggrieved by the decision of the city collector, the protesting party may appeal the decision of the city collector to the Circuit Court of Kanawha County within 30 days after service of the city collector's decision.

(1) The appeal shall be taken by the filing of a petition and notice, which petition and notice shall be served upon or accepted by the city collector as an original notice. When the petition and notice is so served it shall, with the return or acceptance thereon, be filed in the Office of the Clerk of the Kanawha County Circuit Court and docketed as other cases, with the aggrieved party as plaintiff and the city collector as defendant.

(2) The filing of the appeal shall not stay the collection of the fee unless the plaintiff shall file with such clerk a bond for the use of the defendant, with sureties approved by the Clerk of the Circuit Court of Kanawha County, the penalty of the bond to be not less than the total amount of the fee, and accumulated penalties to the date of the appeal, and conditioned that the plaintiff shall perform the orders of the Kanawha County Circuit Court; provided, that the judge of the Kanawha County Circuit Court may stay the collection of the fee, and accumulated penalties without the requirement of a bond, upon a proper showing by the plaintiff that the properties of the plaintiff are sufficient to secure performance of the Kanawha County Circuit Court's orders or that the ends of justice will be served thereby.

(3) The Kanawha County Circuit Court shall hear the appeal and determine anew all questions submitted to it on appeal from the decision of the city collector. In such appeal a certified copy of the city collector's fee assessment shall be admissible and shall constitute prima facie evidence of the fee due under the provisions of this article.

(c) The administrative remedies set forth in this section are exclusive. Failure to timely file a refund claim in accordance with this section shall preclude any right to refund with respect to any fee paid to the city prior to the claim. If no appeal is taken pursuant to this section within 30 days after service of the city collector's decision, said decision shall become final and conclusive and not subject to administrative or judicial review. The amount of the fee and accumulated penalties, if any, due the city under such decision shall be due and payable on the day following the date upon which such decision becomes final.

Baker added that current code for a city service fee refund requires that one must request a refund within 30 days of the overpayment. In practice, the City Collector has found most overpayments are noticed until the end of a year or a quarter. The bill would change that to three years, which is the same time as for a B&O tax refund, and the timeframe the City uses when conducting an audit.

Councilmember Reishman moved to approve the bill. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 7979 approved.

d. Bill No. 7981 – A BILL to amend and reenact Section 110-145 of the Municipal Code of the City of Charleston, as amended, relating to expanding the ability of small businesses to obtain consent from the city collector to pay business and occupation taxes on an annual basis.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 110-145 of the Municipal Code of the City of Charleston, as amended, to read as follows:

CHAPTER 110 – TAXATION.
ARTICLE II. – BUSINESS AND OCCUPATION TAX.
DIVISION 3. – PAYMENTS, RETURNS, AND RECORDS.

Sec. 110-145. – Interest and penalties.

(a) The tax imposed by this article shall be in addition to all other licenses and taxes levied by law as a condition precedent to engaging in any business, trade, calling or activity. A person exercising a privilege taxable under this article, subject to the payment of all licenses and charges which are a condition precedent to exercising the privilege tax, may exercise the privilege for the current tax year upon the condition that he they shall pay the tax accruing under this article.

(b) *Computation of tax.*

(1) The taxes levied hereunder shall be due and payable in quarterly installments on or before the expiration of one month from the end of the quarter in which they accrue, except as otherwise provided in this subsection. The taxpayer shall, within one month from the expiration of each quarter, make a return reporting the tax for which he/she is liable for such quarter; sign it and mail it, together with any remittance due, in the form required by section 110-82 of the amount of the tax to the office of the city collector. In reporting and remitting the amount of the tax due for each quarter, the taxpayer may deduct one-fourth of the total exemption allowed for the year. When the total tax for which any person is liable under this article does not exceed the sum of $200.00 $2,500.00 in any year, the taxpayer may pay the tax quarterly as aforesaid or, with the consent in writing of the city collector in the manner prescribed by regulations promulgated pursuant hereto, on an annual basis at the end of the month next following the close of the tax year.

(2) The city collector, if he deems they deem it necessary, based upon past experience with a taxpayer, based on the past practices of a taxpayer, based on the financial condition of the taxpayer, or based on the size of the contract, in order to insure payment of the taxes levied hereunder, may require return and payment under this section for other than quarterly periods. Furthermore, if the city collector deems it necessary to insure payment of the business and occupation tax, he they may require a deposit to be paid by the taxpayer prior to when the taxes accrue and are otherwise payable. The amount of the deposit shall be determined and/or based upon the

taxpayer's projected gross income or gross proceeds of sale for the applicable tax period. This deposit shall be paid to the office of the city collector, at a date and time, and in a manner determined by the city collector.

(3) Every contractor whose principal business location is outside of the city, shall register with the city collector prior to engaging in the performance of a contract in this city, and the city collector, if he they deems it necessary, based on the past experience with a taxpayer, based on the past practices of a taxpayer, based on the financial condition of the taxpayer, or based on the size of the contract, in order to insure payment of the taxes levied hereunder, may also require the following:

(A) At the time of registration, each contractor shall deposit with the city collector six percent of the amount the contractor is to receive for the performance of the contact, which sum shall be held within a contractor's use tax fund pending the completion of the contract.

(B) In lieu of the six percent deposit, each contractor may request the approval of the city collector to provide, in the alternative, a corporate surety bond to be approved by the city collector as to form, sufficiency, value, amount, stability, and other features necessary to provide a guarantee of payment of the tax due the city.

Baker added that the bill adjusts the current B&O tax as to when someone is permitted to request to pay taxes on an annual, as opposed to a quarterly, basis. The current code sets the annual ceiling at $200 or less of taxes per year. The bill would increase that to $2,500.

Councilmember Jenkins asked what would happen if a business had an increase in sales and would go over the threshold. Baker replied that the bill does give the City Collector the authority to make some rules to sort out those kinds of situations.

Councilmember Reishman confirmed that the request to pay taxes annually has to be made every year.

Councilmember Ceperley added that most businesses do not know what their taxes will be throughout the year, and many have different kinds of taxes. She wondered if the bill was solving a problem that didn’t exist, and creating more administrative work than was necessary. Baker replied that it would be a choice that a business could make, but there were not obligated to apply to pay their taxes annually.

Councilmember Robinson asked if it had ever been considered to charge taxes for the net income as opposed to the gross. Storage replied that that B&O is set up and administered as a gross tax in the Municipal Code, which is modeled after the State code that was discontinued in the 1980s.

Councilmember Robinson asked how many businesses currently file annually. The City Collector, Christina Merbedone-Byrd, replied that, of the approximate 800 accounts, 400 are landlords, 150 are vendors, and the rest are miscellaneous. The are about 7,000 total accounts.

Councilmember Reishman moved to approve the bill. With members present recorded thereon as voting in the majority as affirmative, with 2 Nays from Ceperley and Reishman, Chairperson Jenkins declared Bill No. 7981 approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.

CITY OF CHARLESTON
OFFICE OF THE CITY MANAGER

M E M O R A N D U M

TO: **Finance Committee**

FROM: **Jonathan T. Storage, City Manager**

DATE: **December 19, 2022**

SUBJECT: **Vehicle Shortage Challenges**

Due to current market pressures, the Administration continues to experience a multitude of challenges relating to purchasing vehicles. Complex—but well documented—automotive manufacturing troubles have impacted the whole country. Currently, manufacturers are producing vehicles at a fraction of their pre-COVID rates, and manufacturers have significantly reduced their acceptance of new vehicle orders. Notably, on October 13, 2022, the West Virginia Purchasing Division—the agency that administers all statewide contracts—did not receive a single bid from local auto dealers when it opened bids for the next statewide vehicle contract. Moreover, that agency was forced to list automobiles on its "Impossible to Bid List"—a remarkable development.

The use of other competitively sourced contracts has proven equally fruitless, as purchasing consortiums across the country grapple with manufacturers who are unable to accommodate orders, unable to produce vehicles on pre-COVID timetables, or unwilling to produce them at established contract pricing. In fact, the Administration has attempted to place several Council-approved vehicle purchases and have had the orders cancelled by manufactures.

The on-lot availability of new vehicles in the region is also exceptionally sparse, and the City is forced into the position of competing with other industries and governmental agencies to acquire vehicles.

Because of these challenges, I have requested that the Purchasing Director and the Director of Fleet Services continually monitor the local and regional vehicle marketplace, including the used auto market, where practical, and to make purchasing recommendations to the Administration and to the City Council when, in their judgment, the direct purchase of one or more vehicles from a vendor ready and willing to sell to the City at reasonable prices under the circumstances is in the best interests of the City.

City Hall | 501 Virginia Street, East | Post Office Box 2749 | Charleston, West Virginia 25330
charlestonwv.gov | 304.348.8014 | 304.348.8157 fax

Resolution No. 748-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 748-22 - Authorizing the Finance Director to establish special revenue fund 097 as the Coordinated Addiction Response Effort (CARE) fund to be used to receive and administer grants, contributions, and appropriations awarded for the operation of the CARE Office and to receive and expend any amounts received under the West Virginia statewide settlement agreements with various pharmaceutical companies relating to opioid-related claims made on behalf of the State of West Virginia and its political subdivisions, as more fully discussed in Resolution No. 623-22, including exhibits, adopted by the City Council of the City of Charleston on March 21, 2022.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Finance Director is authorized to establish special revenue fund 097 as the Coordinated Addiction Response Effort (CARE) fund to be used to receive and administer grants, contributions, and appropriations awarded for the operation of the CARE Office and to receive and expend any amounts received under the West Virginia statewide settlement agreements with various pharmaceutical companies relating to opioid-related claims made on behalf of the State of West Virginia and its political subdivisions, as more fully discussed in Resolution No. 623-22, including exhibits, adopted by the City Council of the City of Charleston on March 21, 2022.

Resolution No. 749-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 749-22 - Authorizing the Mayor or City Manager to execute Change Order No. 1 with McClanahan Construction Company, LLC, in the amount of $423,000, where the dollar amount reflects the allocation of remaining funds from the last asphalt paving cycle to be used for concrete repairs. The cost per quantity of concrete will remain in place with the contractor through the duration of the current contract.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to execute Change Order No. 1 with McClanahan Construction Company, LLC, in the amount of $423,000, where the dollar amount reflects the allocation of remaining funds from the last asphalt paving cycle to be used for concrete repairs. The cost per quantity of concrete will remain in place with the contractor through the duration of the current contract.

Concrete Street Repair Project #E4-03/22-142U

CHANGE ORDER NO.1

Council Approval: **May 2,2022**

Contractor: **McClanahan Construction Company Co., LLC**
744 Poca River Road N.
Poca, WV 25159

Description:

This change order will allow McClanahan Construction Company Co. LLC to repair approximately 18,000 ft^2 of additional concrete pavement, the streets include East Donnally Road, Lower Donnally Road, Roosevelt Avenue and the 600 block alley between Grant Street and Hall Street. The work includes approximately 2,100 square yards of Class K Portland Cement Concrete Pavement at $160/SY and approximately 750 TON of aggregate base at $115/TON. The total amount of this change order is $423,000.

Original Contract Price:	**$969,100.00**
Total of this Change Order:	**$423,000.00**
Total of previously approved Change Orders	**$ 0.00**
Contract Price with all Approved Change Orders	**$1,392,100.00**

Approved by: **Accepted by:**

______________________________ ______________________________

City of Charleston **McClanahan Construction Company Co. LLC**

______________________________ ______________________________

Date **Date**

Resolution No. 750-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 750-22 - Authorizing approval of Amendment No. 4 of the FY 2022-2023 General Fund Budget as indicated on the attached list of accounts.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That Amendment No. 4 of the FY 2022-2023 General Fund Budget as indicated on the attached list of accounts is approved.

General Fund FY 2022-2023 Budget Amendment No. 4 - December 19, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 295 0	Fund Balance	Non-Spendable Fund Balance	12,810	75,931	88,741
001 305 01 0000	Revenue	Business & Occupation Tax	44,819,627	(75,931)	44,743,696
		Net Increase/(Decrease) to Revenues		-	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
					-
		Net Increase/(Decrease) to Expenditures		-	

Description:
Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance expenses.

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 296 0	Fund Balance	Restricted Fund Balance - Capital Outlay	90,946	-	90,946
001 296 0	Fund Balance	Restricted Fund Balance - Debt Service	327,563	-	327,563
		Net Increase/(Decrease) to Revenues		-	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
					-
		Net Increase/(Decrease) to Expenditures		-	

Description:
Restricted Fund Balance - No changes from amounts included in Budget Amendment No. 01

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 297 0	Fund Balance	Committed Fund Balance	4,000,000	17,438	4,017,438
		Net Increase/(Decrease) to Revenues		17,438	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 700 00 000 2 239	Police - Uniform	Fine Supported Training	-	17,438	17,438
		Net Increase/(Decrease) to Expenditures		17,438	

Description:
Committed Fund Balance - To recognize committed fund balance for Police Fine Supported Training in accordance with Section 114-3 subsection (b) of the Municipal Code of the City of Charleston

General Fund FY 2022-2023 Budget Amendment No. 4 - December 19, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 298 0	Fund Balance	Assigned Fund Balance	2,342,350	(776,329)	1,566,021
		Net Increase/(Decrease) to Revenues		(776,329)	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 567 00 000 2 230	Public Grounds	Contracted Services	134,000	(50,000)	84,000
001 975 00 439 4 459	Capital Outlay - General Government	Information Systems - Equipment	549,586	(314,086)	235,500
001 975 00 567 4 459	Capital Outlay - General Government	Public Grounds - Equipment	15,000	29,776	44,776
001 976 00 700 4 459	Capital Outlay - Public Safety	Police - Equipment	1,060,620	(135,285)	925,335
001 976 00 706 4 459	Capital Outlay - Public Safety	Fire - Equipment	4,032,640	(105,862)	3,926,778
001 978 00 800 4 459	Capital Outlay - Health & Sanitation	Refuse - Equipment	1,626,956	(129,478)	1,497,478
001 979 00 900 4 459	Capital Outlay - Culture & Recreation	Parks & Recreation - Equipment	183,394	(71,394)	112,000
		Net Increase/(Decrease) to Expenditures		(776,329)	

Description:
Assigned Fund Balance - To correct amounts from the assigned balance appropriated in Budget Amendment No. 01 that had and had not been ordered at the close of the FY 2022.

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 299 0	Fund Balance	Unassigned Fund Balance	700,000	491,283	1,191,283
		Net Increase/(Decrease) to Revenues		491,283	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 567 00 000 2 230	Public Grounds	Contracted Services	84,000	50,000	134,000
001 975 00 439 4 459	Capital Outlay - General Government	Information Systems - Equipment	235,500	165,822	401,322
001 976 00 700 4 459	Capital Outlay - Public Safety	Police - Equipment	925,355	73,095	998,450
001 978 00 800 4 459	Capital Outlay - Health & Sanitation	Refuse - Equipment	1,497,478	130,000	1,627,478
001 979 00 900 4 459	Capital Outlay - Culture & Recreation	Parks & Recreation - Equipment	112,000	72,366	184,366
		Net Increase/(Decrease) to Expenditures		491,283	

Description:
Unassigned Fund Balance - To correct amounts classified as assigned in Budget Amendment No. 01 for items budgeted but not purchased in FY 2022 and classify as unassigned.

General Fund FY 2022-2023 Budget Amendment No. 4 - December 19, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 299 0	Fund Balance	Unassigned Fund Balance	1,191,283	7,993,475	9,184,758
001 365 00 0000	Revenue	Federal Grants	900,000	(800,000)	100,000
		Net Increase/(Decrease) to Revenues		7,193,475	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 700 00 000 1 103	Police - Uniform	Salary & Wage - Overtime	2,243,242	373,788	2,617,030
001 700 00 000 1 104	Police - Uniform	FICA	168,617	5,423	174,040
001 700 00 001 1 107	Police - Uniform	MPFRS	410,000	31,789	441,789
001 712 00 000 1 103	Traffic Engineering	Salary & Wage - IPT	-	5,000	5,000
001 440 00 000 2 213	General Services	Utilities	241,500	16,700	258,200
001 500 00 000 2 213	Morris Square	Utilities	225,000	15,200	240,200
001 566 00 000 2 213	Public Works	Utilities	100,000	8,800	108,800
001 567 00 000 2 213	Public Grounds	Utilities	1,200	200	1,400
001 700 00 000 2 213	Police - Uniform	Utilities	101,700	16,575	118,275
001 706 00 000 2 213	Fire - Uniform	Utilities	174,400	18,600	193,000
001 712 00 000 2 213	Traffic Engineering	Utilities	185,000	19,400	204,400
001 900 00 000 2 213	Parks & Recreation	Utilities	375,000	38,600	413,600
001 919 00 000 2 213	Stadium	Utilities	215,000	14,700	229,700
001 952 00 000 2 213	Cemetery	Utilities	10,000	1,225	11,225
001 754 00 000 2 216	Equipment Maintenance	Maintenance & Repair - Equipment	230,000	170,000	400,000
001 431 00 000 2 218	Mail Room	Postage	78,750	15,000	93,750
001 417 00 000 2 230	City Attorney	Contracted Services	2,500	20,000	22,500
001 436 00 000 2 230	Building Commission	Contracted Services	544,494	500,000	1,044,494
001 438 00 000 2 230	Election	Contracted Services	22,000	50,000	72,000
001 439 00 000 2 230	Information Systems	Contracted Services	20,000	200,000	220,000
001 700 00 000 3 344	Police - Uniform	Prisoner Other Costs	75,000	125,000	200,000
001 706 00 000 3 345	Fire - Uniform	Uniforms	107,700	46,000	153,700
001 754 00 000 3 343	Equipment Maintenance	Gas, Oil & Tires	1,050,000	250,000	1,300,000
001 975 00 420 4 459	Capital Outlay - General Government	Engineering - Equipment	61,000	23,500	84,500
001 975 00 436 4 459	Capital Outlay - General Government	Building Commission - Equipment	114,000	11,200	125,200
001 975 00 440 4 459	Capital Outlay - General Government	General Services - Equipment	64,000	37,000	101,000
001 976 00 700 4 459	Capital Outlay - Public Safety	Police - Equipment	998,450	115,471	1,113,921
001 976 00 706 4 459	Capital Outlay - Public Safety	Fire - Equipment	3,926,778	133,661	4,060,439
001 977 00 750 4 459	Capital Outlay - Streets & Transportation	Streets - Equipment	822,900	200,500	1,023,400
001 977 00 754 4 459	Capital Outlay - Streets & Transportation	Equipment Maintenance - Equipment	77,000	19,000	96,000
001 978 00 800 4 459	Capital Outlay - Health & Sanitation	Refuse - Equipment	1,627,478	136,019	1,763,497
001 979 00 900 4 459	Capital Outlay - Culture & Recreation	Parks & Recreation - Equipment	184,366	36,000	220,366
001 444 00 000 5 566	Transfers to Other Funds	General Engineering Maintenance Fund	535,000	1,375,000	1,910,000
001 444 02 000 5 566	Transfers to Other Funds	Health Insurance Reserve Fund	-	1,000,000	1,000,000
001 444 07 000 5 566	Transfers to Other Funds	Facilities Maintenance Fund	610,000	560,000	1,170,000
001 444 18 000 5 566	Transfers to Other Funds	Public Safety Center Fund	-	1,000,000	1,000,000
001 903 00 001 5 568	Festivals	Other Contributions - Regatta	-	100,000	100,000
001 408 90 000 1 114	Insurance Clearing	OPEB - Long Term	-	504,124	504,124
		Net Increase/(Decrease) to Expenditures		7,193,475	

Description:
Unassigned Fund Balance - To recognize the remainder of the unassigned fund balance; to reduce the revenue anticipation associated with the application to FEMA's Assistance to Firefighters Grant program for partial reimbursement of the Fire Department's replacement arial platform vehicle; to provide funding for several items projected to exceed the established budget before the end of the fiscal year including overtime costs, utilities, vehicle repairs, postage, election costs, prisoner costs, vehicle fuel, and various vehicles scheduled for replacement; to provide additional funds for dilapidated structure demolitions, document scanning and archiving for the City Attorney's Office, and supplemental contracted technology consultants; to transfer funds to capital outlay funds for crosswalk improvements at the 5 Corners intersection, playground improvements at the Riverview playground on Wertz Avenue, HVAC and roof replacements at Kanawha City Community Center, matching funds for the field turfing project at North Charleston Community Center, and funds for construction of a Public Safety Center; to make a contribution to the Charleston Regatta Commission for the 2023 event; to transfer funds to the employee Health Care Reserve Fund for premium and benefit stabilization; and to establish an OPEB Trust to begin addressing the City's long term retiree health benefit liability.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 751-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 751-22 - Authorizing the Mayor or City Manager to enter into a contract with West Virginia Tractor Company in the amount of $846,393.00 for the purchase of four packer trucks for the Refuse Department, where the purchase price was determined following a competitive bidding process.

Now, therefore, 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 West Virginia Tractor Company in the amount of $846,393.00 for the purchase of four packer trucks for the Refuse Department, where the purchase price was determined following a competitive bidding process. Each packer truck will be equipped with hydraulic tippers at the time of delivery.

		West Virginia Tractor Company	
Item	Quantity	Price	Extension
Packer Truck	4.00	$211,598.25	
1 Items	**Totals**	**$846,393.00**	

Resolution No. 752-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 752-22 - Authorizing the Mayor or City Manager to enter into a one-year renewal contract with Stryker Medical in the amount of $31,577.00 for the ongoing maintenance and support of Stryker-branded LIFEPAK (high performance heart monitor & defibrillator) devices and LUCAS (mechanically assisted chest compression) devices used by the Charleston Fire Department.

Now, therefore, 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 one-year renewal contract with Stryker Medical in the amount of $31,577.00 for the ongoing maintenance and support of Stryker-branded LIFEPAK (high performance heart monitor & defibrillator) devices and LUCAS (mechanically assisted chest compression) devices used by the Charleston Fire Department.

LIFEPAK 15


LIFEPAK 15 MONITOR/DEFIBRILLATOR
12-LEAD
TRANSMIT
PRINT
ON
CPR
CHARGE
LEAD
SIZE
SYNC
NIBP
ALARMS
OPTIONS
EVENT
PACER
RATE
CURRENT
PAUSE

LUCAS 3.0

INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Date: 12/2/22

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: Annual maintenance agreement with Stryker for 17 Lifepack 15s and 4 Lucas devices.

Purchase justification: Agreement is needed to keep the equipment functioning and to comply with WVOEMS requirements.

If approved, the total purchase price will be: $31,577.00

(Check One)

☐ The price is less than the $25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the $25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☒ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

1. Styker Price Quote: $31,577.00

2. ______________________ Price Quote: $__________

3. ______________________ Price Quote: $__________

4. ______________________ Price Quote: $__________

5. ______________________ Price Quote: $__________

The apparent low-bid vendor *meeting specifications* is: Stryker

AND

■ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with ______________________ because:

____

____

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Maintenance agreement is for Stryker equipment.

____

____

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

*(Name & Phone Number)*______________________

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) ______________________________

____

L.F.

Request Submitted By: Lisa Fisher for CFD Department: City Manager's Office

Is this purchase being paid with grant funds? ☐ Yes ☒ No

****

Funds Approval: ______________________ Date: ______________
Authorized Financial Officer

Account Number: 001-706-00-000-2-216 budgeted

City Manager Approval: __________________________ Date:__________________

ProCare Services

stryker

Sales Rep Name:	Austin Long		3800 E. Centre Ave
ProCare Service Rep:	William Paulson		Portage, MI 49009

Date: 11/23/2022
ID #: 221123081116

Billing Acc Num:		Name:	Dave Hodges
Shipping Acct Num:	1080876	Title:	Chief
Account Name	Charleston Fire Dept	Phone:	(304) 348-8098
Account Address	8080 Virginia St W	Email:	david.hodges@charlestonfire.com
City, State Zip	Charleston, WV 25302		

Item No.	Model Number	Model Description	ProCare Program	Qty	Yrs		Total
1	LP15	LifePak 15	LP15 Prevent Onsite NB	17	1		$27,829.00
2	LUCAS	LUCAS	LUCAS Prevent Onsite NB	4	1		$3,748.00

LP15 Prevent Onsite NB:

ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel - does not include batteries

LUCAS Prevent Onsite NB:

ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel - does not include batteries

Unless otherwise stated on contract, payment is expected upfront.

ProCare Total	$31,577.00
FINAL TOTAL	**$31,577.00**

Start Date: 12/1/2022
End Date: 11/30/2023

Stryker Signature   Date   Customer Signature   Date

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at
https://techweb.stryker.com
The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement.

Purchase Order Number

This is not an invoice. A physical invoice will be mailed.
Remit payment to: P.O. Box 93308 Chicago, IL 60673-3308

If contract is over $5,000 please send hard copy PO

COMMENTS

Please email signed Proposal and Purchase Order to procarecoordinators@stryker.com.
All information contained within this quotation is considered confidential and proprietary and is not subject to public disclosure.
**Quote pricing valid for 30 days.

[illegible]

Item No.	Model	Serial Number	Program
1	LP15	38368303	LP15 Prevent Onsite NB
2	LP15	40026511	LP15 Prevent Onsite NB
3	LP15	40025932	LP15 Prevent Onsite NB
4	LP15	39383360	LP15 Prevent Onsite NB
5	LP15	43173517	LP15 Prevent Onsite NB
6	LP15	42146280	LP15 Prevent Onsite NB
7	LP15	41420458	LP15 Prevent Onsite NB
8	LP15	47256579	LP15 Prevent Onsite NB
9	LUCAS	30112098	LUCAS Prevent Onsite NB
10	LUCAS	30136230	LUCAS Prevent Onsite NB
11	LUCAS	3518C032	LUCAS Prevent Onsite NB
12	LUCAS	3518A344	LUCAS Prevent Onsite NB
13	LP15	49549340	LP15 Prevent Onsite NB
14	LP15	49553180	LP15 Prevent Onsite NB
15	LP15	49555833	LP15 Prevent Onsite NB
16	LP15	49556077	LP15 Prevent Onsite NB
17	LP15	49556105	LP15 Prevent Onsite NB
18	LP15	49556115	LP15 Prevent Onsite NB
19	LP15	49556165	LP15 Prevent Onsite NB
20	LP15	49556177	LP15 Prevent Onsite NB
21	LP15	49556211	LP15 Prevent Onsite NB

Purchase Order Form

stryker

Account Manager	
Cell Phone	
Purchase Order Date	
Expected Delivery Date	
Stryker Quote Number	221123081116

Check box if Billing same as Shipping ☐

BILL TO	CUSTOMER #
Billing Account Num	0
Company Name	
Contact or Department	
Street Address	
Addt'l Address Line	
City, ST ZIP	
Phone	

SHIP TO	CUSTOMER #
Shipping Account Num	1080876
Company Name	Charleston Fire Dept
Contact or Department	Dave Hodges
Street Address	8080 Virginia St W
Addt'l Address Line	
City, ST ZIP	Charleston, WV 25302
Phone	(304) 348-8098

Authorized Customer Initials ____________

Authorized Customer Initials ____________

DESCRIPTION		QTY	TOTAL
REFERENCE QUOTE			

Accounts Payable Contact Information

Name ____________

Email ____________

Phone ____________

Stryker Terms and Conditions
https://techweb.stryker.com

Authorized Customer Signature

Printed Name ____________

Title ____________

Signature ____________

Date ____________

Attachment **Stryker Quote Number** 221123081116

*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.

stryker®

LIFEPAK® 15 service

Stryker has been notified by our global parts providers that some components used on certain LIFEPAK 15 monitor/defibrillator models (Part Numbers beginning with V15-2) are no longer available in the market. Service on the LIFEPAK 15 with Part Number beginning with v15-5 or v15-7 is unaffected.

Stryker will continue to offer service support for this subset of the LIFEPAK 15 as follows:

- All service parts with available inventory can be purchased by our end users

- Transactional service (time and material) is available for non-contract customers
    - If a component has failed on your device, your local Sales Representative should be contacted for support

- Contractual service
    - Stryker will continue to offer contractual service on a yearly basis only
    - Preventive maintenance will continue to be done on devices less than eight (8) years old. After this point, we will cease to conduct preventative maintenance and shift to device inspections
    - If a component fails on your device, please contact your local Sales Representative for support. A pro-rated credit for any pre-paid service will be provided should a unit become non-serviceable due to part availability

It is important to note that the LIFEPAK 15 has an expected life of eight (8) years from the date of manufacture. If you are uncertain of the manufacture date of your products, please contact your local Sales Representative for a full fleet assessment.

We want to ensure the highest quality products and services for our customers. As such, it is important to know that Stryker is the only FDA-approved service provider for our products. We do not contract with third party service providers, nor will we be providing them with any additional parts for these repairs. As such, we cannot guarantee the safety and efficacy of any device that is repaired by a third-party service agency.

CITY OF CHARLESTON, West Virginia
Purchase Order Request Form
CHARLESTON FIRE DEPARTMENT

Purchase Order #: ____________

Date: 12/02/22 Account Number#: ____________

Vendor: Stryker Vendor# ____________

Contact: Austin Long Phone# ____________

Address: ____________
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
17	LP15's Prevent Onsite	1,637.00	27,829.00
4	LUCAS Prevent Onsite	937.00	3,748.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		TOTAL	31,577.00

Requested By: Chad Jones

Purpose of Request: Maintenance Service contract to have all equipment covered by a service agreement to comply with WVOEMS requirements.

Operations Chief:
☐ Denied ☐ Approved ____________ Date: ____________

Administrative Chief:
☐ Denied ☐ Approved ____________ Date: ____________

Fire Chief:
☐ Denied ☑ Approved Chad Jones Date: 12/2/2022

PR Form, Revised 10/20/09

Resolution No. 753-22

Introduced in Council: Adopted by Council:

December 19, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 753-22 - Whereas, Fire Department Ambulance 436 was involved in an incident on September 5, 2022, that resulted in significant body damage to the vehicle; and

Whereas, Ambulance 436 is a frontline service vehicle providing emergency medical services to the City of Charleston and surrounding areas; and

Whereas, according to an independent assessment provided by Frontline Appraisals, LLC, the cost of the work necessary to return the vehicle to service is estimated at $43,532.01; and

Whereas, the Administration requests purchasing authority to proceed with the damage repair, including an allowance to provide for any additional repairs that may be uncovered once the work begins.

Now, therefore, 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 Love 2 Hotrod, Inc., in an amount not to exceed $50,000 to repair CFD Ambulance 436, where the vendor was selected based on prior work experience performed for the Fire Department’s ambulance fleet.

Frontline Appraisals, LLC

P.O. Box 11724, Lynchburg, VA 24506-1724
(877) 222-0885 ext. 113
Fax: (866) 312-5246
Email: supplement113@frontlineadjusting.com

Damage Assessed By: Michael Judson
Supplemented By: Michael Judson
Classification: None

Condition Code: Good
Type of Loss: Collision
Date of Loss: 9/ 5/2022
Deductible: 50,000.00
File Number: 136485
Claim Number: 019968

Owner: City of Charleston
Address: Station 2 Washington Street, Charleston, WV
Telephone: Home Phone: (304) 348-8015

Mitchell Service: 910284

Description: 2020 Chevrolet Express Cutaway Van
Vehicle Production Date: 6/20
Type/Component: Truck
Drive Train:
VIN: 1GB3YTEYXLF262538
License: CT-2902 WV
Mileage: 26,408
OEM/ALT: A
Search Code: B870875
Color: Red

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
				Front Bumper			
1	000005	BDY	REMOVE/REPLACE	Frt Bumper Face Bar	** QRP Certified	300.00	1.4
2	000006	BDY	REMOVE/REPLACE	Frt Upr Bumper Cover	** QRP Certified	133.00	1.0 #
3	000009	BDY	REMOVE/REPLACE	Frt Bumper Air Deflector	** QUAL REPL PART	73.00	0.3
4	001140	BDY	REMOVE/REPLACE	R Frt Bumper Bracket	** QUAL REPL PART	136.00	1.4
5	001141	BDY	REMOVE/REPLACE	L Frt Bumper Bracket	** QUAL REPL PART	143.00	1.4
6	000017	BDY	REMOVE/REPLACE	R Frt Bumper Brace	** QUAL REPL PART	18.00	0.1
				Grille			
7	003348	BDY	REMOVE/REPLACE	Grille Assembly	** QRP Certified	547.00	0.4 #
				Front Lamps			
8	000047	BDY	REMOVE/REPLACE	R Frt Combination Lamp Assembly	** QRP Certified	308.00	0.5 #
9	000074	BDY	REMOVE/REPLACE	R Park/Signal/Marker Lamp Assembly	** QUAL REPL PART	84.00	0.2
				Hood			
S1 10	002886	BDY	REMOVE/REPLACE	Hood Panel	88944424	990.00 *	1.1 #
S1 11	003350	BDY	REMOVE/REPLACE	Hood Latch	22872577	82.37 *	0.3
				Cooling			
S1 12	003455	BDY	REMOVE/REPLACE	Cooling Radiator	84462084	508.51	1.6
S1 13	000116	BDY	REMOVE/REPLACE	Upr Cooling Fan Shroud	25868538	152.96	1.6 #
S1 14	000117	BDY	REMOVE/REPLACE	Lwr Cooling Fan Shroud	15751221	152.96	1.6 #
S1 15	000132	BDY	REMOVE/REPLACE	Cooling Fan Blade	15024813	97.01	1.0 #
S1 16	002921	BDY	REMOVE/REPLACE	Cooling Fan Clutch	84387220	340.00	1.0 #
				A/C /Heater/Ventilation			
S1 17	002516	MCH	REMOVE/REPLACE	Add w/Trans Oil Cooler -M			0.5
				Special/Manual Entry			
S1 18	900500	BDY *	REPAIR	Access damaged parts	Existing		10.0*

This estimate has been re-calculated with a modified profile.

				A/C /Heater/Ventilation			
S1 19	000159	MCH	REMOVE/REPLACE	Evacuate & Recharge A/C -M			1.4
S1 20	000160	MCH	REMOVE/REPLACE	A/C Refrigerant Recovery -M			0.3
S1 21	000161	MCH	REMOVE/REPLACE	A/C Condenser -M	23469929	213.70	1.0
				Front Fender			
S1 22	000206	BDY	REMOVE/REPLACE	R Fender Panel	25737844	575.62 *	2.4 #
S1 23	000218	BDY	REMOVE/REPLACE	R Fender Apron Assy	** QUAL REPL PART	329.00	4.5 #
S1 24	003117	BDY	REMOVE/REPLACE	R Fender Splash Shield	15203937	15.19 *	0.1
				Air Bag System			
S1 25	000229	MCH	REMOVE/REPLACE	Air Bag System Diagnosis -M			0.5 #
S1 26	003063	MCH	REMOVE/REPLACE	Air Bag Module-Driver Front -M	84400618	900.90 *	0.4 #
S1 27	003066	MCH	REMOVE/REPLACE	Air Bag Module-Passenger Front -M	84958264	839.92 *	0.8 #
S1 28	002384	MCH	REMOVE/REPLACE	Air Bag SDM Unit -M	13513517	633.36 *	0.7 #
S1 29	001299	MCH	REMOVE/REPLACE	Frt Air Bag Discriminating Sensor -M	13502578	248.85 *	0.3
				Frame			
S1 30	003540	FRM	REMOVE/REPLACE	Frame Assembly -F	ORDER FROM DEALER	3,843.35 *	32.0
				Body Components			
31	931104	MCH	REMOVE/REPLACE	Front End Alignment	Sublet	69.95 *	0.0*
S1 32	931125	BDY	REMOVE/REPLACE	Mount & Balance Tire	Sublet	35.00 *	0.0*
				Wheel			
S1 33	002456	BDY	REMOVE/REPLACE	Frt Wheel	** QUAL REPL PART	150.00	0.3
S1 34	000276	BDY	REMOVE/REPLACE	Wheel Hub Cap	9597161	139.07 *	
S1 35	000278	BDY	REMOVE/REPLACE	Wheel Lug Nut 8@15.50	ORDER FROM DEALER	124.00 *	
S1 36	000279	BDY	REMOVE/REPLACE	Wheel Bolt Cap 8@8.35	9597158	66.80 *	
				Front Suspension			
37	000303	MCH	REMOVE/REPLACE	Bleed Brake System -M			1.0
S1 38	001747	MCH	REMOVE/REPLACE	R Frt Susp Hub Extension -M	20852638	250.76	0.4
S1 39	001755	MCH	REMOVE/REPLACE	R Frt Susp Wheel Hub -M	84915032	334.16	1.0 #
S1 40	003409	MCH	REMOVE/REPLACE	R Frt Susp Sensor -M	ORDER FROM DEALER	73.56	0.9 #
S1 41	000319	MCH	REMOVE/REPLACE	R Frt Susp Brake Hose -M	84286064	42.07	0.3 #
S1 42	000323	MCH	REMOVE/REPLACE	R Frt Susp Steering Knuckle -M	85544427	256.68	1.3 #
43				Explanation Request			
44				Line Markup %25.00		64.17	
S1 45	000325	MCH	REMOVE/REPLACE	R Upr Frt Susp Control Arm Assy -M	25793553	352.12	1.2 #
S1 46	000331	MCH	REMOVE/REPLACE	R Lwr Frt Susp Control Arm Assy -M	20869233	298.09	1.3 #
S1 47	000335	MCH	REMOVE/REPLACE	R Frt Susp Shock Absorber -M	84303234	90.85	0.5 #
S1 48	000341	MCH	REMOVE/REPLACE	Frt Susp Stabilizer Bar -M	15750847	103.39	0.8 #
S1 49	000346	MCH	REMOVE/REPLACE	R Frt Susp Stabilizer Bar Link -M	25747956	49.68	0.5 #
				Front Drive Axle			
S1 50	001421	MCH	REMOVE/REPLACE	R Drive Axle Shaft Assembly -M	88982496	461.93	0.4 #
				Front Steering Linkage/Gear			
S1 51	003053	MCH	REMOVE/REPLACE	Steering Gear -M	84400576	615.26	1.4
S1 52	002501	MCH	REMOVE/REPLACE	Steering Pitman Arm -M	** QUAL REPL PART	104.54	0.2 #
S1 53	002736	MCH	REMOVE/REPLACE	Steering Idler Arm -M	19178433	218.57	0.5
54	000355	MCH	REMOVE/REPLACE	R Inr Steering Tie Rod Kit -M	19257595	114.37	0.3 #
55	002944	MCH	REMOVE/REPLACE	R Otr Steering Tie Rod Kit -M	19352244	142.51	0.3 #
				Windshield			
S1 56	003332	GLS	REMOVE/REPLACE	W/Shield Glass	84252642	603.75 *	2.9 #
S1 57	002824	BDY	REMOVE/REPLACE	W/Shield Adhesive	** QUAL REPL PART	35.00 *	
S1 58	000560	BDY	REMOVE/INSTALL	R W/Shield Air Intake Grille	Existing		0.2 r
				Instrument Panel			
S1 59	000579	MCH	REMOVE/INSTALL	Instrument Panel Assy -M			5.5
S1 60	003491	BDY	REMOVE/REPLACE	Upr Inst Panel Trim Panel	84542281	371.55 *	0.7
S1 61	000584	BDY	REMOVE/REPLACE	Inst Panel Deflector Outlet	23135645	68.17 *	0.2
				Rocker/Pillars			
S1 62	003146	REF	REFINISH	R Rocker Panel		C	1.2
S1 63	003154	BDY	REPAIR	R Door Opening Frame	Existing		6.0* #
				Seat Belts			
S1 64	003528	BDY	REMOVE/REPLACE	R Seat Belt Retractor Assy	ORDER FROM DEALER	209.54 *	0.6 #
S1 65	003529	BDY	REMOVE/REPLACE	L Seat Belt Retractor Assy	ORDER FROM DEALER	109.14 *	0.6 #

This estimate has been re-calculated with a modified profile.

S1	66	003530	BDY	REMOVE/REPLACE	R Seat Belt Buckle	ORDER FROM DEALER	109.38	*	0.2
S1	67	003531	BDY	REMOVE/REPLACE	L Seat Belt Buckle	ORDER FROM DEALER	109.15	*	0.2
					Body Components				
S1	68	931112	BDY	REMOVE/REPLACE	Running Boards	** QUAL REPL PART	1,650.00	*	4.5*
					Dry Van Chassis				
S1	69	844094	BDY	REMOVE/REPLACE	Rear Bumper Face Bar	** QUAL REPL PART	2,495.00	*	4.5*
					Additional Costs & Materials				
S1	70	936001		ADD'L COST	Towing		800.00	*	
	71	936012		ADD'L COST	Hazardous Waste Disposal		3.00	*	
S1	72	936016		ADD'L COST	Weld Thru Primer		10.00	*	
					Special/Manual Entry				
S1	73	900500	BDY *	REMOVE/INSTALL	Ambulance Body	Existing			30.0*
					Additional Operations				
S1	74	933006	FRM	ADD'L OPR	Frame/Rack Set Up				2.0*
					Special/Manual Entry				
S1	75	900500	BDY *	REMOVE/REPLACE	Self Leaveling Caulking	** QUAL REPL PART	125.00	*	1.0*
					Additional Operations				
	76	933000	REF	ADD'L OPR	Two Tone				2.5*
S1	77		REF	ADD'L OPR	Clear Coat				0.5
	78	933003	REF	ADD'L OPR	Tint Color				1.0*
S1	79	933005	BDY	ADD'L OPR	Restore Corrosion Protection		50.00	*	1.0*
	80	933018	REF	ADD'L OPR	Mask For Overspray		10.00	*	0.2*
S1	81	933020	REF	ADD'L OPR	Painted Stripe				4.0*
S1	82	933020	BDY *	ADD'L OPR	Painted Stripe				4.0*
	83				Remove				
	84	933046	REF	ADD'L OPR	Tint Second Color				1.0*
					Special/Manual Entry				
S1	85	900500	MCH *	REPAIR	Prescan With Diag Computer	Existing	0.00		1.0*
S1	86	900500	MCH *	REPAIR	Postscan With Diag Computer	Existing			1.0*
					Additional Costs & Materials				
	87			ADD'L COST	Paint/Materials		510.00	*	

*** - Judgment Item**
 # - Labor Note Applies
**** QRP Certified - Quality Replacement Parts - Certified**
**** QUAL REPL PART - Quality Replacement Parts**
C - Included in Clear Coat Calc
r - CEG R&R Time Used For This Labor Operation

NAPA AUTO PARTS
CALL YOUR LOCAL STORE
OR CALL 1-800-LET-NAPA

(800) 538-6272

52	** 190176	104.54

KEYSTONE-INS QUALITY PRT
5415 WEST MILITARY HWY.
CHESAPEAKE
VA 23321
(757) 988-1990 (800) 322-7795

4	** GM1067158C	136.00
5	** GM1066158C	143.00
7	** GM1200834C	547.00
33	** STL05125U15N	150.00

KEYSTONE-INS QUALITY PRT
2134 INDUSTRIAL BLVD.
BRISTOL
TN 37620
(423) 844-0669 (888) 399-8533

1	** GM1002459DSC	300.00
2	** GM1000693PP	133.00
3	** GM1092226	73.00
6	** GM1066151C	18.00
8	** GM2503233C	308.00
9	** GM2521188C	84.00
23	** GM1249309	329.00

Remarks

Dynamic part pricing not avail and P-Page not avail to determine parts needed for SRS Deployment.

This estimate has been re-calculated with a modified profile.

Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals
Body	85.9	125.00	50.00	0.00	10,787.50
Refinish	10.4	125.00	10.00	0.00	1,310.00
Glass	2.9	44.00	0.00	0.00	127.60
Frame	34.0	130.00	0.00	0.00	4,420.00
Mechanical	25.7	150.00	0.00	0.00	3,855.00
	Non-Taxable Labor				20,500.10
Labor Summary	158.9				20,500.10

II. Part Replacement Summary	Amount
Taxable Parts	21,539.79
Parts Adjustments	64.17
Non-Taxable Parts	104.95
Total Replacement Parts Amount	21,708.91

III. Additional Costs	Amount
Taxable Costs	520.00
Non-Taxable Costs	803.00
Total Additional Costs	1,323.00

Paint Material Method: Rates
Init Rate = 50.00 , Init Max Hours = 99.9, Addl Rate = 0.00

IV. Adjustments	Amount
Insurance Deductible	50,000.00-
Subtotal of Adjustments Exceeds Gross Total	
Customer Responsibility	43,532.01-

I.	Total Labor:	20,500.10
II.	Total Replacement Parts:	21,708.91
III.	Total Additional Costs:	1,323.00
	Gross Total:	43,532.01
IV.	Total Adjustments:	43,532.01-
	Net Total:	0.00
	Less Original Net Total:	0.00
	Net Supplement Amount:	0.00
	S1: Michael Judson	0.00

<u>This is a preliminary estimate.</u>
<u>Additional changes to the estimate may be required for the actual repair.</u>

Insurance Co: WV Corp
Address: 1819 Electric Rd
Roanoke, VA 24018
Telephone: (888) 822-6772

Inspection Site: Station
Address: Station 2 Washington Street
Charleston, WV
Inspection Date: 9/14/2022

Body Shop: Greg Chandler Frame & Body
Address: 620 5th Ave
SAINT ALBANS, WV 25177
Telephone: (304) 722-5510
State Lic. No: 1046-2887

This estimate has been re-calculated with a modified profile.

A copy of this document does not constitute a settlement of this claim, or an offer to settle this claim. All figures are subject to insurance company approval. No communication from FrontLine Appraisals, written or verbal, should be construed as an authorization to undertake any repair on any vehicle.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AUTOMOBILE PARTS NOT MADE BY THE ORIGINAL MANUFACTURER. PARTS USED IN THE REPAIR OF YOUR VEHICLE BY OTHER THAN THE ORIGINAL MANUFACTURER ARE REQUIRED TO BE AT LEAST EQUAL IN LIKE KIND AND QUALITY IN TERMS OF FIT, QUALITY AND PERFORMANCE TO THE ORIGINAL MANUFACTURER PARTS THEY ARE REPLACING.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AFTERMARKET CRASH PARTS THAT ARE NOT MANUFACTURED BY THE ORIGINAL MANUFACTURER OF THE VEHICLE OR BY A MANUFACTURER AUTHORIZED BY THE ORIGINAL MANUFACTURER TO USE ITS NAME OR TRADEMARK. THE USE OF AN AFTERMARKET CRASH PART MAY INVALIDATE ANY REMAINING WARRANTIES OF THE ORIGINAL MANUFACTURER ON THE CRASH PART.

Date: 12/ 8/2022 09:31 AM
Estimate ID: 136485
Estimate Version: 0
Supplement: 1 (F F) 11/15/2022 04:50:42 PM
Profile ID: * VML/VACO

Frontline Appraisals, LLC

P.O. Box 11724, Lynchburg, VA 24506-1724
(877) 222-0885 ext. 113
Fax: (866) 312-5246
Email: supplement113@frontlineadjusting.com

Supplement Delta Report
Comparison of Estimate 136485 Supplement 0 and Supplement 1

Damage Assessed By: Michael Judson
Supplemented By: Michael Judson

Owner: City of Charleston
Vehicle Description: 2020 Chevrolet Express Cutaway Van Truck
Date of Loss: 9/ 5/2022

Line Item	Labor Type	Operation	Line Item Description	Part Type	Dollar Amount		Labor Units	CEG Unit
Changed Entries								
10	BDY	REMOVE/REPLACE	Hood Panel	** QRP Certified	323.00		1.1	1.1T
S1 10	BDY	REMOVE/REPLACE	Hood Panel	88944424<	990.00	*<	1.1	1.1T
11	BDY	REMOVE/REPLACE	R Fender Panel	** QRP Certified	172.00		2.4	2.4T
S1 22<	BDY	REMOVE/REPLACE	R Fender Panel	25737844<	575.62	*<	2.4	2.4T
12	MCH	REMOVE/REPLACE	Air Bag Module-Driver Front -M	84400618			0.4	0.4T
S1 26<	MCH	REMOVE/REPLACE	Air Bag Module-Driver Front -M	84400618	900.90	*<	0.4	0.4T
13	MCH	REMOVE/REPLACE	Air Bag Module-Passenger Front -M	84958264			0.8	0.8T
S1 27<	MCH	REMOVE/REPLACE	Air Bag Module-Passenger Front -M	84958264	839.92	*<	0.8	0.8T
14	FRM	REMOVE/REPLACE	Frame Assembly -F	ORDER FROM DEALEF	3,500.00	*	32.0	32.0T
S1 30<	FRM	REMOVE/REPLACE	Frame Assembly -F	ORDER FROM DEALEF	3,843.35	*<	32.0	32.0T
16	BDY	REMOVE/REPLACE	Mount & Balance Tire	Sublet	20.00	*	0.0*	
S1 32<	BDY	REMOVE/REPLACE	Mount & Balance Tire	Sublet	35.00	*<	0.0*	
18	MCH	REMOVE/REPLACE	R Frt Susp Steering Knuckle -M	Qual Recycled Part	265.00	*	1.3	1.3T
S1 42<	MCH	REMOVE/REPLACE	R Frt Susp Steering Knuckle -M	85544427<	256.68	<	1.3	1.3T
23	BDY	REMOVE/INSTALL	Upr Inst Panel Trim Panel	Existing			0.7	0.7
S1 60<	BDY	REMOVE/REPLACE<	Upr Inst Panel Trim Panel	84542281<	371.55	*<	0.7	0.7T<
29		ADD'L COST	Paint/Materials		144.00	*	0.0	T
87<		ADD'L COST	Paint/Materials		510.00	*<	0.0	T
Added Entries								
S1 11	BDY	REMOVE/REPLACE	Hood Latch	22872577	82.37	*	0.3	0.3T
S1 12	BDY	REMOVE/REPLACE	Cooling Radiator	84462084	508.51		1.6	1.6T
S1 13	BDY	REMOVE/REPLACE	Upr Cooling Fan Shroud	25868538	152.96		1.6	1.6T
S1 14	BDY	REMOVE/REPLACE	Lwr Cooling Fan Shroud	15751221	152.96		1.6	1.6T
S1 15	BDY	REMOVE/REPLACE	Cooling Fan Blade	15024813	97.01		1.0	1.0T
S1 16	BDY	REMOVE/REPLACE	Cooling Fan Clutch	84387220	340.00		1.0	1.0T
S1 17	MCH	REMOVE/REPLACE	Add w/Trans Oil Cooler -M				0.5	0.5
S1 18	BDY	REPAIR	Access damaged parts	Existing			10.0*	
S1 19	MCH	REMOVE/REPLACE	Evacuate & Recharge A/C -M				1.4	1.4
S1 20	MCH	REMOVE/REPLACE	A/C Refrigerant Recovery -M				0.3	0.3
S1 21	MCH	REMOVE/REPLACE	A/C Condenser -M	23469929	213.70		1.0	1.0T
S1 23	BDY	REMOVE/REPLACE	R Fender Apron Assy	** QUAL REPL PART	329.00		4.5	4.5T
S1 24	BDY	REMOVE/REPLACE	R Fender Splash Shield	15203937	15.19	*	0.1	0.1T
S1 25	MCH	REMOVE/REPLACE	Air Bag System Diagnosis -M				0.5	0.5
S1 28	MCH	REMOVE/REPLACE	Air Bag SDM Unit -M	13513517	633.36	*	0.7	0.7T
S1 29	MCH	REMOVE/REPLACE	Frt Air Bag Discriminating Sensor -M	13502578	248.85	*	0.3	0.3T
S1 33	BDY	REMOVE/REPLACE	Frt Wheel	** QUAL REPL PART	150.00		0.3	0.3T

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S1	34	BDY	REMOVE/REPLACE	Wheel Hub Cap	9597161	139.07	*	0.0	T
S1	35	BDY	REMOVE/REPLACE	Wheel Lug Nut	ORDER FROM DEALER	124.00	*	0.0	T
S1	36	BDY	REMOVE/REPLACE	Wheel Bolt Cap	9597158	66.80	*	0.0	T
S1	38	MCH	REMOVE/REPLACE	R Frt Susp Hub Extension -M	20852638	250.76		0.4	0.4T
S1	39	MCH	REMOVE/REPLACE	R Frt Susp Wheel Hub -M	84915032	334.16		1.0	1.0T
S1	40	MCH	REMOVE/REPLACE	R Frt Susp Sensor -M	ORDER FROM DEALER	73.56		0.9	0.9T
S1	41	MCH	REMOVE/REPLACE	R Frt Susp Brake Hose -M	84286064	42.07		0.3	0.3T
S1	45	MCH	REMOVE/REPLACE	R Upr Frt Susp Control Arm Assy -M	25793553	352.12		1.2	1.2T
S1	46	MCH	REMOVE/REPLACE	R Lwr Frt Susp Control Arm Assy -M	20869233	298.09		1.3	1.3T
S1	47	MCH	REMOVE/REPLACE	R Frt Susp Shock Absorber -M	84303234	90.85		0.5	0.5T
S1	48	MCH	REMOVE/REPLACE	Frt Susp Stabilizer Bar -M	15750847	103.39		0.8	0.8T
S1	49	MCH	REMOVE/REPLACE	R Frt Susp Stabilizer Bar Link -M	25747956	49.68		0.5	0.5T
S1	50	MCH	REMOVE/REPLACE	R Drive Axle Shaft Assembly -M	88982496	461.93		0.4	0.4T
S1	51	MCH	REMOVE/REPLACE	Steering Gear -M	84400576	615.26		1.4	1.4T
S1	52	MCH	REMOVE/REPLACE	Steering Pitman Arm -M	** QUAL REPL PART	104.54		0.2	0.2T
S1	53	MCH	REMOVE/REPLACE	Steering Idler Arm -M	19178433	218.57		0.5	0.5T
S1	56	GLS	REMOVE/REPLACE	W/Shield Glass	84252642	603.75	*	2.9	2.9T
S1	57	BDY	REMOVE/REPLACE	W/Shield Adhesive	** QUAL REPL PART	35.00	*	0.0	T
S1	58	BDY	REMOVE/INSTALL	R W/Shield Air Intake Grille	Existing			0.2	0.2
S1	59	MCH	REMOVE/INSTALL	Instrument Panel Assy -M				5.5	5.5
S1	61	BDY	REMOVE/REPLACE	Inst Panel Deflector Outlet	23135645	68.17	*	0.2	0.2T
S1	62	REF	REFINISH	R Rocker Panel			C	1.2	1.2
S1	63	BDY	REPAIR	R Door Opening Frame	Existing			6.0*	8.7
S1	64	BDY	REMOVE/REPLACE	R Seat Belt Retractor Assy	ORDER FROM DEALER	209.54	*	0.6	0.6T
S1	65	BDY	REMOVE/REPLACE	L Seat Belt Retractor Assy	ORDER FROM DEALER	109.14	*	0.6	0.6T
S1	66	BDY	REMOVE/REPLACE	R Seat Belt Buckle	ORDER FROM DEALER	109.38	*	0.2	0.2T
S1	67	BDY	REMOVE/REPLACE	L Seat Belt Buckle	ORDER FROM DEALER	109.15	*	0.2	0.2T
S1	68	BDY	REMOVE/REPLACE	Running Boards	** QUAL REPL PART	1,650.00	*	4.5*	T
S1	69	BDY	REMOVE/REPLACE	Rear Bumper Face Bar	** QUAL REPL PART	2,495.00	*	4.5*	2.7T
S1	70		ADD'L COST	Towing		800.00	*	0.0	
S1	72		ADD'L COST	Weld Thru Primer		10.00	*	0.0	T
S1	73	BDY	REMOVE/INSTALL	Ambulance Body	Existing			30.0*	
S1	74	FRM	ADD'L OPR	Frame/Rack Set Up				2.0*	
S1	75	BDY	REMOVE/REPLACE	Self Leaveling Caulking	** QUAL REPL PART	125.00	*	1.0*	T
S1	77	REF	ADD'L OPR	Clear Coat				0.5	
S1	79	BDY	ADD'L OPR	Restore Corrosion Protection		50.00	*	1.0*	
S1	81	REF	ADD'L OPR	Painted Stripe				4.0*	
S1	82	BDY	ADD'L OPR	Painted Stripe				4.0*	
	83			Remove				0.0	
S1	85	MCH	REPAIR	Prescan With Diag Computer	Existing	0.00		1.0*	
S1	86	MCH	REPAIR	Postscan With Diag Computer	Existing			1.0*	

Global Changes

Labor Rates	From:	To:	Adjustments	From:	To:
Body	50.00	125.00			
Refinish	50.00	125.00			
Mechanical	85.00	150.00			
Frame	50.00	130.00			

Estimate profile calculation settings (other than labor rates and adjustments) have changed.

ESTIMATE RECALL NUMBER: 11/15/2022 15:54:49 136485

Date:	12/ 8/2022 09:31 AM
Estimate ID:	136485
Estimate Version:	0
Supplement:	1 (F F) 11/15/2022 04:50:42 PM
Profile ID:	* VML/VACO

		Amount
Original Estimate:		0.00
Supplement 1	0.00	
Net Supplement Amount		0.00
Net Total		0.00

	Program Calc Versions	Data Versions
Supp 0	7.1.242	SEP_22_V
Supp 1	7.1.242	NOV_22_V

ESTIMATE RECALL NUMBER: 11/15/2022 15:54:49 136485