



# CITY OF CHARLESTON West Virginia



Council Member – 12<sup>th</sup> WARD

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

Finance Committee, Chair  
Parking Committee, Chair  
Ordinance and Rules Committee

**AGENDA**  
**FINANCE COMMITTEE MEETING**  
**Monday, July 3, 2023**  
**7:50 AM**

**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 6-21-2023

**II. RESOLUTIONS:**

- a. Resolution No. 841-23 - Authorizing the Mayor or City Manager to purchase 20 model year 2023 Ford police interceptor SUVs from Thornhill Ford Lincoln.

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

MINUTES  
FINANCE COMMITTEE MEETING  
6:00 P.M., JUNE 21, 2023  
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., June 21, 2023.

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

Joseph Jenkins, Chair  
Brent Burton, Vice Chair  
Becky Ceperley  
Mary Beth Hoover  
Larry Moore  
Chad Robinson  
Shawn Taylor

Absent:  
Chad Robinson

Other Councilmembers present:  
Frank Annie  
Beth Kerns  
Chelsea Steelhammer  
Joe Solomon  
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the June 5, 2023 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 824-23 – Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$1,409,042.00 for a term starting July 1, 2023. Cost of the letter is 0.5% of the amount issued. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims incurred while the City was a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

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

The Mayor or City Manager is authorized to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$1,409,042.00 for a term starting July 1, 2023. Cost of the letter is 0.5% of the amount issued. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims incurred while the City was a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

City Manager, Ben Mishoe, added that the increase is to cover the remaining claims that existed before the City switched from self-insured.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 824-23 approved.

- b. Resolution No. 825-23 – Whereas, the City of Charleston is a member of—and is fiscal agent for—the Metropolitan Drug Enforcement Network Team (“MDENT”);

Whereas, MDENT maintains 17 vehicles in its fleet, which are separately titled to corresponding member law enforcement agencies;

Whereas, the City of Charleston Police Department also operates a Special Enforcement Unit (“SEU”), which utilizes unmarked vehicles in its operation;

Whereas, from time to time, MDENT and SEU must quickly purchase vehicles to further its public safety mission, which necessarily requires covert movements and operations;

Whereas, current vehicle shortages and manufacturing delays has made it difficult for MDENT and SEU to timely acquire vehicles;

Whereas, when vehicles are ready to be purchased on dealer lots, the vehicles are often sold before MDENT or SEU can obtain City Council purchasing approval;

Whereas, the Chief of the Charleston Police Department has requested that the Administration find a way to lessen the burden of acquiring vehicles for MDENT and SEU;

Whereas, on June 6, 2022, City Council approved Resolution Number 664-22, which was similar to this Resolution but only applied to MDENT and expired on June 1, 2023;

Whereas, the Administration recommends that the City Council grant direct purchasing authority to the Mayor or City Manager pursuant to Municipal Code Section 2-486 so vehicles may be acquired in expedited fashion without the need for individual authorizing resolutions;

Whereas, the Mayor or City Manager will ensure that sufficient funds are available within applicable MDENT or SEU accounts prior to purchasing any vehicles; and

Whereas, the Mayor or City Manager will ensure that the purchase of any vehicles adheres to competitive contracting principles to ensure lowest reasonable price is secured;

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

That the Mayor or City Manager is authorized to directly purchase various vehicles for the Metropolitan Drug Enforcement Network Team (“MDENT”) and/or the Special Enforcement Unit (“SEU”) without first obtaining an authorizing resolution from the City Council; provided that any vehicle may not exceed the purchase price of \$40,000, and multiple written quotes for identical or substantially similar vehicles must be obtained

prior to purchase. The City Manager is directed to create a separate purchasing file related to vehicle purchases made under the authority granted by this resolution and is further directed to file a report with the City Clerk regarding all purchases made under this authority within 30 days of the authority's expiration. This authority expires at 5:00 p.m. on June 30, 2024.

Mishoe added that frequently vehicles are sold by the time the purchase is approved by Council. This is a renewal of the resolution that had previously been approved by Council that also adds vehicles for the Special Enforcement Unit.

Councilmember Jenkins asked how many vehicles are anticipated to be purchased. Mishoe replied that two were purchased last year, and at least two are anticipated for this year.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 825-23 approved.

- c. Resolution No. 826-23 – Authorizing the City Manager or the Director of the Mayor’s Office of Economic & Community Development to take all necessary steps to release liens associated with the homeowner rehabilitation programs filed by the Mayor’s Office of Economic & Community Development upon properties after the tenth anniversary of the date upon which the lien was executed.

WHEREAS, since the early 1980s, the Mayor’s Office of Economic & Community Development has administered owner-occupied home rehabilitation programs with the purpose of maintaining safe, affordable, and accessible housing; and

WHEREAS, the rehabilitation programs funded needed capital improvements to owner-occupied homes through payments to the contractors performing the work, as evidenced by a lien on the home in the name of the homeowners, some of which were forgivable and some of which required monthly payments by the homeowners; and

WHEREAS, the Mayor’s Office of Economic & Community Development’s security interest in each home where project funds were invested was typically via a credit line deed of trust that was for 10, 20, or 30 years, or in some instances that was payable upon the change of title; and

WHEREAS, the length of the loans, the lack of resources of the homeowners receiving these loans, and the lack of infrastructure within the Mayor’s Office of Economic & Community Development led to the failure to collect on or enforce many of these liens from the 1990s through 2020; and

WHEREAS, the Mayor’s Office of Economic & Community Development made a policy change on July 1, 2021, to no longer underwrite any loans that require a monthly payment and to no longer initiate a forgivable loan that has a term of more than 10 years; and

WHEREAS, in consultation with officials from the United States Office of Housing and Urban Development, the Mayor’s Office of Economic & Community Development has worked with the City Attorney to recommend an equitable solution for resolving all loans executed prior to July 1, 2021, namely that all liens will be released after they reach the tenth anniversary of their execution in order to implement the policy retroactively such that the previously entered liens are treated as forgivable with maximum term of 10 years; and

WHEREAS, this policy change will provide relief to the homeowners of this program by removing a hurdle that may currently inhibit their ability to obtain private financing for a repair or to sell a property that they are no longer able to maintain, while also helping the Mayor’s Office of Community & Economic Development clear out its backlog of uncollectible loans and implement a policy that will allow for better follow-up and oversight of the remaining existing loans and new forgivable loans.

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

That the City Council for the City of Charleston authorizes the City Manager or the Director of the Mayor's Office of Economic & Community Development to take all necessary steps to release liens associated with the homeowner rehabilitation programs filed by the Mayor's Office of Economic & Community Development upon properties after the tenth anniversary of the date upon which the lien was executed.

Mishoe added that for decades the MOECD has been doing rehabilitation loans in a variety of forms, and still have loans from the 1980s still on their books. With Council approval, they changed their policy in July 2021 that they would only issue forgivable, 10-year loans. The proposed resolution retroactively applies that same standard to pre-existing loans.

Councilmember Taylor confirmed with Mishoe that any exiting loan older than ten years would be automatically forgiven.

Councilmember Jenkins asked what the incentive for someone would be to pay back this type of loan. Andy Backus, MOECD Director, replied that HUD does not require any repayment. At some point, the City decided to make some of these loans repayable. It is now more burdensome for the City to track these loans/liens. If the house sells within the ten years, the City will get a portion of that loan amount back. Councilmember Jenkins summarized that the City is essentially issuing a 10-year grant and placing a lien on the property.

From the audience, Councilmember Pepper confirmed that the loans are essentially forgiven.

Mishoe added that the point of the loans is so that homeowners can get funds for necessary repairs that they would not otherwise be able to afford.

From the audience, Councilmember Kerns confirmed that this loan was for homeowners, not for the purpose of flipping houses.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 826-23 approved.

- d. Resolution No. 827-23 – Authorizing the Mayor or City Manager to enter into contract with Tyler Technologies, Inc. for the purchase of software and services associated with the replacement of the City’s Enterprise Resource Planning system for the management of the City’s accounting, budgeting, purchasing, human resources, payroll, permitting, licensing, and civic services functions at a cost of \$1,650,984.00 for the initial three year term for software as a service fees and implementation costs, excluding estimated travel expenses \$35,620.00 to be billed as incurred. Software as a service fees for years four through ten of the contract term may escalate by no more than 3% per year from the base annual fee of \$344,957.00. This purchase was determined through a competitive expressions of interest process where a committee of multidisciplinary City staff received and reviewed proposals from firms and held on-site system demonstrations from various software providers before making a recommendation for award.

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

That the Mayor or City Manager is authorized to enter into contract with Tyler Technologies, Inc. for the purchase of software and services associated with the replacement of the City’s Enterprise Resource Planning system for the management of the City’s accounting, budgeting, purchasing, human resources, payroll, permitting, licensing, and civic services functions at a cost of \$1,650,984.00 for the initial three year term for software as a service fees and implementation costs, excluding estimated travel expenses \$35,620.00 to be billed as incurred. Software as a service fees for years four through ten of the contract term may escalate by no more than 3% per year from the base annual fee of \$344,957.00. This purchase was determined through a competitive expressions of interest process where a committee of multidisciplinary City staff received and reviewed proposals from firms and held on-site system demonstrations from various software providers before making a recommendation for award.

Mishoe added that the current system, Eden, has been in place since 2002 and will soon no longer be supported. Of the four received proposals, the committee selected Tyler Technologies as they were the only vendor that could supply everything the City needed. \$1.5 million has already been budgeted in anticipation for this need. The annual fee is larger than what the City currently pays, but it provides more features.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 827-23 approved.

- e. Resolution No. 828-23 – Authorizing the Mayor or City Manager to enter into a contract with Heidelberg Materials to purchase various classes of Portland Cement on an as-needed basis at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

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 Heidelberg Materials to purchase various classes of Portland Cement on an as-needed basis at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

Mishoe added that the City received one bid. The resolution locks the price for one year with no minimum purchase.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 828-23 approved.

- f. Resolution No. 829-23 – Authorizing the Mayor or City Manager to purchase one hundred and seventy four (174) Glock handgun optics from Markl Supply Company, Inc. in the amount of \$59,530.62 for the Police Department where the purchase price was determined by a competitive bidding process and the majority of funds (\$56,130.74) come from a gift devised to the Charleston Police Department from the Estate of Norma Shuck Levy in memory of her father, former Charleston police officer Edgar N. Shuck.

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

That the Mayor or City Manager is authorized to purchase Glock handgun optics from Markl Supply Company, Inc. in the amount of \$59,530.62 for the Police Department where the purchase price was determined by a competitive bidding process.

Mishoe added that the purchase is a companion to the previous purchase to replace handguns for the CPD with modern, hi-tech optics.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 829-23 approved.

- g. Resolution No. 830-23 – Authorizing the Mayor or City Manager to purchase one hundred and seventy-four (174) handgun holsters from Galls in the amount of \$27,944.40 for the Police Department where the purchase price was provided under the Galls West Virginia Department of Corrections State Contract.

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

That the Mayor or City Manager is authorized to purchase one hundred and seventy-four (174) handgun holsters from Galls in the amount of \$27,944.40 for the Police Department where the purchase price was provided under the Galls West Virginia Department of Corrections State Contract.

Mishoe added that the purchase will do sone under state contract.

From the audience, Councilmember Solomon confirmed with Mishoe that the funding will come from the Asset Forfeiture fund.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 830-23 approved.

- h. Resolution No. 831-23 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2023, and ending June 30, 2024.

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 Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2023, and ending June 30, 2024.

Mishoe added that the resolution is an annual renewal that the CPD has with various other law enforcement agencies in the region.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 831-23 approved.

- i. Resolution No. 832-23 – Authorizing the Mayor or City Manager to purchase sixty-four (64) computers for various departments from HP Inc. in the total amount of \$51,990.00, where the purchase price was provided under a West Virginia State Contract.

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

That the Mayor or City Manager is authorized to purchase sixty-four (64) computers for various departments from HP Inc. in the total amount of \$51,990.00, where the purchase price was provided under a West Virginia State Contract.

Mishoe added that the purchase is for regular inventory rotation.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 832-23 approved.

- j. Resolution No. 833-23 – Re-appointing an Audit Committee in accordance with the West Virginia State Auditor’s Office Chief Inspector Division Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments for the purposes of procuring audit services and overseeing any correction associated with any audit findings or concerns. The committee shall be made up by those serving in the positions of Council Finance Committee Chairman, City Auditor, Assistant City Auditor, City Manager, and Finance Director. The appointments are effective for a period ending June 30, 2027. The City Auditor shall serve as the primary contact for the audit procurement process.

WHEREAS, City Council previously appointed an Audit Committee on May 17, 2021, by Resolution Number 480-21, with the appointments ending on June 30, 2023;

WHEREAS, The City of Charleston desires to re-appoint the same positions to the Audit Committee for a four-year term, with the appointments ending on June 30, 2027;

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

That there is hereby re-appointed an Audit Committee for the purposes of procuring audit services and overseeing any correction associated with any audit findings or concerns. The committee shall be made up by those serving in the positions of Council Finance Committee Chairman, City Auditor, Assistant City Auditor, City Manager, and Finance Director. The appointments are effective for a period ending June 30, 2027. The City Auditor shall serve as the primary contact for the audit procurement process.

Mishoe added that the resolution is reappointed the Committee which was created several years ago for the purposes of securing audits, reviewing audits and developing action plans. The members are named by their position.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 833-23 approved.

- k. Resolution No. 834-23 – Authorizing the Mayor or City Manager to enter into a contract with Compass Minerals America, Inc. for the purchase of approximately 6,000 tons of road salt at a rate of \$99.70 per ton pursuant to a competitive bidding process, where the contract quantity will be “as needed” with no minimum amount required and where the price will remain fixed for one year.

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

That the Mayor or City Manager to enter into a contract with Compass Minerals America, Inc. for the purchase of approximately 6,000 tons of road salt at a rate of \$99.70 per ton pursuant to a competitive bidding process, where the contract quantity will be “as needed” with no minimum amount required and where the price will remain fixed for one year.

Mishoe added that the contract is for a one-year term to purchase salt as needed at a fixed rate.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 834-23 approved.

- I. Resolution No. 835-23 – Authorizing the Mayor or City Manager to purchase 2 ambulances for the Charleston Fire Department from Atlantic Emergency Solutions using fiscal year 2023 funds in the amount of \$263,330.00 per unit, where one unit is a scheduled replacement and one is to replace wrecked unit #438 with insurance proceeds pending, and where the purchase price was provided through a competitively sourced government contract with HGAC.

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

That the Mayor or City Manager is authorized to purchase 2 ambulances for the Charleston Fire Department from Atlantic Emergency Solutions using fiscal year 2023 funds in the amount of \$263,330.00 per unit, where the purchase price was provided through a competitively sourced government contract with HGAC.

Mishoe added that the lead time for purchasing ambulances is outrageous, so they reacted quickly when they received word that there were two vehicles in production. One vehicle will replace an ambulance that was totaled, and the other is routine rotation.

Councilmember Jenkins asked if it were possible to keep the older vehicle in service longer to have more in service. Finance Director, Andy Wood, replied that there are five front-line staffed ambulances with three spares. There are eight fire stations, five that have staffed ambulances.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 835-23 approved.

- m. Resolution No. 836-23 – Authorizing the Mayor or City Manager to purchase 2 ambulances for the Charleston Fire Department from Atlantic Emergency Solutions using fiscal year 2024 funds in the amount of \$264,764.00 per unit, where both units are scheduled replacements, and where the purchase price was provided through a competitively sourced government contract with HGAC.

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

That the Mayor or City Manager is authorized to purchase 2 ambulances for the Charleston Fire Department from Atlantic Emergency Solutions using fiscal year 2024 funds in the amount of \$264,764.00 per unit, where the purchase price was provided through a competitively sourced government contract with HGAC.

Mishoe added that the purchase would be for routine inventory rotation.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 836-23 approved.

- n. Resolution No. 838-23 – Authorizing the Mayor or City Manager to purchase a total of four 2024 Chevrolet Trax LS for the Building Commission from National Auto Fleet Group, for a per-unit cost of \$21,051.91 and the total amount of \$84,207.65 pursuant to a competitively sourced multi-state contract. These will replace Building Commission units 545, 551, 552, and 553 as part of the fleet rotation schedule.

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

That the Mayor or City Manager is authorized to purchase a total of four 2024 Chevrolet Trax LS for the Building Commission from National Auto Fleet Group, for a per-unit cost of \$21,051.91 and the total amount of \$84,207.65 pursuant to a competitively sourced multi-state contract.

Mishoe added that four units have reached their ten-year lifespan and need replacement.

From the audience Councilmember Pepper asked if they have looked into whether electric vehicles were more cost effective. Mishoe replied that it has been discussed, but the infrastructure is not yet sufficient to support it. Director of Public Works, Brent Webster, added that the City technicians would also need to be properly trained in maintenance. Mayor Goodwin added that would be the eventual goal.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 838-23 approved.

- o. Resolution No. 839-23 – Proclaiming that the Council for the City of Charleston acknowledges and accepts the terms and conditions of that certain agreement known as the “Kroger West Virginia Statewide Settlement Agreement”—an agreement among the State of West Virginia and its various subdivisions, and The Kroger Co. —and authorizing the Mayor or City Manager to execute “West Virginia Local Government Election and Release Form,” which is attached to, and incorporated in, the above-named settlement agreement.

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

That the Council for the City of Charleston proclaims that it acknowledges and accepts the terms and conditions of that certain agreement known as the “Kroger West Virginia Statewide Settlement Agreement”—an agreement among the State of West Virginia and its various subdivisions, and The Kroger Co. —and authorizing the Mayor or City Manager to execute “West Virginia Local Government Election and Release Form,” which is attached to, and incorporated in, the above-named settlement agreement.

Mishoe added that this is the last part of the opioid settlement.

Councilmember Jenkins added that the City will get their much smaller percentage according to the previously approved settlement agreement.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 839-23 approved.

- p. Resolution No. 840-23 – Authorizing the creation of a joint development entity pursuant to W.Va. Code §7-12-9b with The County Commission of Kanawha County, West Virginia, authorizing the City Manager and the City Attorney to negotiate, execute and deliver any documents necessary to incorporate such joint development entity, and approving the initial directors of such joint development entity.

WHEREAS, The City of Charleston, West Virginia (the “City”) is working with The County Commission of Kanawha County, West Virginia (the “County Commission”) to design, construct, equip, finance, operate and maintain an indoor sports center to be known as the Capital Sports Center (the “Sports Center”); and

WHEREAS, the City and the County Commission desire to form a joint development entity as permitted under Chapter 7, Article 12 of the Code of West Virginia, 1931, as amended (the “Act”), related to the Sports Center; and

WHEREAS, Section 9b of the Act permits any combination of two or more county governing bodies and municipal governing bodies to organize and jointly own all of the ownership interests in a corporation for the sole purpose of jointly developing and owning any joint economic development project; and

WHEREAS, the City desires to join with the County Commission to incorporate a corporation in accordance with Section 9b of the Act to be named the Capital Sports Center Development Association, Inc. (the “Joint Development Entity”); and

WHEREAS, the Joint Development Entity shall be a public corporation and a political subdivision and instrumentality of the City and the County Commission and have the powers, rights and privileges set forth in sections seven, eight, nine, ten, eleven, twelve and fourteen of the Act in addition to those granted to corporations under West Virginia law; and

WHEREAS, the City desires that its City Attorney, as incorporator, to work with the County to finalize and file Articles of Incorporation for the Joint Development Entity in substantially the form attached hereto as Exhibit A with the Secretary of State of the State of West Virginia; and

WHEREAS, the City agrees the initial directors of the Joint Development Entity shall consist of five directors, with two being chosen by the City, two being chosen by the County, and one being mutually agreed upon by both the City and County, with Kyle Mork and Nancy Bruns being the Initial Directors appointed by the City, and Steve White being the initial director mutually agreed upon by the City and County.

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

That in consideration of the foregoing, the City Council of the City of Charleston hereby

agrees and directs as follows:

The City specifically adopts the findings and determinations set forth in the above recitals.

The City hereby approves the creation of the Joint Development Entity.

The City Attorney is hereby authorized, for and on behalf of the City, to negotiate, execute and deliver any documents necessary to incorporate the Joint Development Entity.

The City hereby approves the Initial Directors.

The City hereby ratifies and confirms the acts of any officer or employee of the City in furtherance of the incorporation of the Joint Development Entity.

This Resolution shall take effect upon its adoption.

Mishoe added that a variety of options were discussed, and ultimately all parties agreed that the proposed resolution was the most effective.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 840-23 approved.

- q. Bill No. 7997 – A BILL to amend the Municipal Code of the City of Charleston by amending and reenacting Sections 110-81 and 110-145 of Chapter 110, relating to correcting inadvertent errors made in the year 2022 with respect to expanding the ability of small businesses to obtain consent from the city collector to pay business and occupation taxes on an annual basis.

WHEREAS, the City Council for the City of Charleston previously adopted Bill No. 7981 on December 5, 2022, expanding the ability of small businesses to obtain consent from the city collector to pay business and occupation taxes on an annual basis; and

WHEREAS, Bill No. 7981 contained inadvertent errors effecting Sections 110-81 and 110-145 of Chapter 110 of the Municipal Code of the City of Charleston; and

WHEREAS, this bill will apply the intended effects of Bill No. 7981 to the correct Code Sections; and

WHEREAS, these changes are made retroactive to the adoption of Bill No. 7981 on December 5, 2022.

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

That Sections 110-81 and 110-145 of the Municipal Code of the City of Charleston be amended and re-enacted to read as follows:

CHAPTER 110 – TAXATION.

ARTICLE II. – BUSINESS AND OCCUPATION TAX.

DIVISION 3. – PAYMENTS, RETURNS, AND RECORDS.

Sec. 110-81. – Tax cumulative.

(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 they deems 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 contract, 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.

## CHAPTER 110 – TAXATION.

### ARTICLE II. – BUSINESS AND OCCUPATION TAX.

#### DIVISION 5. – TAX COLLECTION.

##### 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 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 \$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 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 ensure 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 ensure payment of the business and occupation tax, 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 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 ensure 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.

(a) The tax imposed by this article, if not paid when due, shall bear interest at the rate of at least eight percent per annum from the due date of the return until paid. The city collector may charge an interest rate equal to the adjusted rate charged by commercial banks to large business, in the manner described in W. Va. Code § 11-10-17a.

(b) If any taxpayer fails to make the return or any quarterly installment required by this article, or make his return but fails to remit, in whole or in part, the proper amount of tax, there shall be added to the amount of tax unpaid, from the date such tax should have been paid, a penalty in the amount of five percent of the tax for the first month, or fraction thereof, of delinquency, and one percent of the tax for each succeeding month, or fraction thereof of delinquency provided, that if such failure is due to reasonable cause, the city collector may waive, with final approval from the city manager, in whole or in part, these penalties. Additionally, if the failure to pay is due to fraud or intent to evade any such tax there shall be added an additional penalty of 25 percent of the tax owed, exclusive of penalties.

(c) Interest and penalties may be collected in the same manner as the tax imposed by this article.

Councilmember Jenkins added that the bill puts the current State Law into the City Code. The Jobs Act encourages the contractors/vendors to hire locally for fully funded City projects.

City Attorney, Kevin Baker, added that Bill No. 7981 accidentally referenced the incorrect section number, essentially overwriting a different section of Code. The proposed bill puts everything back to the way that it was intended.

Councilmember Burton moved to approve the Bill. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Bill No. 7997 approved.

- r. Bill No. 7998 – A BILL to amend and reenact sections 2-712 and 2-713 of the Municipal Code of the City of Charleston, as amended, all relating to updating reporting requirements; clarifying that the BID may receive funds from sources other than the special assessment fees to be deposited into the BID Fund; reducing the assessment invoices from quarterly to twice a year; and defining the term surplus.

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

That sections 2-712 and 2-713 of the Municipal Code of the City of Charleston, as amended, are amended and reenacted, all to read as follows:

ARTICLE VII. – BOARDS, COMMITTEES AND COMMISSIONS.

DIVISION 11. – CITY CENTER BUSINESS IMPROVEMENT DISTRICT.

Sec. 2-712. – Board Members Terms, Appointment, Powers, and Duties.

(a) The City Center BID Board shall consist of seven members, appointed by the Mayor with the approval of City Council. The initial appointments shall be staggered such that two members are appointed for 5-year terms, one member is appointed for a 4-year term, two members are appointed for 3-year terms, one member is appointed for a 2-year term, and one member is appointed for a 1-year term. After the initial appointments, all subsequent appointments shall be for terms of 5 years. At all times, a majority of City Center BID Board members shall be owners of commercial property situated within the boundaries of the City Center BID. Members of the Board may not receive compensation, either directly or indirectly, for service on the Board.

(b) The City Center BID Board shall have the following powers and duties:

(1) Oversee the operations of the City Center BID;

(2) Adopt bylaws to govern the procedures of the City Center BID;

(3) Adopt an annual budget;

(4) To prepare spending requests to be submitted to the City Manager, or his or her designee, who shall act as the fiscal agent for the City Center BID;

(5) Calculate and provide to the City Collector and City Clerk the annual amount due by each commercial property owner within the City Center BID within 30 days of the adoption of this ordinance and by July 1 May 15 of each subsequent year, along with a proposed budget for the upcoming fiscal year and the recommended program of services to be performed or provided within the district for the upcoming fiscal year;

(6) Coordinate and plan the Clean and Safe line of business within the City Center BID;

(7) Coordinate and plan the Entertainment and Recreation line of business for the City Center BID;

(8) Coordinate and plan the Beautification and Image line of business within the City Center BID;

(9) Collaborate on efforts for the City Center BID with the City of Charleston and

other community partners;

(10) Seek out gifts, apply for grants, and obtain revenue from other available sources; and

(10) (11) Submit an annual report on or before May 15, 2022, and by May 15 September 30 each year thereafter, to City Council that includes, at a minimum, the following:

(A) An itemized statement of its receipts and disbursements for the preceding fiscal year;

(B) A description of its activities for the preceding fiscal year;

(C) A recommended The program of services to be performed or provided within the district for the coming current fiscal year; and

(D) A proposed An overview of its budget to and statement regarding any additional funding needed to accomplish its objectives.

(c) Meetings of the City Center BID Board are subject to the West Virginia Open Governmental Proceedings Act, West Virginia Code Chapter 6, Article 9A. Members of the City Center BID are subject to the West Virginia Governmental Ethics Act, West Virginia Code Chapter 6B.

#### Sec. 2-713. – Creation of Fund; Rate and Manner of Fees.

(a) There is hereby created a special revenue fund within the city treasury to be known as the City Center BID Fund, along with any subaccounts deemed necessary by the district board.

(b) The City Center Business Improvement District FY2021 BID Work Plan and Budget sets the rate of annual fees for the City Center BID on each private for-profit property owner at the equation of (total land lot size square footage x .075) + (total building square footage x .03325). The maximum rate of any annual fees that may be imposed upon a single commercial property in the City Center BID, as calculated by the aforementioned formula, will be \$25,000 annually. It is anticipated that cumulative revenue from the initial annual fee will be \$100,000. The City Center BID Board provided the assessed amounts for FY2021 to the City in December 2021. For each subsequent year, the City Center BID Board shall provide to the City Collector the assessed amounts no later than May 15. Pursuant to West Virginia Code § 8-13A-12, City Council may levy the assessments by ordinance upon receipt of the proposal from the City Center BID Board. City Council levies the assessments for FY2021 as shown in the attached Exhibit A. City Council shall levy the rates for future each fiscal years year after the City Center BID Board provides the assessments.

(1) Pursuant to West Virginia Code § 8-13A-12(a), the levy amount shall be “only to the extent necessary to fund the budget proposed by the district board” and “[a]ny surplus in the fund in a fiscal year shall be applied to reduce the amount of service fees required for the next fiscal year.”

(2) As used in this section, the term “surplus” shall mean the amount by which the service fees collected in a full fiscal year exceed the budgeted amount of anticipated service fee revenue used to fund the ongoing operations and services of the City Center BID District. The term “surplus” shall not include, and the calculation of any surplus shall not take into consideration, any gifts, grants, or other appropriations that are designated for specific projects or purposes that are separate from the general ongoing operations and services of the City Center BID District.

(c) Any person who desires to challenge the City Center BID Board assessment shall file a petition for reassessment with the City Collector within 30 days of receiving notice of the assessment. The petition shall state the reasons the person is seeking the reassessment. After the filing of a petition, the City Collector shall set the petition for an administrative hearing and give the Board an opportunity to respond in writing in advance of the hearing. The petitioner and the Board may represent themselves or be represented by counsel at the administrative hearing. The City Collector, or a hearing examiner designated by the City Collector, shall conduct an informal and impartial administrative hearing and make a prompt decision on the petition for reassessment after hearing all of the evidence and argument. An appeal of the City Collector’s decision may be taken by the petitioner or the Board to the Circuit Court of Kanawha County within 30 days of the City Collector’s decision.

(d) The fees assessed by the City Center BID upon the property owners shall be collected through the City of Charleston’s City Collector on a quarterly biannual (twice per year) basis. The collection efforts from the City Collector shall clearly state it is assessing fees for the City Center BID. All funds collected from the fees shall be placed in the City Center BID Fund created by this section. The City Center BID Fund may also receive other voluntary contributions.

(e) Notwithstanding any provision of this Code to the contrary, any expenditure authorized by the City Center BID Board from the City Center BID Fund up to \$100,000 is exempt from the purchasing rules of the City of Charleston. Any individual expenditure in excess of \$100,000 by the City Center BID Board shall require City Council approval prior to authorization. The City Center BID Board shall generally submit requests for Purchase Orders to the City Manager’s Office in advance of any purchase being made, which the City Manager will approve as long as the vendor is in good standing with the City Collector’s Office and there are no other legal issues with payment.

(f) The City Collector shall have plenary power and authority to promulgate any rules necessary to carry out the assessment, hearing, and collection provisions of this Article. The City Collector shall work in conjunction with the City Center BID Board to develop such rules.

Baker added that that the proposed bill makes some updates to the BID District based on its eighteen months of previous operation.

Councilmember Burton moved to approve the Bill. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Bill No. 7998 approved.

Councilmember Burton motioned to adjourn the meeting.  
Meeting adjourned.

Resolution No. 841-23

Introduced in Council:

Adopted by Council:

July 3, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 841-23 - Authorizing the Mayor or City Manager to purchase 20 model year 2023 Ford police interceptor SUVs from Thornhill Ford Lincoln in the amount of \$848,980.00, where the purchase price was determined through a competitively sourced statewide contract.

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

Authorizing the Mayor or City Manager to purchase 20 model year 2023 Ford police interceptor SUVs from Thornhill Ford Lincoln in the amount of \$848,980.00, where the purchase price was determined through a competitively sourced statewide contract.

|                 |                                                                                             |                          |  |
|-----------------|---------------------------------------------------------------------------------------------|--------------------------|--|
| <b>Date:</b>    | 6/27/2023                                                                                   | <b>Purchase Order #:</b> |  |
| <b>Vendor:</b>  | Thornhill Ford Lincoln                                                                      | <b>Phone #:</b>          |  |
| <b>Contact:</b> | Charles Ellis                                                                               | <b>Fax:</b>              |  |
| <b>Address:</b> | 500 Ford Fairlane, US Route 119 North, Chapmanville, WV 25508<br>(Street, City, State, Zip) |                          |  |



# State of West Virginia Agency Master Agreement

Order Date: 2022-08-16

CORRECT ORDER NUMBER MUST  
APPEAR ON ALL PACKAGES,  
INVOICES, AND SHIPPING PAPERS.  
QUESTIONS CONCERNING THIS  
ORDER SHOULD BE DIRECTED TO  
THE DEPARTMENT CONTACT.

|                       |                                                       |                          |                                                                                                        |
|-----------------------|-------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------|
| Order Number:         | AMA 0612 9113 DPS2300000004 2                         | Procurement Folder:      | 1068766                                                                                                |
| Document Name:        | Open End Contract/Blue & Gold Police Utility Vehicles | Reason for Modification: | Change Order #1 - to correct contract pricing.<br>Incorrect pricing listed. Blue & Gold pricing listed |
| Document Description: | Police Utility Vehicles/Open End Contract             |                          |                                                                                                        |
| Procurement Type:     | Agency Master Agreement                               |                          |                                                                                                        |
| Buyer Name:           | Carole Woodyard                                       |                          |                                                                                                        |
| Telephone:            | (304) 746-2141                                        |                          |                                                                                                        |
| Email:                | carole.a.woodyard@wvsp.gov                            |                          |                                                                                                        |
| Shipping Method:      | Best Way                                              | Effective Start Date:    | 2022-08-16                                                                                             |
| Free on Board:        | FOB Dest, Freight Prepaid                             | Effective End Date:      | 2023-08-15                                                                                             |

| VENDOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DEPARTMENT CONTACT |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|-------------------------------------------------------------------------------------------------------------------|
| Vendor Customer Code: 000000111679<br>THORNHILL GROUP INC<br>500 FORD FAIRLANE<br><br>CHAPMANVILLE WV 25508<br>US<br>Vendor Contact Phone: 304-855-8300 Extension:<br><br>Discount Details:<br><table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table> |                    | Discount Allowed    | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No |  |  | #3 | No |  |  | #4 | No |  |  | Requestor Name: Carole Woodyard<br>Requestor Phone: (304) 746-2141<br>Requestor Email: carole.a.woodyard@wvsp.gov |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Discount Allowed   | Discount Percentage | Discount Days       |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |
| #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No                 | 0.0000              | 0                   |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |
| #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |
| #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |
| #4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                   |

| INVOICE TO                                                                                 | SHIP TO                                                                                    |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| WEST VIRGINIA STATE POLICE<br>4124 KANAWHA TURNPIKE<br><br>SOUTH CHARLESTON WV 25309<br>US | WEST VIRGINIA STATE POLICE<br>4124 KANAWHA TURNPIKE<br><br>SOUTH CHARLESTON WV 25309<br>US |

|                     |          |
|---------------------|----------|
| Total Order Amount: | Open End |
|---------------------|----------|

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT AUTHORIZED SIGNATURE<br>SIGNED BY : Carole Woodyard<br>DATE: 2022-08-16<br>ELECTRONIC SIGNATURE ON FILE |
|--------------------------------------------------------------------------------------------------------------------|

# Bid Form

| DPS                                                                                                                                                                               |                                                                      | BID OPENING:               |              |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------|--------------|-----------------|
| Item #                                                                                                                                                                            | Description                                                          | *Estimated Annual Quantity | Unit Price   | Extended Price  |
| 1.                                                                                                                                                                                | 2022 Or present model year, Four (4) Door Police Utility Vehicle     | 150                        | \$42449.00   | \$6,367,350.00  |
|                                                                                                                                                                                   | Price with Custom Paint for West Virginia State Police (Blue & Gold) |                            | \$ 42924.00  | \$ 6,438,600.00 |
|                                                                                                                                                                                   | Price without Custom Paint                                           |                            | \$42449.00   | \$6,367,350.00  |
|                                                                                                                                                                                   |                                                                      |                            | <b>Total</b> | <b>\$</b>       |
| <b>Bidder / Vendor Information:</b><br>Name: THORNHILL FORD<br>Address: 500 FORD FAIRLANE CHAPMANVILLE WV 25508<br>Phone #: 304-855-8300<br>Email Address: ceellis@mail.com       |                                                                      |                            |              |                 |
| <b>Contact Coordinator Information:</b><br>Name: CHARLES ELLIS<br>Address: 500 FORD FAIRLANE<br>CHAPMANVILLE WV 25508<br>Phone #: 304-855-8300<br>Email Address: ceellis@mail.com |                                                                      |                            |              |                 |
| *Quantities are estimated annual usage for bidding purposes and bidder's information.                                                                                             |                                                                      |                            |              |                 |

3.0I V6 ECOBOOST \$45823.00

3.3L HYBRID \$44975.00