



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
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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
Tuesday, January 21, 2025
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

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

I. DISCUSSION:

- a. Approval of Previous Minutes 1-9-2025

II. RESOLUTIONS:

- a. Resolution No. 25-002 – Approving a revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium.
- b. Resolution No. 25-006 - Authorizing the Mayor or City Manager to purchase a mobile column truck lift system for Equipment Maintenance from NAPA Auto Parts.
- c. Resolution No. 25-007 – Authorizing the Finance Director to establish capital projects fund 213 as the Municipal Auditorium Project Fund.
- d. Resolution No. 25-008 - Authorizing approval of Amendment No. 5 of the FY 2024-2025 General Fund Budget.

III. BILLS:

- a. Bill No. 8049 - A Bill closing, abandoning and discontinuing as a public right-of-way, an alley across Block 21 of the JB Walker Addition.

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

MINUTES
FINANCE COMMITTEE MEETING
5:30 P.M., JANUARY 9, 2025
AV ROOM #308, CITY HALL

Joseph Jenkins Chair, called the meeting of the Charleston City Council Committee on Finance to order at 5:30 p.m., January 9, 2025.

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
Shawn Taylor

Absent:
Chad Robinson

Other Councilmembers present:
Emmett Pepper
Chelsea Steelhammer
Frank Annie
Joe Solomon
Bruce King

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the December 16, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-001 – Authorizing the Mayor or City Manager to purchase a Ford Expedition SUV for the CARE Office from Matheny Ford in the amount of \$59,872.00 pursuant to a competitively sourced state contract.

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

That the Mayor or City Manager us authorized to purchase a Ford Expedition SUV for the CARE Office from Matheny Ford in the amount of \$59, 872.00 pursuant to a competitively sourced state contract.

City Manager Ben Mishoe added that the resolution is for the purchase of a vehicle for the CARE Office. The purchase will be made with funds available from a grant.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-001 approved.

- b. Resolution No. 25-002 – – Approving, pursuant to Municipal Code § 2-553(a), a revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto.

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

That, pursuant to Municipal Code § 2-553(a), the revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto, is approved.

Councilmember Jenkins stated that the resolution will be held over due to questions raised. There were no objections.

- c. Resolution No. 25-003 – Authorizing the Mayor or City Manager to enter into a contract with WDP and Associates for architectural and engineering services related to the investigation, assessment, and evaluation of the Municipal Auditorium cast-in-place concrete building façade, in an amount not to exceed \$132,041.00, where the price was determined through a request for expressions of interest and a competitive interview and scoring process.

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

That the Mayor or City Manager is authorized to enter into a contract with WDP and Associates for architectural and engineering services related to the investigation, assessment, and evaluation of the Municipal Auditorium cast-in-place concrete building façade, in an amount not to exceed \$132,041.00, where the price was determined through a request for expressions of interest and a competitive interview and scoring process.

City Manager Ben Mishoe added that the resolution is related to the ongoing assessment of the Municipal Auditorium. The next step in the process is to determine whether saving the façade is feasible. The assessment is anticipated to be completed by late Spring.

Councilmember Taylor confirmed with Mishoe that the intent is for the funds to come from the Capital Improvement Fund. The Coliseum and Convention Center Board will also have to approve the agreement to use those funds.

Mishoe added that the prior assessment determined that the options were to either renovate the building, or completely rebuild. Given that the former is not realistic, the latter is the only option. The City wants to do everything possible to determine if preserving the façade is reasonable.

Mayor Goodwin added that this is the next best step to ensure that the City makes the right decision before investing millions of dollars.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-003 approved.

- d. Resolution No. 25-004 – Authorizing the Mayor or City Manager to enter into a contract with Irwin Seating Company for the design, purchase, and installation of new seating at the Charleston Coliseum, including the fixed seats and the telescopic seating system, in an amount not to exceed \$5,443,625.58, where the price was determined through a competitive bidding process.

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

That the Mayor or City Manager is authorized to enter into a contract with Irwin Seating Company for the design, purchase, and installation of new seating at the Charleston Coliseum, including the fixed seats and the telescopic seating system, in an amount not to exceed \$5,443,625.58, where the price was determined through a competitive bidding process.

City Manager Ben Mishoe added that the new seats are desperately needed. The City received two bids. The project is be projected to be completed before the tournaments in the fall.

Councilmembers Hoover and Jenkins agreed that it was very excited for the Coliseum.

Councilmember Jenkins confirmed that all the fixed and telescoping seats and mechanisms will be replaced.

Councilmember Taylor confirmed that the company is reputable.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-004 approved.

- e. Resolution No. 25-005 – Authorizing approval of Amendment No. 4 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 4 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts is approved.

City Manager Ben Mishoe added the resolution shifts funds from the Unassigned Balance Fund to the Coliseum and Convention Center Capital Project Fund.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-005 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 25-002

Introduced in Council:

Adopted by Council:

January 6, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

Resolution No. 25-002 – Approving, pursuant to Municipal Code § 2-553(a), a revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto.

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

That, pursuant to Municipal Code § 2-553(a), the revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto, is approved.

CURRENT LANGUAGE & RATES			PROPOSED LANGUAGE & RATES		
	Sec. 2-556 - Schedule of rates and rentals			Sec. 2-556 - Schedule of rates and rentals	
(a)	The following schedule of rates and rentals shall apply for the use of the services and facilities of the Theater, the Charleston Coliseum and Convention Center, owned and operated by the City, including any additions, extensions or improvements:		(a)	The following schedule of rates and rentals shall apply for the use of the services and facilities of the Theater, the Charleston Coliseum and Convention Center, owned and operated by the City, including any additions, extensions or improvements:	
(2)	Coliseum		(2)	Coliseum	
a.	Regular rental rate (all usage except those qualifying under b., c., per day or evening—or 12 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part.	\$ 5,000 - \$45,000	a.	Regular rental rate (all usage except those qualifying under b., c., per day or evening—or 12 percent of gross admissions, after taxes, whichever is greater. Pricing based on included services, rate segments, seasonality and day of week.	\$7,500 - \$50,000
b.	Not-for-profit 501c client events as approved by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, per day or evening —or 12 percent of gross admissions, after taxes, whichever is greater, pricing based on rate segments and week part.	\$ 3,500 - \$45,000	b.	Not-for-profit 501c client events as approved by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, per day or evening —or 12 percent of gross admissions, after taxes, whichever is greater. Pricing based on included services, rate segments, seasonality and day of week.	\$ 3,500 - \$45,000
C.	Exhibit shows (using floor space) ,pricing based on rate segments and week part.	\$ 4,000 - \$ 7,500	C.	Exhibit shows (using floor space) , per day pricing based on included services, rate segments, seasonality and day of week. *NSF pricing based on std week usage of 4 event / 2 setup.	\$4,400 - \$ 7,500 (Flat wk) NSF .92 - 1.15
D.	The preceding rates for Coliseum are for space rentals and include defined services, heat, air conditioning, work lights and janitorial services for post event cleaning.		D.	The preceding rates for Coliseum are for space rentals and include defined services, heat, air conditioning, work lights and janitorial services for post event cleaning.	
E.	In addition to the rates set forth in this subsection (2), a capital improvement fee will be imposed upon the event ticket price as follows:		E.	In addition to the rates set forth in this subsection (2), a capital improvement fee will be imposed upon the event ticket price as follows, and other rates as approved by the Charleston Coliseum/Municipal Auditorium Board:	
		\$0.00—\$10.00 ... \$1.00			\$0.00—\$10.00 ... \$2.00
		\$10.01—\$40.00 ... \$2.00			\$10.01—\$25.00 ... \$3.00
		\$40.01— and up ... \$3.00			\$25.01— and up ... \$4.00
	A fee of 2% of the rental fee for the term of the lease will be imposed for all rentals not qualifying under ticket fees.			A fee of 3% of the rental fee for the term of the lease will be imposed for all rentals not qualifying under ticket fees.	
f.	All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the facilities of the Municipal Auditorium and the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City.		f.	All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the facilities of the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City.	
	Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.			Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.	

CURRENT LANGUAGE & RATES			PROPOSED LANGUAGE & RATES		
(3). Parlor Meeting Rooms			(3). Parlor Meeting Rooms		
a.	Parlor Rooms A - D: Rental rate ranging from \$350.00 to \$1,925 pricing based on the total rental fee for the term of the lease and the included services, rate segments and week part, room count, equipment package and the established booking guidelines.		a.	Parlor Rooms A - D: Rental rate ranging from \$385.00 to \$3,500 pricing based on the total rental fee for the term of the lease and the included services, rate segments and week part, room count, equipment package and the established booking guidelines.	\$385- \$3,500
b.	Preceding rates for meeting rooms include only space, defined services, heat, air conditioning, work lights and janitorial services for post event cleaning.		b.	Preceding rates for meeting rooms include only space, defined services, heat, air conditioning, work lights and janitorial services for post event cleaning.	
c.	In addition to the rates set forth in this subsection (3), a capital improvement fee of 2% of the rental fee for the term of the lease will be imposed for all rentals. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center and the Municipal Auditorium. Such special fund to be established and maintained by the City.	2%	c.	In addition to the rates set forth in this subsection (3), a capital improvement fee of 3% of the rental fee for the term of the lease will be imposed for all rentals. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City.	3%
	Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.			Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.	
(4) Exhibition Hall and Conference Rooms:			(4) Exhibition Hall and Conference Rooms:		
a.	Grand Hall (50,086 sq. ft.), daily rate)—or 12 percent of gross ticket sales after taxes whichever is greater	\$ 3,500 - \$ 8,500	a.	Grand Hall (50,086 sq. ft.), daily rate) - or 12 percent of gross ticket sales or Flat week Net Sq Ft (NSF) rate after taxes whichever is greater	\$4,500 - \$8,500 (Flat Wk) NSF .92 - 1.25
b.	North or South Hall (19,285 sq. ft.)—or 12 percent of gross ticket sales after taxes whichever is greater	\$ 1,000 - \$ 3,500	b.	North or South Hall (19,285 sq. ft.)—or 12 percent of gross ticket sales or or Flat week Net Sq Ft (NSF) rate after taxes whichever is greater.	\$1,600 - \$4,000 (Flat Wk) NSF .92 - 1.25
c.	West Hall I or II (5,767 sq. ft.)—or 12 percent of gross ticket sales after taxes whichever is greater	\$ 200 - \$ 1,200	c.	West Hall I or II (5,767 sq. ft.)—or 12 percent of gross ticket sales or or Flat week Net Sq Ft rate after taxes whichever is greater	\$ 475 - \$1,200 (Flat Wk) NSF .92 - 1.25
d.	Conference rooms:		d.	Conference rooms:	
	Rooms 202 – 217... Rental rate ranging from \$350.00 to \$1,925 pricing based on included services, rate segments and week part, room count, equipment package and the established booking guidelines.			Rooms 202 – 217... Rental rate ranging from \$385.00 to \$2,000 pricing based on included services, rate segments and week part, room count, equipment package and the established booking guidelines.	\$385 - \$2,000
e.	Ballroom:		e.	Ballroom:	
	Rate: Ballroom A - E... Rental rate ranging from \$1,750 to \$18,000 pricing based on included services, rate segments and week part, room count, equipment package and the established booking guidelines.			Rate: Ballroom A - E... Rental rate ranging from \$1,875 to \$21,000 pricing based on included services, rate segments and week part, room count, equipment package and the established booking guidelines.	
	Grand Ball Room	\$ 9,000 - \$ 18,000		Grand Ball Room	\$10,000 - \$21,000
	Ballroom A – E	\$ 1,750 - \$ 6,000		Ballroom A – E	\$1,875 - \$8,200
	Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.			Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.	

CURRENT LANGUAGE & RATES			PROPOSED LANGUAGE & RATES		
f.	Public Areas & Ancillary Spaces:		f.	Public Areas & Ancillary Spaces:	
	The Public Areas, Ancillary and Pre-Function Spaces rates are \$0.37 per Net Square Foot Rental per day. Each will have a minimum daily rental rate with per day pricing based on the total rental fee for the term of the lease and the included services, rate segments and week part, room count, equipment package and the established booking guidelines. Space rates:		The Public Areas, Ancillary and Pre-Function Spaces rates are \$0.47 - \$0.62 per Net Square Foot Rental per day. Each will have a minimum daily rental rate with per day pricing based on the total rental fee for the term of the lease and the included services, rate segments and week part, room count, equipment package and the established booking guidelines. Space rates:		NSF .47 - .62
	Grand Lobby - Lower	\$650 - \$6,000	Grand Lobby - Lower		\$650 - \$6,000
	Grand Lobby - Upper	\$500 - \$4,650	Grand Lobby - Upper		\$500 - \$4,650
	Terrace Club	\$275 - \$2,500	Terrace Club		\$275 - \$2,750
	Lounge	\$110 - \$1,025	Lounge		\$110 - \$1,025
	Terrace Pre-Function	\$400 - \$3,650	Terrace Pre-Function		\$400 - \$3,650
	Elk River Atrium	\$300 - \$3,000	Elk River Atrium		\$750 - \$4,000
	Elk River Corridor	\$250 - \$2,400	Elk River Corridor		\$250 - \$2,400
	Clendenin Street Lobby - Lower	\$200 - \$2,000			
	Clendenin Street Lobby - Upper	\$200 - \$2,000			
	Parlor Room Lobby	\$350 - \$1,925	Parlor Room Lobby		\$350 - \$1,925
	Ancillary space utilized for exhibits will start at a .37 net sf rate per day		Ancillary space utilized for exhibits will start at a .47 net sf rate per day		
g.	The preceding rates for exhibition halls, conference rooms, and ballrooms are for space rentals, defined services, and include heat, air conditioning, work lights and janitorial services for post event cleaning.		g. The preceding rates for exhibition halls, conference rooms, and ballrooms are for space rentals, defined services, and include heat, air conditioning, work lights and janitorial services for post event cleaning.		
h.	In addition to the rates set forth in this subsection (3), a capital improvement fee of 2% of the rental fee for the term of the lease will be imposed for all rentals. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center and the Municipal Auditorium. Such special fund to be established and maintained by the City.	2%	h. In addition to the rates set forth in this subsection (3), a capital improvement fee of 3% of the rental fee for the term of the lease will be imposed for all rentals. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City.		3%
i.	All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the facilities of the Charleston Coliseum and Convention Center and the Municipal Auditorium. Such special fund to be established and maintained by the City.		i. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the facilities of the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City.		
	Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.		Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.		

CURRENT LANGUAGE & RATES			PROPOSED LANGUAGE & RATES		
(5)	The Theater		(5)	The Theater	
a.	Regular rate, per day or evening—or 10 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part.	\$ 1,200 - \$ 2,000	a.	Regular rate, per day or evening—or 10 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part.	\$1,500 - \$4,500
b.	Regular rehearsal rate, per day or evening – or 10 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part. (For each day of full price rent, one reduced rehearsal day shall apply per rental period - up to a maximum of three reduced rate days.)	\$ 700 - \$ 1,200	b.	Regular rate, per day or evening—or 10 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part.	\$1,500 - \$4,500
c.	Not-for-profit 501c rate, per day or evening – or 10 percent of gross admissions, after taxes, whichever is greater, pricing based on included services, rate segments and week part.	\$ 700 - \$1,850	c.	Not-for-profit 501c - Legacy Events, as defined by the Charleston Coliseum/Municipal Auditorium Board, per day or evening – pricing based on included services, rate segments and week part.	\$ 700 - \$1,850
d.	Not-for-profit 501c rehearsal, per day or evening -pricing based on included services, rate segments and week part. (For each day of full price rent, one reduced rehearsal day shall apply per rental period - up to a maximum of three reduced rate days.)	\$ 400 - \$ 1,200	d.	Not-for-profit 501c - Legacy Events, as defined by the Charleston Coliseum/Municipal Auditorium Board, per day or evening – pricing based on included services, rate segments and week part.	\$ 400 - \$ 1,200
e.	Meeting rate (no access to stage, house lights and house sound system use only)	\$ 1,200 - \$ 2,000	e.	Meeting rate (no access to stage, house lights and house sound system use only)	\$1,320 - \$2,250
f.	The preceding rates for the Theater include only space, defined services, heat, air conditioning, work lights and janitorial services for post event cleaning.		f.	The preceding rates for the Theater include only space, defined services, heat, air conditioning, and work lights	
g.	Qualified technicians, approved by the center, are required for handling all lighting, sound and staging at the lessee's cost.		g.	Qualified technicians, approved by the center, are required for handling all lighting, sound and staging at the lessee's cost.	
h.	In addition to the rates set forth in this subsection (5), a capital improvement fee of 2% of the rental fee for the term of the lease will be imposed for all rentals. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center and the Municipal Auditorium. Such special fund to be established and maintained by the City.	2%	h.	In addition to the rates set forth in this subsection (5), a capital improvement fee of 3% of the rental fee for the term of the lease will be imposed for rentals under the subsection (e) identified as Meeting rate. All receipts from this capital improvement fee shall be dedicated to a special fund to be used solely for capital improvements at the Charleston Coliseum and Convention Center. Such special fund to be established and maintained by the City. In addition to the rates set forth in this subsection (5) with exception of subsection (e), a capital improvement fee will be imposed upon the event ticket price as follows:	3%
					\$0.00—\$10.00 ... \$2.00
					\$10.01—\$25.00 ... \$3.00
					\$25.01— and up ... \$4.00
(b)	The fees used to establish the capital improvement funds for the Charleston Coliseum and Convention Center (CCCC) and the Municipal Auditorium (MA) are to be used to fund CCCC and MA building improvements and renovation, repair or replacement of equipment or mechanical systems that are not normally provided in standard operating budgets. Items costing less than \$5,000.00 will be funded from standard operating budgets unless they are unexpected and conform to general accounting principals for expensing. The capital improvement funds are not intended to be used to fund ordinary maintenance and repairs. The capital improvement funds are not considered to be in lieu of ordinary maintenance and capital improvement items historically included in the CCCC and MA budgets.		(b)	The fees used to establish the capital improvement funds for the Charleston Coliseum and Convention Center (CCCC)are to be used to fund CCCC building improvements and renovation, repair or replacement of equipment or mechanical systems that are not normally provided in standard operating budgets. Items costing less than \$5,000.00 will be funded from standard operating budgets unless they are unexpected and conform to general accounting principals for expensing. The capital improvement funds are not intended to be used to fund ordinary maintenance and repairs. The capital improvement funds are not considered to be in lieu of ordinary maintenance and capital improvement items historically included in the CCCC budget.	

CURRENT LANGUAGE & RATES			PROPOSED LANGUAGE & RATES		
(c)	Special arrangements and exceptional conditions, which call for a different fee or rate to be charged than what is specified in this ordinance, may be negotiated by the manager subject to the established booking guidelines.		(c)	Special arrangements and exceptional conditions, which call for a different fee or rate to be charged than what is specified in this ordinance, may be negotiated by the manager subject to the established booking guidelines.	
(d)	All other rates, fees, rentals and other charges incidental to the operation of the CCCC and MA facilities shall be set and approved by the Charleston Coliseum and Convention Center Auditorium Board, pursuant to the provisions of section 2-553 of the Code of the City of Charleston.		(d)	All other rates, fees, rentals and other charges incidental to the operation of the CCCC facilities shall be set and approved by the Charleston Coliseum and Convention Center Auditorium Board, pursuant to the provisions of section 2-553 of the Code of the City of Charleston.	
	Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.			Other discount on rent for approved trade for services, large scale F&B spend over the entire complex may be negotiated by the manager subject to the established booking guidelines.	
(6) Parking			(6) Parking		
a. Regular rate, per day or evening— Quarrier or Lee Stree Garage	\$ 5.00		a. Regular rate, per day or evening— Quarrier or Lee Stree Garage	\$5.00 - \$15.00	
b. Buy Out or Full Rental per day Quarrier Garage	\$ 800		b. Buy Out or Full Rental per day Quarrier Garage	\$ 800 -1500	
c. Buy Out or Full Rental per day Lee Garage	\$ 600		c. Buy Out or Full Rental per day Lee Garage	\$ 600 -1200	
(Ord. No. 6679, §§ 1—3, 6-19-2000; Bill No. 6807, §§ 1(I)—(V), 2(A), 2(B), 3, 6-8-2001; Ord. No. 7458, 4-18-2011; Bill No. 7747, 6-5-2017; Bill No. 7799 , 11-19-2018)					

Resolution No. 25-006

Introduced in Council:

January 21, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-006 – Authorizing the Mayor or City Manager to purchase a mobile column
2 truck lift system for Equipment Maintenance from NAPA Auto Parts in the amount of
3 \$51,999.00 pursuant to a competitively sourced State contract.

4

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

6

7 That the Mayor or City Manager is authorized to purchase a mobile column truck lift system for
8 Equipment Maintenance from NAPA Auto Parts in the amount of \$51,999.00 pursuant to a
9 competitively sourced State contract.



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: 12-11-24

To: CITY MANAGER,

Mobile Column
Truck lifts for
Equipment Maintenance
FY 2024-2025 Budget

I request permission to purchase the following materials and/or supplies: New

Mobile Column Truck lifts From NAPA off State Contract

Purchase justification: The truck lifts we have are 20 years old
and parts is not available to fix it.

If approved, the total purchase price will be: \$51,999.00

(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.)

1. NAPA (off state contract)

2. _____

Price Quote: \$_____

3. _____

Price Quote: \$

Price Quote: \$

Price Quote: \$

AND

OR

This is getting purchased off the State Contract.

ITEM A (For Sole Source Procurements ONLY)

(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) _____

Request Submitted By:  Department: Equipment Maintenance

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

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____



600008016
CHS016 Virginia St W
614 VIRGINIA ST.
CHARLESTON 343-7621, WV 25302
0

QUOTE

Date : 12/11/2024

Time : 10:02

Page : 1 / 1

Order # 153876

Quote For

1158
CITY OF CHARLESTON
1100B PENNSYLVANIA AVE
CHARLESTON, WV
CHARLESTON, WV 25302-3740

Quote By

Quote By : 27 , Levi
Sales Rep : 38 , Tony
Quote Date : 12/11/2024
Quote : 1970

Part Number	Line	Description	Quantity	Price	Net	Total	Taxable
485 80099 00	RTI	MOBILE COLUMN	1.00	119,280.00	51999.0	51,999.00	

**** Prices and Taxes Subject to Change Without Notice ****

Attention : QUOTED WITH WV STATE PRICING

PO# :

Subtotal	51,999.00
Tax Estimated Using	
WV Sales Tax 7.0000%	0.00

Quote Total 51,999.00



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-28-2024

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:	CMA 0212 0212 MVAPRTS21 6	Procurement Folder:	890615
Document Name:	SWC: CMA 0212 MVAPRTS21	Reason for Modification:	
Document Description:	New & Remanufactured (OEM or Equal) Motor Vehicle Auto Parts	CO#5 ADMINISTRATIVE CHANGE ORDER issued to add Commodity Line #2 as a Catalog line. NO OTHER CHANGES	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000215737 NAPA AUTO PARTS 2999 WILDWOOD PARKWAY ATLANTA GA 30339 US Vendor Contact Phone: 678-934-5057 Extension: Discount Details: <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: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 10-30-24

Purchasing Division's File Copy

Total Order Amount:

Open End

MA 10/28/2024

PURCHASING DIVISION AUTHORIZATION
DATE: 10/30/24
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: John L. Gray
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 10-30-24
ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATEWIDE CONTRACT: CMA 0212 MVAPRTS21- MOTOR VEHICLE AUTO PARTS - ADMINISTRATIVE CHANGE ORDER

Change Order No.: 05 is issued as an Administrative Change Order to add Commodity Line #2 as a Catalog ordering line to assist DOH agencies in their ordering process AND to upload the Excel Catalog Ordering page.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES

Vendor Contact: Don LaChance, Office #: 678-934-5057, Cell #: 404-386-4157, Email: don_lachance@genpt.com

ORDERING INSTRUCTIONS: Agencies are to create logins for their specific agency on the www.napaprolink.com website.

The orders should go directly to local stores via e-mail, fax or electronically through ProLink. Agencies will need to connect with their preferred NAPA store from the included "List of Authorized Locations" and have a login and password to connect to the State program and price profile. Agencies will need to inform the store manager of the State Contract and the vendor will complete the process on their end.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	73161605			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: New and Remanufactured Motor Vehicle AUTO PARTS

Extended Description:

See attached Catalog.

Vendor to provide New and Remanufactured (OEM or Equal) Motor Vehicle Auto Parts at a Discount Percentage by Category from the Vendors' Catalog List Price.

*Remanufactured Auto Parts must meet or exceed OEM (Original Equipment Manufacturer) minimum specifications.

USED PARTS are not permitted to be purchased from this Contract.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	73161605				0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: New and Remanufactured Motor Vehicle AUTO PARTS - WVD0H Only

Extended Description:

CATALOG ORDERING - WVD0H ONLY

Vendor to provide New and Remanufactured (OEM or Equal) Motor Vehicle Auto Parts at a Discount Percentage by Category from the Vendors' Catalog List Price.

*Remanufactured Auto Parts must meet or exceed OEM (Original Equipment Manufacturer) minimum specifications.

USED PARTS are not permitted to be purchased from this Contract.

MAHLE

Driven by performance

WIRELESS MOBILE COLUMN LIFT SYSTEM

In partnership with Gray, our wireless lift systems will lift a wide variety of vehicles allowing technicians to safely and efficiently complete preventative maintenance tasks to major component repair.

Manufactured by



CML-7

www.servicesolutions.mahle.com

ShopPRO®

SAFE AND EFFICIENT

The patented Gray Wireless Portable Lift System improves a shop's safety, productivity and flexibility. The wireless lift system family will lift a wide variety of vehicles allowing technicians to safely and efficiently complete preventative maintenance tasks to major component repair.

Features

HEAVY DUTY LIFTING CAPACITY.

14,000 lb (CML-7) and 19,000 lb (CML-9) per column capacity options. Wide base available in 19,000lb capacity (CML-9W)

INTELLIGENT.

Patented Wireless Smart Lift Technology

SIMPLE.

Tablet based touch screen with on-board manuals, videos and internet

ELECTRIC.

24 volt DC system

BROAD APPLICATION.

Heavy Duty through Light Duty vehicles.

FULLY ADJUSTABLE CARRIAGE.

12" forks supports wheel diameter from 5" to 24.5"

PATENT PENDING.

Down-stop visual safety system

ADJUSTABLE.

Lift height 69" (1753 mm)

- 485 80094 00 LIFT COLUMN CML-7 WIRELESS (7 TON)
 485 80098 00 LIFT COLUMN CML-9 TON WIRELESS (9.5 TON)
 485 80102 00 LIFT COLUMN CML-9W WIDE BASE (9.5 TON)

FEATURE COMPARISON

	CML-7	CML-9	CML-9W
Certification	ALI Certified	ALI Certified	ALI Certified
Capacity (Each)	14,000 lb (6,350 kg)	19,000 lb (8,165 kg)	19,000 lb (8,165 kg)
Max. Hydraulic Operating Pressure	2,180 psi (15 MPa)	2,600 psi (17.9 MPa)	2,600 psi (17.9 MPa)
Min/Max Wheel Diameter	5 in / 24.5 in (127 mm / 622 mm)	5 in / 24.5 in (127 mm / 622 mm)	4 in (102mm) - No Max
Min (2)/Max (4) Lift Height	32 in / 69 in (813 mm / 1,753 mm)	32 in / 69 in (813 mm / 1,753 mm)	32 in / 69 in (813 mm / 1,753 mm)
Lift Speed (Max.Load)	60 in/min (1,524 mm/min)	60 in/min (1,524 mm/min)	60 in/min (1,524 mm/min)
Weight	1,485 lb (674 kg)	1,510 lb (685 kg)	1,575 lb (714 kg)
Height	69.5 in (2,248 mm)	68.5 in (2,248 mm)	68.5 in (2,248 mm)
Height at Full Lift	157.13 in (3,991 mm)	157.13 in (3,991 mm)	157.13 in (3,991 mm)
Operating Peak Power	4 HP (3 kW)	4 HP (3 kW)	4 HP (3 kW)
Operating Voltage	24 VDC Nominal	24 VDC Nominal	24 VDC Nominal
Charger Voltage Required	70-130 VAC @50-60 Hz	70-130 VAC @50-60 Hz	70-130 VAC @50-60 Hz

ShopPRO®

MSS-2-218

Resolution No. 25-007

Introduced in Council:

January 21, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-007 – Authorizing the Finance Director to establish capital projects fund 213 as the Municipal Auditorium Project Fund to be used to account for revenue from transfers from other funds, grants, and contributions and any other available source to be used to assess the feasibility of and fund a major capital project for the Municipal Auditorium.

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

That the Finance Director is authorized to establish capital projects fund 213 as the Municipal Auditorium Project Fund to be used to account for revenue from transfers from other funds, grants, and contributions and any other available source to be used to assess the feasibility of and fund a major capital project for the Municipal Auditorium.

Resolution No. 25-008

Introduced in Council:

Adopted by Council:

January 21, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 25-008 - Authorizing approval of Amendment No. 5 of the FY 2024-2025 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 5 of the FY 2024-2025 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2024-2025 Budget Amendment No. 5 - January 21, 2025

Revenues and Fund Balances					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 295 0	Fund Balance	Non-Spendable Fund Balance	216,657	10,786	227,443
001 305 01 0000	Revenue	Business & Occupation Tax	50,148,343	(10,786)	50,137,557
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
001 297 0	Fund Balance	Committed Fund Balance	4,000,000	42,592	4,042,592
Net Increase/(Decrease) to Revenues				42,592	
Expenditures					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 700 00 000 2 239	Police - Uniform	Fine Supported Training	-	42,592	42,592
Net Increase/(Decrease) to Expenditures				42,592	
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 2024-2025 Budget Amendment No. 5 - January 21, 2025

Revenues and Fund Balances						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 299 0	Fund Balance	Unassigned Fund Balance	3,620,163	6,166,088	9,786,251	
Net Increase/(Decrease) to Revenues				6,166,088		
Expenditures						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 409 02 000 2 230	CARE Office	Contracted Services	100,000	50,000	150,000	
001 412 00 000 2 223	City Manager	Professional Services	440,000	25,000	465,000	
001 424 00 000 5 568	Main Street Program	Other Contributions	75,000	75,000	150,000	
001 444 00 000 5 566	Transfers to Other Funds	General Maintenance Fund	535,000	650,000	1,185,000	
001 444 01 000 5 566	Transfers to Other Funds	Land Reuse Agency	-	600,000	600,000	
001 444 07 000 5 566	Transfers to Other Funds	Facilities Maintenance Fund	610,000	250,000	860,000	
001 444 13 000 5 566	Transfers to Other Funds	Community Participation Program	-	250,000	250,000	
001 444 15 000 5 566	Transfers to Other Funds	Municipal Beatification Fund	-	100,000	100,000	
001 444 18 000 5 566	Transfers to Other Funds	Public Safety Center Fund	-	700,000	700,000	
001 706 00 000 3 345	Fire - Uniform	Uniforms	246,000	250,000	496,000	
001 750 00 000 3 359	Street	Snow Removal Materials	400,000	286,088	686,088	
001 903 00 000 5 568	Festivals	Other Contributions	315,000	180,000	495,000	
001 910 01 003 5 566	Coliseum & Convention Center	Parking Building Subsidy	-	1,750,000	1,750,000	
001 910 01 005 5 566	Coliseum & Convention Center	Municipal Auditorium Subsidy	-	1,000,000	1,000,000	
Net Increase/(Decrease) to Expenditures				6,166,088		
Description:						
Unassigned Fund Balance - To recognize the unassigned fund balance to be used for: continued funding of the City's warming/cooling centers, design of an emergency exit for City Council chambers, expansion of the Charleston Urban Works efforts to Kanawha City, construction of improvement at Danner Meadow park, construction of a fire department training structure at Station 8, continuation of the Land Reuse Agency's programs and operations, expansion of security cameras at City facilities and parks, establishing the Hearts of Our Neighborhoods Program, expansion of beautification efforts including Ruffner Park, design of the Public Safety Center, beginning a pilot program to issue a 2nd set of bunker gear to members of the fire department, replenishing the road salt inventory, continuing support for City Center Live, providing funds for repairs at the CCCC parking buildings, and seed funding for the Municipal Auditorium Project.						

Revenues and Fund Balances						
Account No.		Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 368 00 0000		Revenue	Contributions from Others	125,000	4,000	129,000
Net Increase/(Decrease) to Revenues					4,000	
Expenditures						
Account No.		Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 716 00 000 3 341		Emergency Management	Mateirals & Supplies	2,700	4,000	6,700
Net Increase/(Decrease) to Expenditures					4,000	
Description:						
Contribution - To recognize a contribution from Mountaineer Gas to purchase carbon monoxide detectors.						
Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.						

Bill No. 8049

Introduced in Council

Passed by Council

January 6, 2025

Introduced by

Councilman Michael Ferrell

Referred to:

**Municipal Planning Commission,
Planning, Streets, and Traffic Committee,
And Finance Committee**

Bill No. 8049 - A Bill closing, abandoning and discontinuing as a public right-of-way, a 10 foot wide by 120 foot long alley across Block 21 of the JB Walker Addition, adjacent to Tax Map 25 Parcels 288 & 292 Charleston West District, Kanawha County, West Virginia.

BE IT ORDAINED BY THE CITY COUNCIL OF CHARLESTON, WEST VIRGINIA

1. The 10 foot wide by 120 foot long public right located between Lot 7 and Lots 4, 5 and 6 Block 21, J. Brisben Walker Addition, situate in Charleston West District, Kanawha County, West Virginia, as shown on the that certain map entitled "PLAT OF SURVEY SHOWING THE ABANDONMENT OF A PORTION OF AN ALLEY IN THE CITY OF CHARLESTON KNAWHA COUNTY, WEST VIRGINIA" prepared by Victor M. Dawson, P.S. #956, dated June 17, 2024, and attached hereto as Exhibit A. The alley is more particular described as follows:

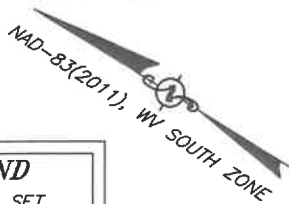
The northern portion of a 10 foot alley situate between Wyoming Street and Randolph Street and west of Ohio Avenue in the J. Brisben Walker Addition to West Charleston in the City of Charleston, Kanawha County, West Virginia, and being more particularly described as follows:

Beginning at a P-K nail set in the eastern line of a 10 foot alley and in the southern line of Wyoming street, at the northwest corner of Cabin Creek Health Systems, recorded in Deed Book 3117 at Page 616 and designated as Tax Map 25 Parcel 292, from which a P-K nail set at the southwest corner of the Ohio Avenue and Wyoming Street intersection bears S31°54'52"E at 120.00 feet, thence leaving the southern right of way line of Wyoming Street and running with said Cabin Creek Health Systems along the eastern line of said 10 foot alley S58°07'26"W, 120.00 feet to a calculated point, thence crossing through said 10 foot alley N31°54'52"W, 10.00 feet to a P-K nail set in the western line of said 10 foot alley and at the southeast corner of land owned by the aforementioned Cabin Creek Health Systems and designated as Tax Map 25 Parcel 288, thence continuing with the western line of said 10 foot alley and Cabin Creek Health Systems N58°07'26"E, 120.00 feet to a P-K nail set in the southern line of Wyoming Street, thence leaving said Parcel 288 and running with the

southern line of Wyoming Street S31°54'52"E, 10.00 feet to the POINT OF BEGINNING, containing 1200 square feet, more or less.

2. The Mayor of the City of Charleston be, and is hereby authorized and directed to execute, acknowledge and deliver a proper deed conveying to Cabin Creek Health Systems, Inc., a West Virginia non-profit corporation, and its successors and assigns, all right, title and interest in and to said real property as described in Section 1 above, for the consideration of Seven Thousand and 00/100 Dollars (\$7,000.00).

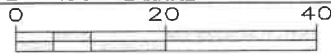
3. All prior ordinances, or parts of ordinances, inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.



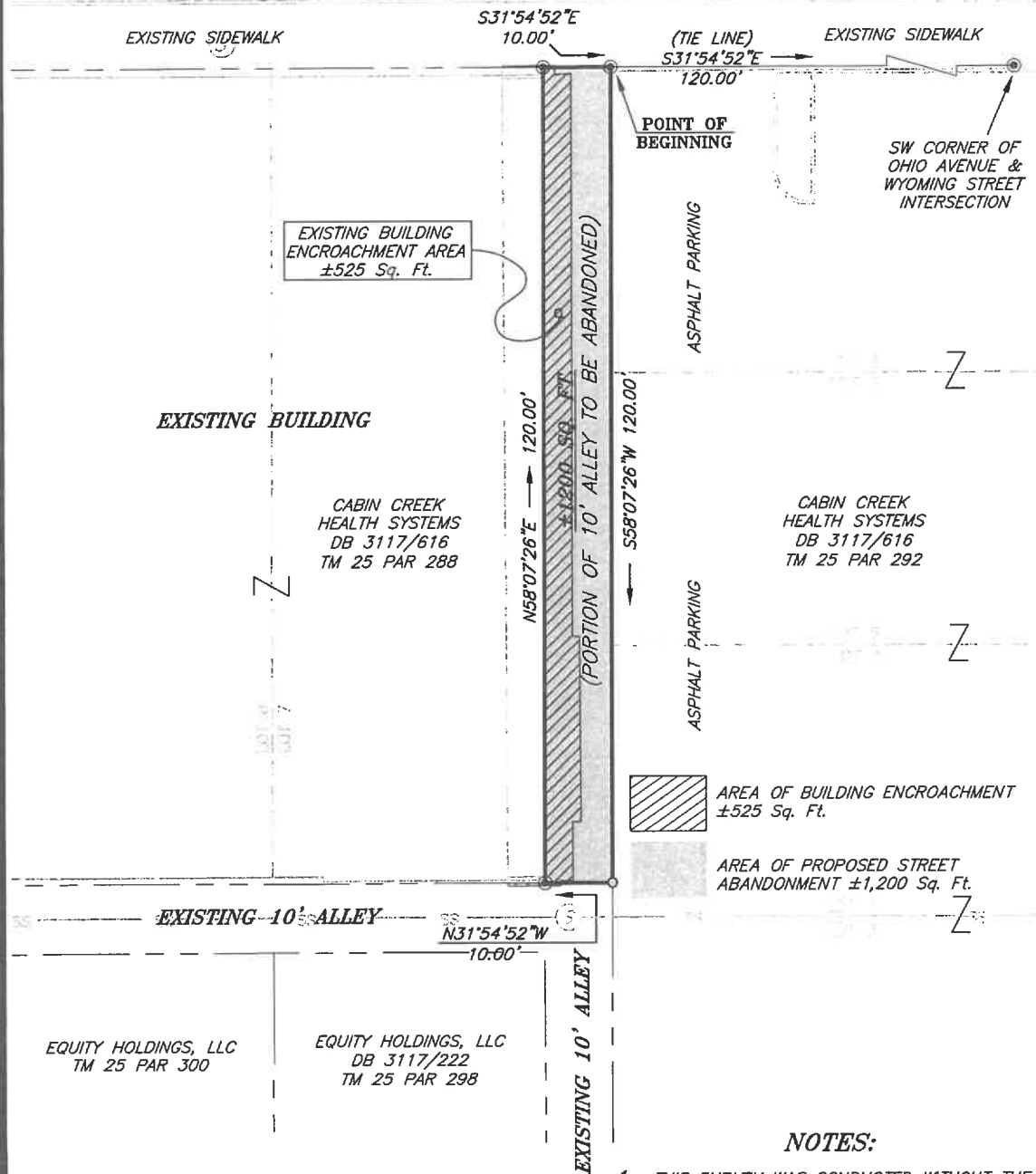
LEGEND

- P-K NAIL SET
- CALCULATED POINT

PLAT OF SURVEY
SHOWING
THE ABANDONMENT OF A PORTION OF
AN ALLEY IN THE CITY OF CHARLESTON
KANAWHA COUNTY, WEST VIRGINIA
SCALE: 1"=20' DATE: JUNE 17, 2024



WYOMING STREET



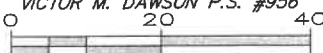
NOTES:

1. THIS SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF A LAWYER'S TITLE REPORT AND MAY NOT REFLECT ALL EXCEPTIONS, RIGHT-OF-WAYS, EASEMENTS OR RESTRICTIONS.
2. BY VISUAL ABOVE GROUND INSPECTION ONLY, THERE APPEAR TO BE NO UNDERGROUND UTILITIES WITHIN THE PROPOSED STREET ABANDONMENT AREA.



Victor M. Dawson

VICTOR M. DAWSON P.S. #956



POTESTA & ASSOCIATES, INC.
ENGINEERS AND ENVIRONMENTAL CONSULTANTS
7012 MacCorkle Ave. SE, Charleston, WV 25304
TEL: (304) 342-1400 FAX: (304) 343-9031
potesta@potesta.com

Date of Report: September 11, 2024

Mr. Jake VanHorn

CABIN CREEK HEALTH SYSTEMS
104 Alex Lane
Charleston, West Virginia 25304RE: Appraisal of: Land
303 Ohio Avenue
Charleston, Kanawha County, West Virginia
CBRE File No.: CB24US059321-1

Dear Mr. VanHorn:

At your request and authorization, CBRE, Inc. has prepared an appraisal of the market value of the referenced property. Our analysis is presented in the following Appraisal Report.

The subject property consists of an existing 10' unimproved alley to be abandoned by the City of Charleston. It is located between Randolph and Wyoming Streets and adjacent to parcels 20-12-0025-0292-0000 and 20-12-0025-0288-000 that have the address of 303 Ohio Avenue, Charleston, Kanawha County, West Virginia.

Based on the analysis contained in the following report, the market value of the subject is concluded as follows:

MARKET VALUE CONCLUSION			
Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
As Is - Land	Fee Simple Estate	September 9, 2024	\$7,000
Compiled by CBRE			

The report, in its entirety, including all assumptions and limiting conditions, is an integral part of, and inseparable from, this letter.

The following appraisal sets forth the most pertinent data gathered, the techniques employed, and the reasoning leading to the opinion of value. The analyses, opinions and conclusions were developed based on, and this report has been prepared in conformance with, the guidelines and recommendations set forth in the Uniform Standards of Professional Appraisal Practice (USPAP), and the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute. It also conforms to Title XI Regulations and the Financial Institutions Reform, Recovery, and Enforcement Act of 1989

(FIRREA) updated in 1994 and further updated by the Interagency Appraisal and Evaluation Guidelines promulgated in 2010.

The intended use and user of our report are specifically identified in our report as agreed upon in our contract for services and/or reliance language found in the report. As a condition to being granted the status of an intended user, any intended user who has not entered into a written agreement with CBRE in connection with its use of our report agrees to be bound by the terms and conditions of the agreement between CBRE and the client who ordered the report. No other use or user of the report is permitted by any other party for any other purpose. Dissemination of this report by any party to any non-intended users does not extend reliance to any such party, and CBRE will not be responsible for any unauthorized use of or reliance upon the report, its conclusions or contents (or any portion thereof).

It has been a pleasure to assist you in this assignment. If you have any questions concerning the analysis, or if CBRE can be of further service, please contact us.

Respectfully submitted,

CBRE - VALUATION & ADVISORY SERVICES



Eric Lazear, CCIM
Vice President
Phone: (614) 430-5096
Email: eric.lazear@cbre.com



Michael Leahy, MAI
Director
Phone: (412) 471-2366
Email: Michael.leahy@cbre.com

Staff Analysis for Finance Committee

REQUEST:

Bill No. 8049 - A Bill closing, abandoning, and discontinuing as a public right-of-way a 10 ft by 120 ft alley across Block 21, JB Walker Addition, adjacent to map 25, parcels 288 & 292 Charleston West District, Kanawha County, West Virginia.

EXHIBITS:



The aerial image above left shows the right-of-way to be closed. Above right, both the original structure and the improvements shown here encroach into the alley in question.

SUMMARY:

The alley requesting to be closed runs parallel with the front façade of Cabin Creek Health Systems west side clinic. Cabin Creek Health Systems recently purchased the property and made substantial improvements to the structure. A new survey revealed the original structure encroached into the right of way. The request will resolve this issue.

The right of way has been inaccessible to the public since the US Post Office owned the property. The right way and parking lot were fenced off for private use.

There are no city utilities in the right of way, so a utility easement does not need to be provided.

State code requires city property to be sold for “fair and adequate consideration” Eric Lazear and Michale Leahy, with CBRE, are both WV certified appraisers. They appraised the right of way at \$7,000 or \$5.83 per SF. The bill sets the purchase price at the appraised value of \$7,000.

City Council has approved similar requests in the area. Most recently for Goodwill Industries in October, and Members Choice Federal Credit Union in August of last year.

The Municipal Planning Commission held a public hearing on January 8th. No one spoke in opposition, the Commission unanimously recommended approval.

The Planning Streets and Traffic Committee unanimously recommended approval for the following reasons:

1. Closure of the right-of-way will not disrupt the existing pattern of streets and sidewalks nor negatively impact traffic flow.
2. The petitioner is the only affected property owner.
3. Alternatives to the subject right-of-way are sufficient to provide adequate traffic flow in the neighborhood.