



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
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Finance Committee, Chair
Parking Committee, Chair
Public Safety Committee

AGENDA **FINANCE COMMITTEE MEETING** **Monday, June 17, 2019** **6:15 PM**

I. DISCUSSION:

- a. Approval of Previous Minutes
- b. Establishing Special Subcommittee on Local Vendor Preference.

II. RESOLUTIONS:

- a. Resolution No. 206-19 - Authorizing the City Manager to execute Change Order #3 with Stantec Consulting Services, Inc., in the amount of \$1,900.00 to perform additional adhesion testing on the protective coating that has failed on the Charleston Coliseum and Convention Center.
- b. Resolution No. 207-19 - Authorizing the Mayor or City Manager to convey a small piece of property near Brawley Walkway to Charleston Urban Renewal Authority.
- c. Resolution No. 208-19 - Authorizing the Mayor or City Manager to enter into an agreement with Garcie R. Marker & Sons, Inc., in the amount of \$619,225.00, for the Concrete Street Repair Project.
- d. Resolution No. 209-19 - Authorizing the Mayor or City Manager to enter into a contract with Vance Outdoors Inc. for the purchase of 60 assault rifles and related accessories in the amount of \$82,173.60 pursuant to the results of a competitive bidding process.
- e. Resolution No. 210-19 – Authorizing the Mayor or City Manager to submit a grant application to the West Virginia Department of Environmental Protection through the REAP program in the amount of \$150,000, where any awarded funds will be used to educate City residents about recycling and to conduct a study on recycling practices.

- f. Resolution No. 211-19 - Authorizing the Mayor or City Manager to enter into a contract with Daktronics Inc., for an Indoor Digital Display Screen for the Charleston Coliseum and Convention Center, Upper Lobby Display in the amount of \$105,640.00. Pursuant to the results of a competitive bidding process.

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

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JUNE 3, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00p.m., June 3, 2019, in the Audio/Visual Room in City Hall.

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

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Brent Burton
Mary Beth Hoover
Shannon Snodgrass
Keeley Steele

Vice Chairperson Reishman asked for unanimous consent to dispense with the reading of the minutes for the May 20, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

I. RESOLUTIONS:

a. Resolution No. 198-19 - Authorizing approval of the FY 2019- 2020 Civic Center Budget as indicated on the attached list of accounts.

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

That the FY 2019- 2020 Civic Center Budget as indicated on the attached list of accounts is hereby approved.

City Manager, Jonathan Storage, added that Operating Revenues are projected to be \$800k (33%) over the current FY 19 estimates (which is about a 33% increase), driven by estimated gains in Rent (\$140k), Commissions (\$115k), Catering (\$359k), and AV Equipment Rental (\$94k). Operating Expenses are rising by around \$550k (14%) over the current FY 19 budget. Increases are driven by estimated Healthcare expenses (\$120k), Equipment Rentals (\$80k), Insurance (\$66k due to post construction building valuation increase), and Contracted Services (\$268k driven by temp agency employment). With the General Fund subsidies previously approved in March, the CCCC is projected to operate at an almost \$400k surplus. GF subsidies total \$1.8 M and could potentially be reduced if revenue comes in as projected. Staffing levels will remain the same as the current year. There are no major capital purchases scheduled for FY 2020. The budget as presented has been previously approved and recommended by the CCCC Budget & Rates Committee (5/21) and Board (5/28).

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 198-19 approved.

CITY OF CHARLESTON

Municipal Budget
Fiscal Year Ending June 30, 2020

Section 8

Coliseum & Convention Center Budget

CITY OF CHARLESTON
Coliseum & Convention Center Budget
Fiscal Year Ending June 30, 2020

Schedule of Revenues

Account	Revenue Category	2017-18 Actual Received	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Received (thru Mar.)	2019-20 Admin Proposed
358-00-0302	Rent	899,089	1,150,000	-	1,150,000	872,111	1,290,000
358-00-0304	Commissions	132,818	150,000	-	150,000	50,438	265,000
358-00-0307	Parking - Buildings & Lots	99,956	100,000	-	100,000	82,977	113,000
358-00-0311	Distinctive Gourmet	174,086	300,000	-	300,000	96,425	659,000
358-00-0312	Patron Services	169,212	185,000	-	185,000	110,012	170,000
358-00-0313	Security	62,985	50,000	-	50,000	48,041	69,000
358-00-0314	Advertising	246,775	333,000	-	333,000	286,875	375,000
358-00-0315	Spotlight Rental	6,265	6,000	-	6,000	5,640	8,000
358-00-0316	Power Usage	59,458	55,000	-	55,000	40,449	58,000
358-00-0317	Table Covers/Drapes	27,808	20,000	-	20,000	13,539	36,000
358-00-0318	Rent - PA System	8,385	8,000	-	8,000	8,615	15,000
358-00-0319	Staging	10,295	9,000	-	9,000	15,467	23,000
358-00-0320	Booth Rental	59,461	60,000	-	60,000	42,304	72,000
358-00-0321	Interest	4,083	1,500	-	1,500	6,851	5,000
358-00-0322	Piano Rental	3,040	1,500	-	1,500	750	1,500
358-00-0323	Table Rental	26,351	26,000	-	26,000	18,542	30,000
358-00-0324	Miscellaneous	17,252	19,000	-	19,000	12,933	19,000
358-00-0325	Building Damages	-	2,000	-	2,000	3,474	2,000
358-00-0326	Telephone Rental	11,747	12,000	-	12,000	6,368	7,000
358-00-0327	Audio/Visual Equipment	167,799	130,000	-	130,000	147,431	224,000
358-00-0328	Teletix	2,942	1,000	-	1,000	-	1,500
358-00-0329	Carpet Rental	11,847	15,000	-	15,000	8,051	22,000
358-00-0330	Drayage	1,502	2,000	-	2,000	1,200	2,000
Total Operating Revenue		2,203,156	2,636,000	-	2,636,000	1,878,493	3,467,000
358-00-0331	CC Capital Improvement Fee	84,738	-	-	-	31,603	-
358-00-0341	Trf In/Gen. Fund - Debt Svc	542,602	576,683	-	576,683	470,478	615,000
358-01-0341	Trf In/Gen. Fund - Health Care	322,915	269,906	-	269,906	101,193	212,000
358-02-0341	Trf In/Gen. Fund - Other	978,534	835,564	(42,183)	793,381	560,000	973,000
358-00-0342	Transfers In/Coal Severance	139,226	135,025	42,183	177,208	122,438	135,025
358-00-0343	Transfers In/Cap. Imp. Fund	22,713	-	-	-	-	-
358-00-0344	Transfers In/Cap. Cont.	1,518	-	-	-	-	-
358-00-0368	Transfers from Other Entities	-	-	-	-	-	-
358-00-0379	Gain/Loss from Sale of Assets	-	-	-	-	5,393	-
365-00-0000	Federal Grant Revenues	-	-	-	-	-	-
366-00-0000	State Grant Revenues	-	-	-	-	-	-
381-11-0000	Energy Rebates	18,265	100,000	-	100,000	129,463	123,000
Total Non-Operating Revenue		2,110,510	1,917,178	-	1,917,178	1,420,567	2,058,025
Total Civic Center Revenue		\$ 4,313,666	\$ 4,553,178	\$ -	\$ 4,553,178	\$ 3,299,060	\$ 5,525,025

CITY OF CHARLESTON
Coliseum & Convention Center Budget
Fiscal Year Ending June 30, 2020

Schedule of Expenses

402 Civic Center
910 Administrative
01

	2017-18 Expended	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Expended (thru Mar.)	2019-20 Admin Proposed
Operating Expenses						
000-1 Personal Services						
000-1-103 Salaries & Wages	1,268,894	1,564,953	12,763	1,577,716	1,022,597	1,588,226
000-1-104 FICA	92,178	119,719	976	120,695	74,473	121,499
000-1-105 Medical & Life Insurance	283,269	266,304	6,341	272,645	82,344	392,644
000-1-106 Retirement	113,156	121,995	1,276	123,271	81,112	124,323
000-1-111 Dental/Optical Insurance	7,479	14,072	335	14,407	6,285	13,517
000-1-112 Insurance - Payroll Deduction	(51,097)	(59,688)	(1,421)	(61,109)	(39,041)	(58,360)
001-1-113 OPEB - Current	20,000	20,000	-	20,000	-	20,000
Total Personal Services	1,733,879	2,047,355	20,270	2,067,625	1,227,771	2,201,849
000-2 Contractual Services						
000-2-211 Telephone	39,291	42,240	-	42,240	42,468	50,185
000-2-212 Printing	9,254	8,000	-	8,000	10,129	10,000
000-2-213 Utilities	733,336	800,000	(10,966)	789,034	466,595	770,000
000-2-214 Travel	8,186	9,000	-	9,000	3,848	8,150
000-2-215 Maint. & Repair - Bldg/Ground	12,932	34,000	-	34,000	32,297	40,000
000-2-216 Maint. & Repair - Equipment	57,779	35,000	-	35,000	34,393	40,000
000-2-218 Postage	120	700	-	700	189	700
000-2-219 Bldg. & Equipment Rents	153,848	100,000	-	100,000	135,680	180,000
000-2-220 Advertising/Legal Publications	6,874	45,000	-	45,000	2,219	45,000
000-2-221 Training	54	4,000	-	4,000	125	3,000
000-2-222 Dues & Subscriptions	4,730	2,400	-	2,400	955	1,825
000-2-226 Insurance - WC and UC	14,308	29,217	696	29,913	10,137	28,087
000-2-227 Insurance	66,258	64,165	-	64,165	89,604	130,000
000-2-230 Contracted Services	556,440	494,000	-	494,000	486,921	761,595
Total Contractual Services	1,663,409	1,667,722	(10,270)	1,657,452	1,315,561	2,068,542
000-3 Commodities						
000-3-341 Material & Supplies	169,245	150,000	(10,000)	140,000	109,865	140,000
000-3-343 Gas, Oil & Tires	1,882	2,000	-	2,000	1,696	2,000
000-3-345 Uniforms	2,664	4,500	-	4,500	2,763	5,000
Total Commodities	173,792	156,500	(10,000)	146,500	114,325	147,000
000-4 Capital Outlay						
000-4-458 Capital Outlay - Major Imp.	22,713	-	-	-	-	-
000-4-459 Capital Outlay - Equipment	-	-	-	-	-	-
000-4-461 Capital Outlay - Lease Purchase	-	-	-	-	-	-
Total Capital Outlay	22,713	-	-	-	-	-
000-5 Transfers & Contributions						
000-5-566 Transfers to Other Funds	87,738	-	-	-	12,364	-
Total Contributions	87,738	-	-	-	12,364	-
Total Operating Expenses	\$ 3,681,530	\$ 3,871,577	\$ -	\$ 3,871,577	\$ 2,670,021	\$ 4,417,391

CITY OF CHARLESTON
Coliseum & Convention Center Budget
Fiscal Year Ending June 30, 2020

Schedule of Expenses

402 **Civic Center**
910 **Administrative**
01

		2017-18 Actual Expended	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Expended (thru Mar.)	2019-20 Admin Proposed
000-6	Non-Operating Expenses						
000-6-670	Other Interest	-	-	-	-	-	-
000-6-671	Principal Maturities - Bonds	490,000	510,000	-	510,000	510,000	530,000
000-6-672	Interest on Bonds	179,837	166,800	-	166,800	107,076	143,780
001-6-672	Interest Bond Discount Amort.	30,108	30,108	-	30,108	20,072	30,108
000-6-674	Bond Service Charge	2,754	4,800	-	4,800	2,633	4,800
	Total Non-Operating Expenses	702,698	711,708	-	711,708	639,781	708,688
	Total Expenses	\$ 4,384,228	\$ 4,583,285	\$ -	\$ 4,583,285	\$ 3,309,801	\$ 5,126,079

CITY OF CHARLESTON
Coliseum & Convention Center Budget
Fiscal Year Ending June 30, 2020

Schedule of Cash

	Cash Basis
Total Operating Revenues	3,467,000
Total Non-Operating Revenues	<u>2,058,025</u>
Total System Revenues	5,525,025
Total Operating Expenses	4,417,391
Total Non-Operating Expenses	<u>708,688</u>
Total System Expenses	5,126,079
Excess Revenues over Cash Expenses	398,946

Schedule of Non-Cash Expenses

	2019-20
	Estimate
Depreciation	4,411,135
OPEB Long Term	<u>400,000</u>
Total Non-Cash Expenses	4,811,135

CITY OF CHARLESTON
Coliseum & Convention Center Budget

Fiscal Year Ending June 30, 2020

Coliseum & Convention Center Schedule of Authorized Positions

CURRENT			PROPOSED		
Position	Grade/ Class	FY 19 # Emp	Position	Pay Grade	FY 20 # Emp
Executive Director	132	1	Executive Director	132	1
Assistant Director of Civic Center	124	1	Assistant Director of Civic Center	124	1
Sales and Marketing Manager	121	1	Sales and Marketing Manager	121	1
Facility Superintendent	116	1	Facility Superintendent	116	1
Business Manager Civic Center	115	1	Business Manager Civic Center	115	1
Senior Event Coordinator	114	1	Senior Event Coordinator	114	1
Safety & Security Coordinator	112	1	Safety & Security Coordinator	112	1
Events Coordinator	112	1	Events Coordinator	112	1
Technology Services Coordinator	113	1	Technology Services Coordinator	113	1
Box Office Manager	111	1	Box Office Manager	111	1
Engineering Assistant	111	1	Engineering Assistant	111	1
Maintenance Technician	109	7	Maintenance Technician	109	7
Administrative Assistant I	109	1	Administrative Assistant I	109	1
Office Support Specialist	107	1	Office Support Specialist	107	1
Accounting Clerk	106	1	Accounting Clerk	106	1
Facility Support Technician	106	7	Facility Support Technician	106	7
Box Office Assistant	105	1	Box Office Assistant	105	1
Total		<u><u>29</u></u>			<u><u>29</u></u>

CITY OF CHARLESTON
Coliseum & Convention Center Budget
Fiscal Year Ending June 30, 2020
Civic Center Schedule of Wages & Salaries

CURRENT		PROPOSED	
Department/Wage Type	Amount	Department/Wage Type	Amount
<u>Civic Center (402)</u>		<u>Coliseum & Convention Center (402)</u>	
Elected Wages & Salaries	-	Elected Wages & Salaries	-
Regular Wages & Salaries	1,180,716	Regular Wages & Salaries	1,191,226
Irregular Part Time (IPT)	345,000	Irregular Part Time (IPT)	345,000
Overtime	52,000	Overtime	52,000
Pro-Pay	-	Pro-Pay	-
Tool Allowance	-	Tool Allowance	-
	<u>1,577,716</u>		<u>1,588,226</u>

b. Resolution No. 199-19 - Authorizing approval of Amendment No. 10 in the FY 2018-2019 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 the approval of Amendment No. 10 in the FY 2018- 2019 General Fund Budget as indicated on the attached list of accounts.

Storage added that the purpose of this budget amendment is to ensure that various City department medical insurance claims accounts remain within an approved budget threshold at the end of the 2018-2019 Fiscal Year. The larger City departments, such as Police and Fire, Public Works, and Retirees accounts are direct billed for their medical claims. The remaining City departments pool their medical claim expenses throughout the fiscal year and allocate those expenses based on the number of positions in each department. Each year around this time, a budget amendment is considered to “true up” the actual claims expenses for the year to guarantee that departments do not overspend their overall operating budgets by more than 102%. Adopting this budget amendment will ensure compliance with the State Auditor’s rules for municipal budgeting when the City closes its books at the completion of the current fiscal year.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 199-19 approved.

General Fund FY 2018-2019 Budget Amendment No. 10 - June 3, 2019

Account No.	Department	Account Description	Amount
001 412 50 000 1 105	City Manager - Construction	Medical Claims	(8,000)
001 706 00 000 1 105	Fire - Uniform	Medical Claims	(340,000)
001 706 93 000 1 105	Fire - Uniform - Retiree Health Benefits	Medical Claims	(1,813,000)
001 712 00 000 1 105	Traffic	Medical Claims	(83,000)
001 750 00 000 1 105	Street	Medical Claims	(130,000)
001 409 00 000 1 105	Mayor's Office	Medical Claims	30,000
001 410 00 000 1 105	City Council	Medical Claims	175,000
001 412 00 000 1 105	City Manager - Administrative	Medical Claims	87,000
001 413 00 000 1 105	City Treasurer	Medical Claims	27,000
001 414 00 000 1 105	City Collector	Medical Claims	120,000
001 415 00 000 1 105	City Clerk	Medical Claims	25,000
001 416 00 000 1 105	Municipal Court	Medical Claims	70,000
001 417 00 000 1 105	Legal	Medical Claims	42,000
001 418 00 000 1 105	Accounting	Medical Claims	42,000
001 420 00 000 1 105	Engineering	Medical Claims	60,000
001 420 01 000 1 105	Engineering - Stormwater Management	Medical Claims	33,000
001 421 00 000 1 105	MOECD	Medical Claims	60,000
001 422 00 000 1 105	Human Resources	Medical Claims	70,000
001 431 00 000 1 105	Mail Room	Medical Claims	17,000
001 436 00 000 1 105	Building Commission	Medical Claims	120,000
001 437 00 000 1 105	Planning	Medical Claims	60,000
001 439 00 000 1 105	Information Systems	Medical Claims	33,000
001 440 00 000 1 105	City Hall	Medical Claims	60,000
001 440 93 000 1 105	Regular Retiree Health Benefits	Medical Claims	400,000
001 442 00 000 1 105	Strategy Management	Medical Claims	20,000
001 566 00 000 1 105	Public Works	Medical Claims	25,000
001 567 00 000 1 105	Public Grounds	Medical Claims	17,000
001 567 01 000 1 105	Public Grounds - Carriage Trail	Medical Claims	17,000
001 700 00 000 1 105	Police - Uniform	Medical Claims	130,000
001 700 01 000 1 105	Police - Civilian	Medical Claims	225,000
001 700 93 000 1 105	Police - Uniform - Retiree Health Benefits	Medical Claims	140,000
001 706 01 000 1 105	Fire - Civilian	Medical Claims	17,000
001 716 00 000 1 105	Homeland Security - Emergency Services	Medical Claims	17,000
001 800 00 000 1 105	Refuse & Recycling	Medical Claims	68,000
001 900 00 000 1 105	Parks & Recreation	Medical Claims	93,000
001 906 01 000 1 105	Public Arts	Medical Claims	8,000
001 910 00 000 1 105	Municipal Auditorium	Medical Claims	26,000
001 952 00 000 1 105	Spring Hill Cemetery	Medical Claims	40,000

To adjust and reallocate various departmental expense accounts due to overruns on medical costs.

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

c. Resolution No. 200-19 - A Resolution granting Appalachian Power Company, a unit of American Electric Power a supplemental easement and right of way across City property adjacent to the Spring Hill Cemetery in connection with the permanent easement authorized by Resolution No. 026-18, adopted by Council on April 2, 2018, and authorizing the City Manager to execute the supplemental easement and right of way, attached hereto as Exhibit A.

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

That Appalachian Power Company, a unit of American Electric Power ("AEP") was granted a permanent transmission easement across City property adjacent to Spring Hill Cemetery by Resolution No. 026-18, adopted by Council on April 2, 2018, for a payment of \$1,640.00 for the value of the easement.

That following recordation of the easement in Book 2997, Page 209 in the Recorder's Office of Kanawha County, West Virginia, AEP and the City determined that there was an existing building belonging to the City within the limits of the right of way and easement.

That the City may continue to use the existing building, but if it is removed or destroyed then the City will not construct, reconstruct, or relocate the building within the limits of the right of way and easement.

That these terms are more fully described in the supplemental easement and right of way, attached hereto as Exhibit A, and the City Manager is authorized to execute the supplemental easement and right of way on behalf of the City.

Storage added that in April 2018, Council authorized the grant of an easement to AEP at Spring Hill Cemetery. After granting the easement, AEP discovered that there was a small out building or shed along the easement route belonging to the City. The proposed supplemental language for the easement addresses this issue by stating that if the building is ever removed/demolished, the City agrees to not erect a replacement building on top of the easement.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 200-19 approved.

AEP Legal 910848.1

02/14/2014 14:25:02

Line Name: Bullitt Street – Chesterfield Line No.: TLN150:1195 Easement No.: 22

SUPPLEMENTAL EASEMENT AND RIGHT OF WAY

THIS SUPPLEMENTAL EASEMENT AND RIGHT OF WAY made by and between The City of Charleston, whose address is PO Box 2749, Charleston, West Virginia 25330 (“Grantor”), whether one or more persons, and Appalachian Power Company, a Virginia corporation, being a unit of American Electric Power, whose principal business address is 1 Riverside Plaza, Columbus, Ohio 43215 (“AEP”). WHEREAS, AEP is the owner of a right of way and easement under the terms of the following agreements recorded in the Recorder’s Office of Kanawha County, West Virginia by and between the Grantor and Appalachian Electric Power Company, a predecessor in title to AEP, dated April 3, 2018 and recorded in Book 2997, Page 209 (the “Original Easement”); and WHEREAS, Grantor is the successor in interest to all or part of the lands affected by the Original Easement; and WHEREAS, Grantor does however reserve the right to use the existing building as now located within the limits of the above described right of way and easement as shown on Exhibit “A” attachment, but if aforementioned building is removed or destroyed by any means, Grantor shall not be permitted to construct, reconstruct or relocate any portion of the building within the limits of the right of way and easement. NOW, THEREFORE, in consideration of the sum of Ten and NO/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which Grantor hereby acknowledges, the Grantor hereby grants and conveys and warrants to AEP this Supplemental Easement and Right of Way ("Easement") for electric transmission, distribution, and communication lines and appurtenant equipment and fixtures to modify the Original Easement

AEP Legal 910848.1

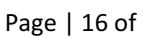
02/14/2014 14:25:02

[insofar as it encumbers property of the Grantor situated in a tract of land known as being in Kanawha County, State of West Virginia, adjoining, on the northeast boundary, Spring Hill Cemetery of said City of Charleston, numbered 6, 7, 8 and 9 as more described in Document dated September 1, 1926 in Volume 305, Page 528. (Parcel No. 10 48006100000000)], as follows: The Easement Area shall be more fully described and depicted on Exhibit “A”, a copy of which is attached hereto and made a part hereof (“Easement Area”).

Except as supplemented and amended herein, the Original Easement shall remain in full force and effect. The Original Easement, as supplemented and amended herein, contains the complete agreement, express and implied between the parties herein and shall inure to the benefit of and be binding on their respective successors, assigns, heirs, executors, administrators, lessees, tenants, and licensees.

This Easement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

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d. Resolution No. 201-19 - Authorizing the Mayor or City Manager to enter into a renewal agreement with Safety National Insurance Company/Commercial Insurance Service, at the rate of 0.6292% of wages, equating to a deposit premium of \$232,663.65 based on wages of \$36,775,377, for the City Excess Workers' Compensation Insurance for the period July 1, 2019 to June 30, 2020.

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

That the Mayor or City Manager is hereby authorized and directed to enter into a renewal agreement with Safety National Insurance Company/Commercial Insurance Service, at the rate of 0.6292% of wages, equating to a deposit premium of \$232,663.65 based on wages of \$36,775,377, for the City Excess Workers' Compensation Insurance for the period July 1, 2019 to June 30, 2020.

Frank Baer, with Assured Partners, addressed the Committee by saying this is a renewal of a policy that has been in force with the City for 45-50 years. The City purchases Full Statutory Excess coverage (also called Stop-Loss) from Safety National – one of only a few companies that provides stop-loss coverage for municipalities. The premium is based on total annual payroll expenses.

Councilmember Snodgrass asked how the City compared to others. Baer answered that there weren't a lot of comparable cities in West Virginia, but that the rates were extremely favorable. Additionally, a Third-Party Claims Adjuster (TTPA) manages all claims, whether self-insured or not.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative, with one abstention from Councilmember Burton, Chairperson Jenkins declared Resolution 201-19 approved.

City of Charleston
7-1-2019/2020 Renewal

CONTRACT TERMS	EXPIRING 2017-2018	EXPIRING 2018-2019	RENEWAL QUOTE 2019-2020
Based on Annual Payroll of:	\$35,275,708	\$36,937,643	\$36,775,377
Employer's Liability Limit	\$1,000,000 Per Occurrence and Aggregate	\$1,000,000 Per Occurrence and Aggregate	\$1,000,000 Per Occurrence and Aggregate
Aggregate Excess Limit	\$1,000,000	\$1,000,000	\$1,000,000
Specific Excess Limit	Statutory	Statutory	Statutory
Self-Insured Retention	\$600,000 All Other \$1,000,000 USLH	\$600,000 All Other \$1,000,000 USLH	\$600,000 All Other \$1,000,000 USLH
Estimated Aggregate Retention	\$2,362,545	2 Year Est = \$4,402,926 (can't show as 2 one year retentions)	
Premium Rate (per \$100 Payroll)	0.6292	0.6292	0.6292
Deposit Premium	\$221,955	\$232,412	\$231,391
0.55% WV Surcharge	\$1,220.75	\$1,278.27	\$1,272.65
Total Annual Premium (Incl. Tax)	\$223,175.75	\$233,690.27	\$232,663.65

e. Resolution No. 203-19 – Authorizing the Mayor or City Manager to submit an application to the State Development Office to add Barlow Drive to the Industrial Access Road Program, where, upon approval of the application, Barlow Drive will become a part of the State Road System and will be improved to better accommodate commercial activity.

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

The Mayor or City Manager is authorized to submit an application to the State Development Office to add Barlow Drive to the Industrial Access Road Program, where, upon approval of the application, Barlow Drive will become a part of the State Road System and will be improved to better accommodate commercial activity.

Storage added that there is a little known program within the State Department of Transportation that allows certain roads or streets to be included in the Industrial Road Access Program. The WVDOH is required to place \$3M each year into a special account designed to establish or maintain industrial access routes throughout the state. (See W. Va. Code Section 17-3A-1, et seq.) Counties are entitled to apply for up to \$400,000 in unmatched funds each fiscal year to develop or maintain industrial access roads in the county, assuming the county can demonstrate that certain economic development benchmarks are met. Municipalities may apply to have a road incorporated into the industrial road access program (with the county's permission). The Administration would like to apply to the State to include Barlow Drive in the industrial road access program. Barlow Drive runs along the Elk River and provides access to several industrial sites (Ward 8). The road is in constant need of maintenance, as the road is slowly slipping toward the river, and the river floods the road at least twice a year (exacerbating the road's conditions). The benefits are that it becomes part of the State's road system (no longer maintained by the City) and will get the road elevated to a level of commercial use that is needed for the amount of work and development that is going on currently as well as expansions/new businesses. The Administration believes that due to recent economic development along the route, the City can meet the thresholds established by the State Development Office and the WVDOT to bring the road into the program.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 203-19 approved.

f. Resolution No. 204-19 – Authorizing the Mayor or City Manager to submit an application in the amount of \$200,000 to the WV Department of Health and Human Resources Quick Response Team (QRT) grant program and to administer any funds awarded. These funds will provide salary reimbursement for the project manager, recovery coaches and police and fire personnel overtime costs. There are no matching funds needed for this award.

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

That the Mayor or City Manager is hereby authorized to submit an application in the amount of \$200,000 for the QRT to provide funds necessary for the program and to administer any funds awarded.

Storage added that the Administration seeks to apply for 2 separate grants, one from DHHR and the other from DOJ. Both grants would support the efforts of the Charleston Quick Response Team. The DHHR grant is specific to QRT programs and has a 1-year term. The Administration proposes to seek funds to reimburse costs associated with employing a full-time Program Coordinator and several recovery coaches. The funds would also reimburse for police officer and fire EMT overtime expenses, as well as certain materials, supplies and office equipment.

Councilmember Hoover added that the program is when an individual OD's, a team will visit them a day or two later (Councilors, Prestera, EMS, CPD, etc.) to talk to the person and will ask them if they want treatment. In the past 30 days, 9 out of 30 overdoses were contacted with 8 going into treatment.

Mayor Goodwin added the QRT will develop relationships that is critical to getting people the help they need if treatment is initially turned down. Additionally, no cities received money for the QRT program during the first round of funding.

Councilmember Steele added that having gone through Recovery Coach Training, she is very glad that Recovery Coaches will be included.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 204-19 approved.

g. Resolution No. 205-19 – Authorizing the Mayor or City Manager to submit an application in the amount of \$600,000 to the Department of Justice, Office of Justice Programs for the Quick Response Team (QRT) and to administer any funds awarded. These funds will provide salary reimbursement for the project manager, research partner and recovery coaches and overtime costs for police and fire personnel, along with travel/training funds. There are no matching funds needed for this award.

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

That the Mayor or City Manager is hereby authorized to submit an application in the amount of \$600,000 to provide necessary funds for the QRT and to administer any funds awarded.

Storage added that this will provided additional resources for the same QRT. This is through the Comprehensive Opioid Abuse Site-Based Program (3 year Term). The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to plan, develop, and implement comprehensive efforts to identify, respond to, treat, and support those impacted by the opioid epidemic. The funds from this grant would reimburse the same or similar types of expenses as those allowable under the DHHR grant. One additional requirement is a research partner to assist with compiling key data to improve the City's responsiveness to the opioid crisis.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 205-19 approved.

Councilmember Hoover motioned to adjourn the meeting.

Meeting adjourned.

Resolution No. 206-19

Introduced in Council

Passed by Council

June 17, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 206-19 - Authorizing the City Manager to execute Change Order #3 with
2 Stantec Consulting Services, Inc., in the amount of \$1,900.00 to perform additional
3 adhesion testing on the protective coating that has failed on the Charleston Coliseum
4 and Convention Center, as listed in Exhibit A, attached hereto. This change order
5 increases the contract price from \$141,861.50 to 143,761.50.

6

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

8

9 That the City Manager is hereby authorized and directed to execute Change Order #3
10 with Stantec Consulting Services, Inc., in the amount of \$1,900.00 to perform additional
11 adhesion testing on the protective coating that has failed on the Charleston Coliseum
12 and Convention Center, as listed in Exhibit A, attached hereto. This change order
13 increases the contract price from \$141,861.50 to 143,761.50.

14



Stantec Consulting Services Inc.
111 Elkins Street, Fairmont WV 26554-4021

May 29, 2019

Attention: Chris Knox, PE
City Engineer, City of Charleston

Dear Mr. Knox,

Reference: City of Charleston, Civic Center Adhesion Testing and Report

As discussed in our field meeting on Thursday, May 9, 2019, we are submitting a cost proposal to perform adhesion testing on sections of the Civic Center where the protective coating has failed. After the completion of the testing, Stantec will deliver a recommendation report detailing the findings of the field investigation. The costs are proposed as follows:

- Field Investigation, Adhesion testing (16 tests)

NACE Level III – (6 Hours) (\$135.00 Per Hour)	=	\$810.00
NACE Technician - (6 Hour) (\$95.00 Per Hour)	=	\$570.00
 - Recommendation Report

NACE Level III - (2 Hours) (\$135.00 Per Hour)	=	\$270.00
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 - Directs (Testing Supplies and Equipment) = \$250.00
- Total \$1900.00**

Total cost is not to be exceeded without out prior authorization from the City of Charleston. If you are in agreeance with the proposal presented above including the attached standard Terms and Conditions, please sign and return one copy to our office.

Regards,

Stantec Consulting Services Inc.

Donavon Cunningham
Field Services Manager
Phone: 304 816 5194
Fax: 304 367 9403
donavon.cunningham@stantec.com

Design with confidence. Period.

Resolution No. 207-19

Introduced in Council:

June 17, 2019

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 207-19 - Authorizing the Mayor or City Manager, pursuant to W. Va. Code §16-18-16, to sever approximately 707 square feet of City property, which is more particularly described in Exhibit A, and convey the property to the Charleston Urban Renewal Authority (CURA) in order to merge it with the adjacent property already owned by CURA to facilitate the development of the adjacent property.

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

That the City Manager or Mayor are authorized to sever approximately 707 square feet of City property, which is more particularly described in Exhibit A, and convey the property to the Charleston Urban Renewal Authority (CURA) in order to merge it with the adjacent property already owned by CURA to facilitate the development of the adjacent property.

**DESCRIPTION OF PART OF THE
CITY OF CHARLESTON PROPERTY
TO BE SEVERED AND MERGED WITH
TAX MAP 8 PARCEL 41
CITY OF CHARLESTON, WV**

Being a parcel or tract of land situate in Charleston East District, Kanawha County, West Virginia, to which a more particular description is made, to-wit:

To find the TRUE POINT OF BEGINNING commence at a mag nail at the buiding corner marking the southeastern-most corner of a the Charleston Urban Renewal Authority property (CURA) Tax Map 8 Parcel 41 on the southerly right of way line of line of Brawley Walkway; thence with said building line,

S. 39°08'55" E. a distance of 18.81 feet to a mag nail set at edge of building in the line of CURA ; thence through and over the lands of the City of Charleston the following three (3) lines:

S. 32°10'34" E. a distance of 20.84 feet to a mag nail set; thence,

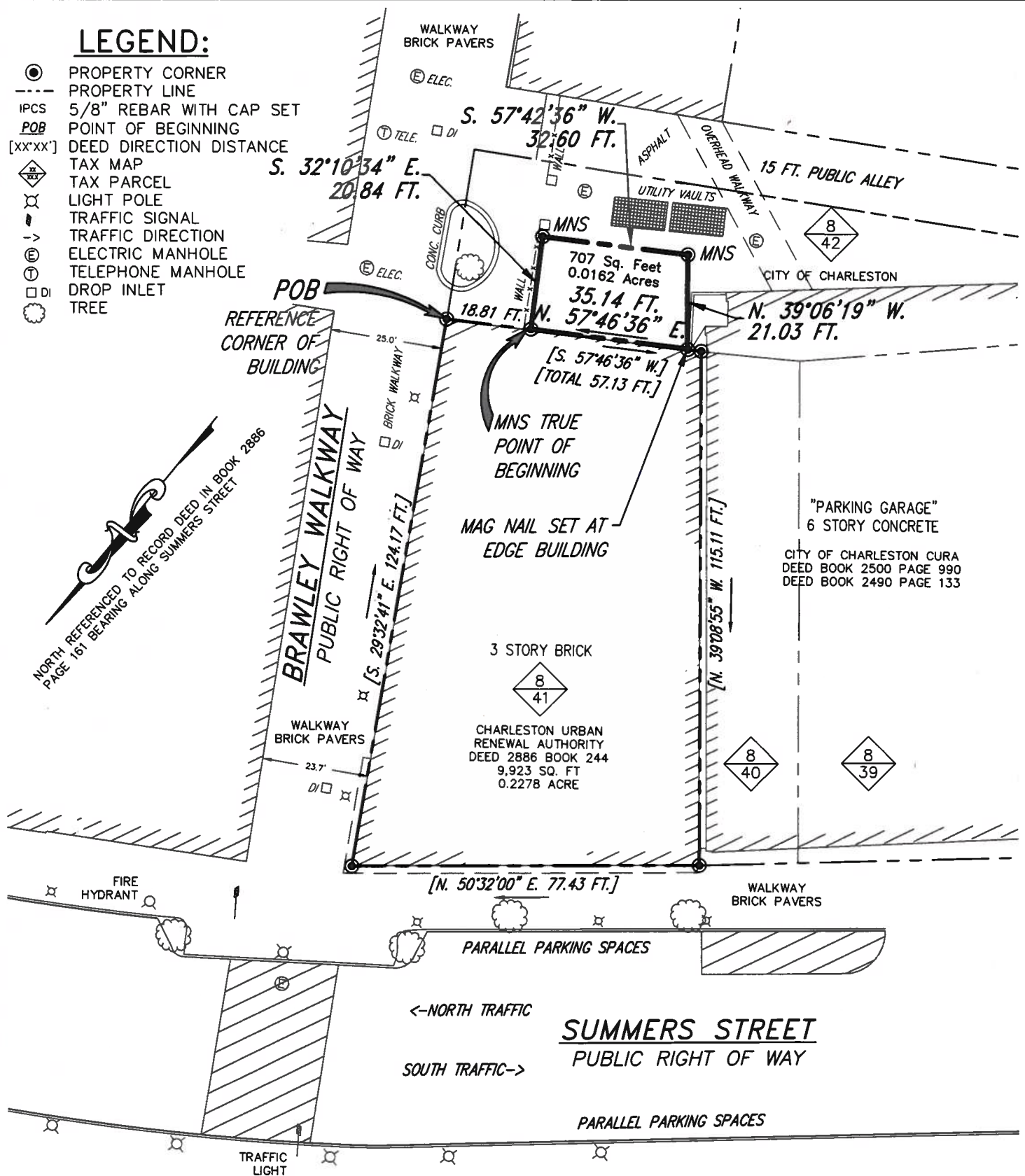
S. 57°42'36" W. a distance of 32.60 feet to a mag nail set; thence,

N. 39°06'19" W. a distance of 21.03 feet to a mag nail set at edge of building in the line of CURA Tax Map 8 Parcel 41; thence with the division line of said CURA,

N. 57°46'36" E. a distance of 35.14 feet to the Point of Beginning, having an area of 707 square feet or 0.0162 acre, more or less. Reference is made to a survey prepared by S & S Engineers, Inc., Charleston WV, titled "PLAT OF SURVEY OF PART OF CITY OF CHARLESTON PROPERTY TO BE MERGED WITH TAX MAP 8 PARCEL 41" dated June 7, 2019, and bearing the signature of Randy Brooks Crace, West Virginia Professional Surveyor No. 756.

LEGEND:

- PROPERTY CORNER
- PROPERTY LINE
- IPCS 5/8" REBAR WITH CAP SET
- POB POINT OF BEGINNING
- [XX'XX"] DEED DIRECTION DISTANCE
- ⬡ TAX MAP
- ⬡ TAX PARCEL
- ⊗ LIGHT POLE
- ⊗ TRAFFIC SIGNAL
- TRAFFIC DIRECTION
- ⊗ ELECTRIC MANHOLE
- ⊗ TELEPHONE MANHOLE
- DI DROP INLET
- ⊗ TREE



REFERENCES:

CHARLESTON EAST TAX MAP 8

FLOOD ZONE - PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA DEFINED AS THE 1% ANNUAL RETURN CHANCE FLOOD BY GRAPHIC PLOTTING ON F.I.R.M 54039C0407E WITH THE EFFECTIVE DATE OF FEB. 6, 2008.

ZONING - DVD-UR DOWNTOWN VILLAGE DISTRICT

HEIGHT - 150 FT.

REAR SETBACK - 0 FT.

FRONT SETBACK - 0 FT.

SIDE SETBACK - 0 FT.



GRAPHIC SCALE

PLAT FOR SURVEY OF
 PART OF CITY OF CHARLESTON
 PROPERTY TO BE SEVERED AND MERGED WITH
 TAX MAP 8 PARCEL 41
 PREPARED FOR
 THE CITY OF CHARLESTON
 SITUATE IN THE CITY OF CHARLESTON
 EAST TAX DISTRICT TAX MAP 8
 KANAWHA COUNTY, WEST VIRGINIA
 SCALE 1"=30' DATE: 6-10-2019

RANDY BROOKS CRACE, P.S.
 WV PROFESSIONAL LAND SURVEYOR NO. 756

PLAT PREPARED BY
 S & S ENGINEERS, INC.
 501 EAGLE MOUNTAIN ROAD
 CHARLESTON, WEST VIRGINIA 25311



Resolution No. 208-19

Introduced in Council:

June 17, 2019

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 208-19 - Authorizing the Mayor or City Manager to enter into an agreement with Garcie R. Marker & Sons, Inc., in the amount of \$619,225.00, for the Concrete Street Repair Project pursuant to the results of a competitive bidding process.

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

That the Mayor or City Manager is hereby authorized and directed to enter into an agreement with Garcie R. Marker & Sons, Inc., in the amount of \$619,225.00, for the Concrete Street Repair Project pursuant to the results of a competitive bidding process.

Concrete Street Repair Project #:E4-06/19-126U - Engineering

Bid Opening: June 11, 2019 @ 10:30 a.m.

			Garcie R. Marker & Sons, Inc. 1119 Jefferson Road South Charleston, WV 25309 P: (304) 744-0590 grmarkersons@aol.com		McClanahan Construction Co. 744 N. Poca River Road Poca, WV 25159 P: (304) 776-3355 bruce@mcclanahanconstruction.com	
Item	Unit	Estimated Quantity	Price per Unit	Total Cost	Price per Unit	Total Cost
Item No. 3.01 Mobilization and Demobilization (5% Max.)	LS	1	\$2,100.00	\$2,100.00	\$27,000.00	\$27,000.00
Item No. 3.02- Aggregate Base	TON	525	\$65.00	\$34,125.00	\$84.00	\$44,100.00
Item No. 3.03 - Class K Portland Cement Concrete Pavement	CY	650	\$815.00	\$529,750.00	\$867.00	\$563,550.00
Item No. 3.04 - Integral Rolled Concrete Curb	LF	750	\$25.00	\$18,750.00	\$15.00	\$11,250.00
Item No. 3.05 Concrete Curb and Gutter	LF	200	\$65.00	\$13,000.00	\$49.00	\$9,800.00
Item No. 3.06 - 4-inch Underdrain	LF	400	\$38.00	\$15,200.00	\$69.00	\$27,600.00
Item No. 3.07 - Open graded Free Draining Aggregate	TON	150	\$42.00	\$6,300.00	\$67.00	\$10,050.00
TOTAL PROJECT COST				\$619,225.00		\$693,350.00

Resolution No. 209-19

Introduced in Council:

June 17, 2019

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 209-19 - Authorizing the Mayor or City Manager to enter into a contract with Vance Outdoors Inc. for the purchase of 60 assault rifles and related accessories in the amount of \$82,173.60 pursuant to the results of a competitive bidding process.

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

That the Mayor or City Manager is hereby authorized and directed to enter into a contract with Vance Outdoors Inc. for the purchase of 60 assault rifles and related accessories in the amount of \$82,173.60 pursuant to the results of a competitive bidding process.

Charleston Police Department Rifle and Rifle Accessories

Bid Opening: May 15, 2019 @ 11:00 a.m.

	Quantity	Boggs Gun Shop 421 Beech Avenue Charleston, WV 25302 P: (304) 344-1900 F: chuckboggs@suddenlink.net			Vance Outdoors Inc. 3723 Cleveland Ave. Columbus, OH. 43224 P: (614) 471-7000 x115 F: (614) 471-2134 dvance@vanceoutdoors.com		
			Unit Cost	Total Cost		Unit Cost	Total Cost
Sig Sauer M400 Rifle	60		\$910.75	\$54,645.00		\$869.35	\$52,161.00
Saavy Sniper Sling	60		\$55.00	\$3,300.00		\$56.29	\$3,377.40
Aimpoint PRO Optic	60		\$383.50	\$23,010.00		\$399.99	\$23,999.40
MagPul Gen3 Magazine	120		\$11.58	\$1,389.60		\$10.99	\$1,318.80
Black Padded Rifle Case	60		\$23.61	\$1,416.60		\$21.95	\$1,317.00
Shipping			\$0.00	\$0.00		\$0.00	\$0.00
Delivery	30 days or less				90 - 100 days		

Total Bid	\$83,761.20	\$82,173.60
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Resolution No. 210-19

Introduced in Council

Passed by Council

June 17, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 210-19 - Authorizing the Mayor or City Manager to submit a grant
2 application to the West Virginia Department of Environmental Protection through
3 the agency's Rehabilitation Environmental Action Plan (REAP) program in the
4 amount of \$150,000, where any awarded funds will be used to educate City
5 residents about recycling and to conduct a study on recycling practices in the City
6 of Charleston. The Mayor or City Manager is authorized to receive and administer
7 any grant awarded.

8
9 Be it Resolved by the Council of the City of Charleston, West Virginia:

10
11 The Mayor or City Manager is authorized to submit a grant application to the West
12 Virginia Department of Environmental Protection through the agency's
13 Rehabilitation Environmental Action Plan (REAP) program in the amount of
14 \$150,000, where any awarded funds will be used to educate City residents about
15 recycling and to conduct a study on recycling practices in the City of Charleston.
16 The Mayor or City Manager is authorized to receive and administer any grant
17 awarded.

Resolution No. 211-19

Introduced in Council

Passed by Council

June 17, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 211-19 - Authorizing the Mayor or City Manager to enter into a
2 contract with Daktronics Inc., for an Indoor Digital Display Screen for the
3 Charleston Coliseum and Convention Center, Upper Lobby Display in the amount
4 of \$105,640.00 pursuant to the results of a competitive bidding process.

5

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

7

8 That the Mayor or City Manager is authorized to enter into a contract with
9 Daktronics Inc., for an Indoor Digital Display Screen for the Charleston Coliseum
10 and Convention Center, Upper Lobby Display in the amount of \$105,640.00.
11 Pursuant to the results of a competitive bidding process.

12

City of Charleston, WV
Indoor Digital Display Screen - Coliseum and Convention Center - ReBid
Bid Opening: May 13, 2019 @ 10:30 a.m.

	Daktronics, Inc. Attn: Fran Kulas 201 Daktronics Drive Brookings, SD 57006 P: (605)692-0200 sales@daktronics.com	Electronic Speciality Company Attn: Shane Higgins II 1325 Dunbar Avenue Dunbar, WV 25064 P: (304)766-6277 shane@electronicspeciality.com
Unit Price with Installation	\$105,640.00	\$73,359.00
Total Bid	\$105,640.00	\$73,359.00
Delivery (days from date of firm order)	100 days	60 days