MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., JUNE 17, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15p.m., June 17, 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
Will Laird
Shannon Snodgrass
Keeley Steele (arrived 6:21 pm)

Vice Chairperson Reishman asked for unanimous consent to dispense with the reading of the minutes for the June 3, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

I. DISCUSSION:

a. Councilmember Jenkins stated that the Mayor has requested a special subcommittee be established to look into local vendor preference. They will review the City ordinances, rules, and policies, as well as those of other municipalities to evaluate the feasibility of implementing a weighted system to where businesses within City limits will get some preference when bidding. Councilmember Jenkins has asked Councilmembers Laid and Steele to serve on the subcommittee along with himself.

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, as listed in Exhibit A, attached hereto. This change order increases the contract price from $141,861.50 to 143,761.50.

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

That the City Manager is hereby authorized and directed 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, as listed in Exhibit A, attached hereto. This change order increases the contract price from $141,861.50 to 143,761.50.

City Manager, Jonathan Storage, explained that the purpose of this change order is to further examine issues surrounding severe paint bubbling on two large sections of the recently painted Coliseum. The adhesion testing will assist the City in determining why the paint is failing in certain locations and whether the paint may fail in other locations over time. We do not yet know whether there is a problem with the paint itself, a problem with its original application, or some latent defect with the underlying metal exterior walls of the Coliseum. The administration hopes this adhesion testing will provide some answers.

Councilmember Steele confirmed that the painting in question was contracted out. City Engineer, Chris Knox further explained that the company tested the paint themselves, but he believes the tests weren't thorough enough. This is why a third party will be doing more testing.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 206-19 approved.

Stantec

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

- 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

b. 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.

Storage added that the purpose of this proposed conveyance is to facilitate a property purchase and development deal between the Charleston Urban Renewal Authority (CURA) and a private developer regarding 170-178 Summers Street, commonly known as the B&B Loans Building. The City owns a small piece of land behind the B&B Loans Building, which it may transfer to CURA with little-to-no impact on the City's operations. Currently, the property is managed by the City's Parking System, and only three parking spaces will be affected by the proposed transfer. The Director of the Parking System is making arrangements to have the three affected parking customers transfer their assigned spaces to the Summers Street Garage. This property transfer will allow the developer to add a staircase and elevator to the back of the building, as well as an additional back exit.

Councilmember Reishman asked if an appraisal was done/needed. City Attorney, Kevin Baker, answered that one was not necessary.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 207-19 approved.

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,

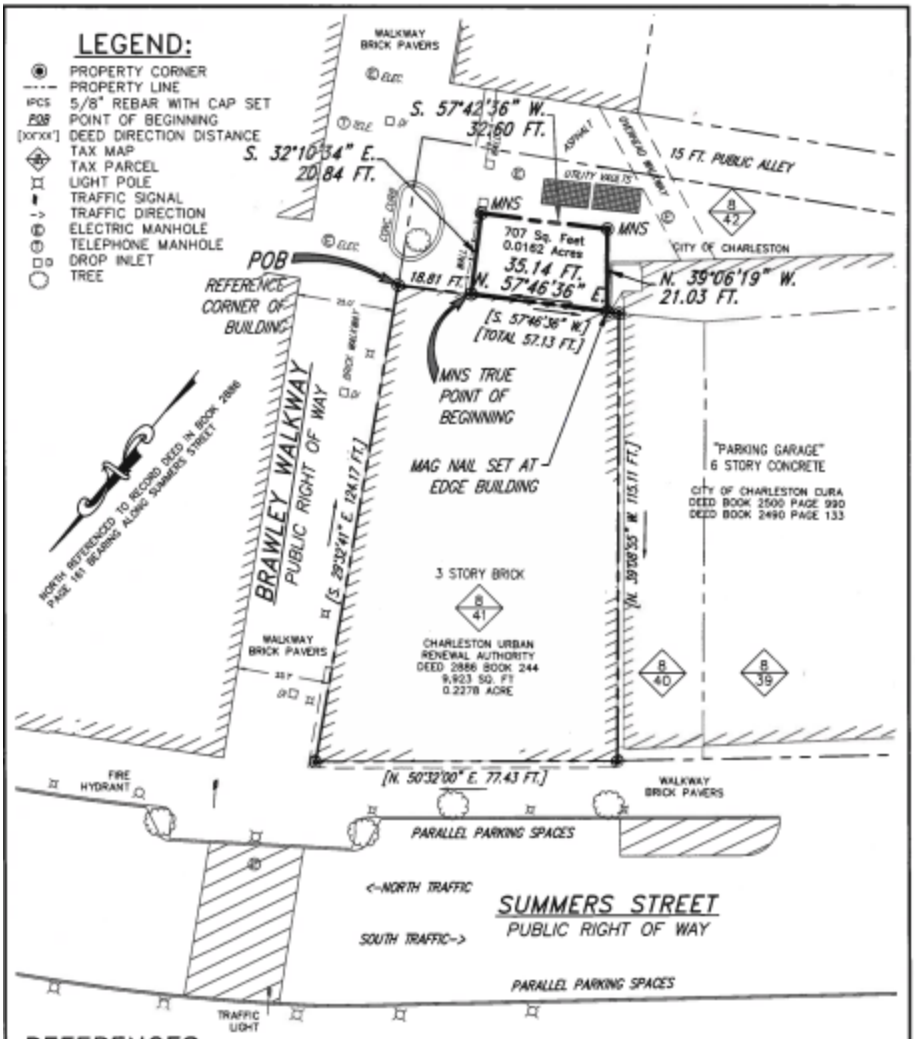
S. 39°08'55" E. a distance of 18.81 feet to a mag nail set at edge of building in the line of CURA ; thence through and over the lands of the City of Charleston the following three (3) lines:

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.



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.

0 30 60 90

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 LICENSED No. 756 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

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

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 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.

Storage added that the City opened bids for this paving season's concrete street repair contract on June 11, 2019, and received 2 bids. The Purchasing Director, in consultation with the Engineering Department, reviewed the bid submittals and determined that the apparent low bidder, Garcie R. Marker & Sons, Inc., has complied with the requirements of the solicitation. The administration does not believe re-advertising the contract will yield a lower price, and recommends the adoption of the resolution to award the contract to Garcie R. Marker & Sons, Inc.

Councilmember Stelle confirmed that the resolution pertains only to streets (not sidewalks, etc.). Knox added that the streets affected would be: the section of Lewis Street behind CAMC, Court Street, Parkwood Road, Upper Dartmouth Avenue and Rockledge Drive.

Councilmember Laird asked it made sense to keep repairing the concrete streets instead of converting hem to asphalt. Knox said that the results of paving asphalt over concrete would only last a few years. Councilmember Hoover asked which kind lasts longer, and it was answered that concrete lasts longer, although asphalt is cheaper which is why developers are using it.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 208-19 approved.

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**

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.

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.

Storage added that on May 15, 2019, the City opened bids for the purchase of 60 assault rifles and associated equipment, and received 2 bids. Vance Outdoors, Inc., of Columbus, OH was the apparent low bidder with a total bid of $82,173.60. The second and apparent highest bidder was Boggs Gun Shop of Charleston, WV with a total bid of $83,761.20. This is a difference of $1,587.60. The percentage difference is 1.9%. The administration is very mindful that these vendors were extremely close in their bids. While the administration is deeply committed to helping strengthen local businesses; however, City Code currently does not permit the Administration or the City Council to have a weighted bid evaluation system in favor of local vendors. Instead, the Code requires, if it be awarded, the contract must to go to the lowest responsible bidder. The Purchasing Director reviewed the bid submittals and determined that the apparent low bidder, Vance Outdoor, Inc., has complied with the requirements of the solicitation. The administration does not believe re-advertising the contract will yield a lower price. Accordingly, the administration recommends the adoption of the resolution to award the contract to Vance Outdoor, Inc.

Councilmember Steele confirmed that these are new guns for the patrol officers who do not currently carry them. They are assigned to induvial officers, who attend a 2-day training session.

Councilmember Laird asked if the discrepancy in delivery time between the two bids would change the choice of vendors. Storage stated that the lowest bidder's delivery time of 90-100 days was a reasonable time as confirmed by the CPD representatives.

Councilmember Jenkins also added that this is the resolution that gave rise to the creation of the aforementioned subcommittee. While the preference is to choose a local business, the administration wants to ensure all decisions all legal and appropriate.

Councilmember Steele confirmed that the threshold for Council approval of purchases is $25,000.

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 209-19 approved.

Charleston Police Department Riffle and Riffle Accessories
Bid Opening: May 15, 2019 @ 11:00 a.m.

		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		
	Quantity		**Unit Cost**	**Total Cost**		**Unit Cost**	**Total Cost**
Sig Sauer M400 Riffle	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**

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 agency's Rehabilitation Environmental Action Plan (REAP) program in the amount of $150,000, where any awarded funds will be used to educate City residents about recycling, conduct a study on recycling practices in the City of Charleston or any other purpose that promotes or facilitates recycling as approved by the Mayor and Council. The Mayor or City Manager is authorized to receive and administer any grant awarded.

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

   The Mayor or City Manager is authorized to submit a grant application to the West Virginia Department of Environmental Protection through the agency's Rehabilitation Environmental Action Plan (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 in the City of Charleston. The Mayor or City Manager is authorized to receive and administer any grant awarded.

Councilmember Jenkins added that prior to the Finance meeting, he spoke with Environment and Recycling Committee Chair, Council Member Bailey. Additional language was added to the resolution: "any other purpose that promotes or facilitates recycling." This provides greater flexibility.

Storage added that the administration seeks to apply for and administer grant funds, possibly totaling $150,000, from the DEP's REAP program to educate residents about recycling and to conduct a study on recycling practices.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 210-19 approved.

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.

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 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.

Storage explained that on May 13, 2019, the City opened bids for the purchase an indoor digital display screen for the Charleston Coliseum and Convention Center, and received 2 bids. Electronic Specialty Company of Dunbar, WV was the apparent low bidder with a total bid of $73,359. The second and apparent highest bidder was Daktronics, Inc. of Brookings, South Dakota with a total bid of $105,640. The Purchasing Director, in consultation with CCCC and Information Systems staff, reviewed the bid submittals and determined that the apparent low bidder, Electronic Specialty Company, has NOT complied with the requirements of the solicitation. Electronic Specialty failed to provide required details regarding whether its device would meet the mandatory specifications called for in the solicitation in regard to processing, color depth and dimming. This is now the second time the administration has put this purchase out to bid, and Electronic Specialty Company has been the apparently low bidder both times. Electronic Specialty failed to submit a fully responsive bid the first time, as well. Accordingly, the administration has deemed Electronic Specialty Company non-responsive to the solicitation. The administration recommends the adoption of the resolution to award the contract to Daktronics, Inc.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 211-19 approved.

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

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.