



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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

Finance Committee, Chair
Parking Committee, Chair
Public Safety Committee

AGENDA FINANCE COMMITTEE MEETING Monday, July 15, 2019 6:00 PM

I. DISCUSSION:

- a. Approval of Previous Minutes - July 1, 2019

II. RESOLUTIONS:

- a. Resolution No. 214-19 - Authorizing approval of Amendment No. 1 in the FY 2019- 2020 General Fund Budget.
- b. Resolution No. 217-19 – Renewal of Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston.
- c. Resolution No. 219-19 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 to provide partial salary reimbursement for two Charleston Police Department Prevention Resource Officers.
- d. Resolution No. 220-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers.
- e. Resolution No. 221-19 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 to provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team.
- f. Resolution No. 222-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the West Virginia Division of Highways to pave a section of Oakwood Road from U.S. 119 to Connell Road (including the replacement of six accessible ramps).

III. **BIDS/PURCHASES:**

- a. Purchase of Road Salt.

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

MINUTES
FINANCE COMMITTEE MEETING
6:40 P.M., JULY 1, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:40p.m., July 1, 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
Mary Beth Hoover
Keeley Steele

I. DISCUSSION:

a. Vice Chairperson Reishman asked for unanimous consent to dispense with the reading of the minutes for the June 17, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

b. Councilmember Jenkins reported that the first meeting of the Subcommittee on Local Vendor Preference was productive. They will most likely be able to provide a full report to the Finance Committee with their recommendations after two more meetings.

RESOLUTIONS:

a. Resolution No. 212-19 - Authorizing the MOECD to partner with the Charleston Area Alliance (CAA) in the alliance's submission of a grant proposal to the United States Department of Labor's (USDOL) Appalachian Regional Commission (ARC) Workforce Opportunities for Rural Communities grant. The grant proposal is for \$2,500,000 to fund a new workforce demonstration project that will create a workforce resource linkage program and align the focus of workforce development efforts to an area's existing strategies and plans for economic development and diversification. The Charleston Area Alliance will serve as the fiscal agent. There is no match required.

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

The MOECD is authorized to partner with the Charleston Area Alliance (CAA) in the alliance's submission of a grant proposal to the United States Department of Labor's (USDOL) Appalachian Regional Commission (ARC) Workforce Opportunities for Rural Communities grant. The grant proposal is for \$2,500,000 to fund a new workforce demonstration project that will create a workforce resource linkage program and align the focus of workforce development efforts to an area's existing strategies and plans for economic development and diversification.

Larry Malone, Department Head of MOECD, added they are pursuing a grant opportunity with the Charleston Area Alliance. The United States Department of Labor is looking for innovative workforce solutions to address new entrance and high school students entering the workforce, dislocated workers, underemployed workers and recovering addicts looking to enter the workforce. The grant would put together a team that would do individualized casework with individuals as well as work with businesses to understand their workforce needs. The grant submitter will be the Charleston Area Alliance.

Councilmember Jenkins added that no match from the City is required.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 212-19 approved.

b. The purchase of video equipment in the amount of \$70,648.00 from Electronic Specialty Company. The equipment is the Matrix video router that controls video to the second floor conference rooms. This is a sole source purchase to replace damaged components of the audiovisual mainframe system. The system's warranty requires the exact same components be used and installed by the same vendor.

Jonathan Storage, City Manager, added that expensive audio/visual equipment suffered water damage in a second-floor equipment room at the Coliseum & Convention Center when an overhead A/C unit leaked condensate onto the Matrix video router, causing irreparable damage to the machine and disrupting all video services to a substantial segment of the facility. This equipment is essential to the full functionality of the Coliseum & Convention Center's meeting spaces. The cause of, and ultimate liability for, the damage is disputed and is under review by the Administration and others. Because of warranty issues and the nature of the interconnectivity needed for the machine to communicate with other systems, this purchase is a sole source. The Administration recommends that the purchase be approved to mitigate further continuing costs incurred by the CCCC for renting replacement equipment. The CCCC Board has reviewed this issue and supports the purchase.

Councilmember Reishman confirmed with Storage that the City will be seeking insurance/vendor reimbursement for the cost.

Councilmember Reishman moved to approve the Committee Report. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared the Committee Report approved.



Confidential Page # 1 of 1

1325 DUNBAR AVENUE • P.O. BOX 400 • DUNBAR, WV 25064
PHONE 304-766-6277 • 800-642-5500 • FAX 304-766-6270

Charleston Coliseum and Convention Center
Attn: Mr. Victor Hodge
200 Civic Center Drive
Charleston, WV 25301

DATE: June 25, 2019 (Our 72nd Year)

QUOTATION NO: 190509-TF1

REFERENCE: Replacement Equipment

WE ARE PLEASED TO SUBMIT OUR QUOTATION FOR THE FOLLOWING PROJECT.

Cost information to furnish and install new equipment to replace items damaged by water:

Summary of Cost Information

Discounted Equipment & Technical Services Price\$ 70,648.00 plus tax as applicable

Approved By _____ Date _____ PO# _____

Terms for the above:

- Invoice upon installation Net 30days

Detailed Bill of Material as follows;

Qty	Brand	Model Series	Description
1	AMX	DGX-100 Series	Enova 64 Frame
16	AMX	DGX Series	Input Modules
9	AMX	DGX Series	Output Modules
4	AMX	DGX Series	Audio Modules
1	Middle Atlantic	UPS2200R	UPS Power Back Up
1	Sennheiser	ASA1/NT	Antenna Splitter

ESCOM Scope of Work:

ESCOM technicians will remove and replace the water damaged equipment caused by the air conditioning unit with all new equipment listed above. Once installed, ESCOM technicians will reprogram, label, re-test and document the operation of the system. The new equipment will carry the new manufacturer and the ESCOM service warranty. ESCOM cannot guarantee the remaining equipment in the AV room to be free of defect at this time and does not warrant the remaining equipment due to water getting into all three of the system racks and components. At this point the remaining equipment appears to be functioning normally but that could change at any time.

Warranties:

If there is future failure of any part of the remaining equipment, manufacturers may not provide equipment warranty due to water ingress. ESCOM will only provide equipment and service warranty coverage on new equipment provided by ESCOM. Equipment provided and or programmed by others will void any remaining service and equipment warranties by ESCOM due to the complexity of the installed systems and programming.

Please review the above information and let us know of any questions or concerns.

Since 1947 Electronic Specialty Company has provided quality local service for life safety & critical communication systems
ELECTRONIC SPECIALTY COMPANY HAS A "SUBSTANCE DETECTION" POLICY AND A "DRUG FREE" WORKPLACE IN EFFECT.

DELIVERY: Equipment 2 week A.R.O. or sooner

Your Consideration will be very much appreciated.

FOB: Job Site

ELECTRONIC SPECIALTY CO.

TERMS: 30 days, Each Invoice

Authorized by: Tom Fitzwater

This quotation is offered for your acceptance within 30 days

Contractor Licenses: WV #WV 010229 • VIRGINIA #2705 106093 • KENTUCKY #005601 • OHIO #201336501043

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.

Resolution No. 214-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

- 1 Resolution No. 214-19 - Authorizing approval of Amendment No. 1 in the FY
- 2 2019- 2020 General 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 the approval of Amendment No. 1 in the FY 2019- 2020 General Fund
- 7 Budget as indicated on the attached list of accounts.

General Fund FY 2019-2020 Budget Amendment No. 1 - July 15, 2019

Account No.	Department	Account Description	Amount
001 975 00 567 4 459	Public Grounds	Capital Outlay - Equipment	139,000
001 976 00 700 4 459	Police	Capital Outlay - Equipment	828,000
001 976 00 706 4 459	Fire	Capital Outlay - Equipment	1,000,875
001 977 00 750 4 459	Street	Capital Outlay - Equipment	630,000
001 978 00 800 4 459	Refuse	Capital Outlay - Equipment	132,000
001 979 00 900 4 459	Parks & Recreation	Capital Outlay - Equipment	26,000
001 298 0	Assigned Fund Balance		(2,755,875)

Manual Encumbrances - To adjust proper accounts in the FY 2020 Municipal Budget for the purchase of equipment not completed within FY 2019 including: 1 tree truck for Public Grounds, 15 Police Interceptor SUV and related lightbars and equipment for the Police Department, 3 ambulances, 1 pumper apparatus, and ventilation fans for the Fire Department, 5 dump trucks for the Street Department, 1 packer truck for the Refuse Department, and 1 side-by-side and 1 riding lawnmower for the Parks & Recreation Department.

001 305 01 0000	Revenues	B & O Tax - Current Year	407,324
001 296 0	Restricted Fund Balance		(407,324)

Restricted Fund Balances - To recognize funds restricted for Ball Park Debt Service.

001 305 01 0000	Revenues	B & O Tax - Current Year	547,845
001 295 0	Non-Spendable Fund Balance		(547,845)

Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance per GASB 54.

001 409 00 000 5 568	Mayor's Office	Other Contributions	237,259
001 412 00 000 2 219	City Manager	Building & Equipment Rents	105,000
001 417 00 000 2 229	Legal	Court Costs & Damages	600,000
001 700 01 000 1 103	Police - Civilian	Salaries & Wages	50,000
001 700 01 000 1 104		FICA	3,825
001 700 01 000 1 105		Medical & Life Insurance	13,539
001 700 01 000 1 106		Retirement	5,000
001 700 01 000 1 111		Dental/Optical Insurance	466
001 700 01 000 1 112		Insurance - Payroll Deduction	(2,012)
001 700 01 000 2 226		Insurance - WC and UC	969
001 299 0	Unassigned Fund Balance		(1,014,046)

Unassigned Fund Balances - To allocate a portion of the remaining unassigned fund balance for the Mayor's Contributions to carry forward the remaining balance from FY 2019, City Managers Building & Equipment Rents to pay for City Hall parking and copier rental, the City Attorney's Court Cost & Damages fund, and to create a new civilian position in the Police Department as an Outreach Coordinator.

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

Resolution No. 217-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 217-19 - Authorizing the Mayor or City Manager to enter into a
2 renewal of the Agreement with Suttle and Stalnaker to conduct a Single Audit for
3 the City of Charleston for FY 2019 in the amount of \$77,760.00 in accordance with
4 Federal OMB Circular A-133. This amount includes \$72,000 to Suttle & Stalnaker
5 for the audit contract and \$5,760 to the WV State Auditor's Office for a process
6 fee.

7

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

9

10 That the Mayor or City Manager is hereby authorized to enter into a renewal of the
11 Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of
12 Charleston for FY 2019 in the amount of \$77,760.00 in accordance with Federal
13 OMB Circular A-133.

Resolution No. 219-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 219-19 - Authorizing the Mayor or City Manager to submit a grant
2 application to the Division of Administrative Services Justice and Community
3 Services Division in the amount of \$56,000 and administer any funds awarded.
4 These funds will provide partial salary reimbursement for the two Charleston Police
5 Department Prevention Resource Officers (PRO) assigned to Stonewall Jackson
6 Middle School and Capitol High School. There is a 25% required match that will
7 be met by the un-reimbursed officer salary portion absorbed by the police
8 department's salary and wage budget.

9

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

11

12 That the Mayor or City Manager is hereby authorized to submit a grant application
13 to the Division of Administrative Services Justice and Community Services Division
14 in the amount of \$56,000 and administer any funds awarded. There is a 25%
15 required match that will be met by the un-reimbursed officer salary portion
16 absorbed by the police department's salary and wage budget.

17

Resolution No. 220-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 220-19 - Authorizing the Mayor or City Manager to enter into a
2 Memorandum of Understanding with the Kanawha County Board of Education for
3 continued placement of three Prevention Resource Officers at schools in
4 Charleston – Stonewall Jackson Middle School, Capitol High School and George
5 Washington High School.

6

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

8

9 That the Mayor or City Manager is hereby authorized to enter into a Memorandum
10 of Understanding with the Kanawha County Board of Education for continued
11 placement of three Prevention Resource Officers at schools in Charleston –
12 Stonewall Jackson Middle School, Capitol High School and George Washington
13 High School.

Resolution No. 221-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 221-19 - Authorizing the Mayor or City Manager to submit a grant
2 application to the Division of Administrative Services Justice and Community
3 Services Division in the amount of \$112,000 and administer any funds awarded.
4 These funds will provide partial salary reimbursement for four members of the
5 Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro,
6 St. Albans and South Charleston Police Departments. There is a 25% required
7 match that will be met by the un-reimbursed officer salary portion absorbed into
8 each of those city's police salary and wage budgets.

9

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

11

12 That the Mayor or City Manager is hereby authorized to submit a grant application
13 with to the Division of Administrative Services Justice and Community Services
14 Division in the amount of \$112,000 and administer any funds awarded. These
15 funds will provide partial salary reimbursement for four members of the
16 Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro,
17 St. Albans and South Charleston Police Departments. There is a 25% required
18 match that will be met by the un-reimbursed officer salary portion absorbed into
19 each of those city's police salary and wage budgets.

20

Resolution No. 222-19

Introduced in Council

Passed by Council

July 15, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 222-19 - Authorizing the Mayor or City Manager to enter into a
2 Memorandum of Understanding with the West Virginia Division of Highways to
3 pave a section of Oakwood Road from U.S. 119 to Connell Road (including the
4 replacement of six accessible ramps), wherein the City may commit to
5 administering the paving project under the City's existing asphalt paving contract
6 and receive reimbursement of 50% of the City's actual costs from the Division of
7 Highways.

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 enter into a Memorandum of
12 Understanding with the West Virginia Division of Highways to pave a section of
13 Oakwood Road from U.S. 119 to Connell Road (including the replacement of six
14 accessible ramps), wherein the City may commit to administering the paving
15 project under the City's existing asphalt paving contract and receive
16 reimbursement of 50% of the City's actual costs from the Division of Highways.

COMMITTEE REPORT

TO: Clerk of the Council of the City of Charleston, West Virginia

FROM: The Committee on Finance

Your Committee on Finance has had under consideration:

A bid submitted by Compass Minerals America INC., in the amount of \$81.63 per ton, for purchase of road salt to be used by the Public Works Department on an as needed basis for snow and ice removal.

To be charged to Account No. 001-750-00-000-3-359, Street—Snow Removal Materials

and reports the same to Council with the recommendation that the

committee report be adopted

CHAIRMAN

Road Salt - Public Works
Bid Opening: July 8, 2019 @ 11 a.m.

	Compass Minerals America Inc 9900 W. 109th St., Suite 100 Overland Park, KS 66210 P: (913) 344-9360 dyerd@compassminerals.com	Cargill, Inc. - Salt, Road Safety 24950 Country Club Blvd., Suite 450 North Olmsted, OH 44070 P: (800) 600-7258 bid_Cdt@cargill.com
Total Bid per Ton:	\$81.63	\$93.78