

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JULY 15, 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., July 15, 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
Will Laird
Shannon Snodgrass
Keeley Steele

I. DISCUSSION:

a. Vice Chairperson Reishman asked for unanimous consent to dispense with the reading of the minutes for the July 1, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

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

City Manager, Jonathan Storage, added that the State Auditor's Office rules requires municipal bodies to make take some budgetary action within the first 30 days of the new fiscal year address issues such as appropriating unspent funds that are otherwise committed to be spent. With the rollover to the new fiscal year, several budget items from FY19 need to be appropriated, as certain purchases are either made but not paid for or purchases are soon to be made. By way of example, the Council had previously approved the purchase of 15 police vehicles. Orders for those vehicles have been placed, but payment will not occur until delivery. The Administration currently has a solicitation for ambulances published, and bids will be accepted in August. Certain other purchases are in the purchasing pipeline. \$2.7M is being rolled over for such capital outlay expenses. Certain B&O revenues must be rolled over to account for the Ball Park debt service (\$545,845) which will go toward the debt service for the bonds that were refinanced in 2016. The remaining budgetary items are largely administrative in nature. They include:

- Rolling over the Mayor's discretionary fund balance, which includes \$185,000 dedicated to the Laidley Field track, which will be paid at or near the project's completion.
- Rolling over \$600,000 to the City Attorney's Office funds for court costs, damages, and settlements. This balance will ensure compliance with certain insurance requirements, which will allow the city to have \$1,000,000 on hand for certain liabilities.
- Creating a new outreach coordinator in the Police Department's Civilian Employee section to assist the City with matters relating to the homeless population.
- Correcting a budgetary oversight by including an appropriation for Building and Equipment Rents in the City Manager's Office. This item was overlooked during the early spring budgetary process. It covers parking garage expenses, copier rents, and other miscellaneous expenses.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 214-19 approved.

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

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

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

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

Storage added that pursuant to State law, the financial records of municipal corporations must be audited annually, known as the Single Audit. The State Auditor is responsible for carrying out this audit function, but due to limited time and resources, the Auditor often requires municipalities to acquire an accounting firm to perform this function on his or her behalf. The proper selection of an accounting firm requires following detailed procurement processes established by the State Auditor, called the Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments. This process is a competitive process overseen by the State Auditor. Once the selection process is complete, municipalities and the selected accounting firms enter into a Uniform Contract to Audit/Review Local Government Financial Statements. As the name suggests, this contract is uniform for all municipalities and accounting firms in the State. Suttle & Stalnaker is the City of Charleston's auditing firm for the purposes of the Single Audit, as approved by State Auditor's Chief Inspector's Office. This proposed agreement renewal complies with the terms and conditions of the State Auditor's Office. The total amount is \$77,760, which includes a \$5,760 fee that will be passed through to the State Auditor's Office.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 217-19 approved.

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 and administer any funds awarded. These funds will provide partial salary reimbursement for the two Charleston Police Department Prevention Resource Officers (PRO) assigned to Stonewall Jackson Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

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

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

Storage added that the grant application is for a Justice Assistance Grant for 2 prevention resource officers: one for Stonewall Jackson Middle School and the other for Capital Highschool. This grant is requested each year around this time. Council members may recall in February of this year discussing prevention resource officers under this same grant. Due to delays in congressional appropriations, those funds, which are usually expected in October of every year, did not get dolled out until February. Under a new Administration procedure, the grant application and administration resolution language has been streamlined so that the Administration may at once grant AND administer grants. The 25% match is met by the City because these officers are already employed by the Police Department.

Councilmember Hoover moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 219-19 approved.

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 at schools in Charleston – Stonewall Jackson Middle School, Capitol High School and George Washington High School.

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

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

Storage added that pursuant to the grant application for the prevention resource officers, the City and the County Board of Education will need to enter into an agreement for how the program will work. This happens every year and essentially solidifies all of the arrangements.

Councilmember Snodgrass asked if there was going to be a police sub-station on the West Side by a convenience store. Deputy Chief, Paul Perdue, answered that there are no new sub-stations planned.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 220-19 approved.

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 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

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

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

Storage added that the grant is from the WV Division of Administrative Services Justice and Community Services Division. The City applies for this every year. This grant reimburses partial salary for four members of the Metropolitan Drug Enforcement Network Team (1 each from Charleston PD, South Charleston PD, Nitro PD and St. Albans PD). The City's match is met because the City is already employing the covered officer.

Councilmember Laird asked where Federal grant comes from. Storage answered that he wasn't sure what overall funding this would be passed through from the WV Division of Administrative Services Justice and Community Services Division. He will get back with the Councilmember with that information.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 221-19 approved.

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), wherein the City may commit to administering the paving project under the City's existing asphalt paving contract and receive reimbursement of 50% of the City's actual costs from the Division of Highways.

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

The Mayor or City Manager is authorized 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), wherein the City may commit to administering the paving project under the City's existing asphalt paving contract and receive reimbursement of 50% of the City's actual costs from the Division of Highways.

Storage added that the Administration proposes a partnership with the West Virginia Division of Highways to pave Oakwood Road from the intersection of U.S. 119 to Connell Road. The estimated cost of the project is approximately \$300,000, with the City paying 50% of this cost. The Administration proposes to administer the contract on behalf of the DOH by using the City's current paving contract. The DOH will reimburse the City for its share of the paving expenses. Anyone traveling on Oakwood Road will notice its poor condition. Oakwood Road is a key thoroughfare in the City of Charleston, providing access to numerous schools, athletic facilities, restaurants, drugstores, and many homes. On day one as City Manager, Mayor Amy Goodwin gave him marching orders regarding Oakwood Road: "Find a way to get the road paved." Through a great working relationship with the Division of Highways, particularly District 1, the Administration is accomplishing this important infrastructure project together. The DoH is very appreciative of this relationship.

Mayor Goodwin added that 3 of the State's largest schools are in that area. There has been zero to little work done on the road, and it looks like it is falling apart. Her office has received more calls about that road than anywhere else in the City.

Councilmember Jenkins added that this will not take away from any of the smaller paving projects that have been planned. The paving of Kanawha Boulevard will be put off until next year due to plans of the Sanitary Board.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 222-19 approved.

III. BIDS/PURCHASES:

a. 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

Storage added that per the bid tabulation sheet, the Administration opened bids for road salt on July 8, 2019. The City received 2 bids. The apparent low bidder is Compass Minerals America Inc. of Overland Park, Kansas. The per ton price is \$81.63. The apparent low bidder is the same vendor the City used for the 2018-2019 winter season. The quoted price is identical to last year's contract. The Purchasing Director reviewed the bid submittals and determined that the apparent low bidder has complied with the requirements of the solicitation. The Administration does not believe re-advertising the contract will yield a lower price.

Councilmember Jenkins added that that salt is purchased on an as-needed basis, equating the contract to an on-call contract.

Councilmember Steele confirmed that the other bid came from Ohio.

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.

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 dverd@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

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.