MINUTES
FINANCE COMMITTEE MEETING
6:20 P.M., AUGUST 5, 2019
A/V CONFERENCE ROOM

Bobby Reishman, Vice Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:20p.m., August 5, 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:

Bobby Reishman, Vice Chair
Mary Beth Hoover
Will Laird
Shannon Snodgrass

I. <u>DISCUSSION:</u>

a. Councilmember Snodgrass asked for unanimous consent to dispense with the reading of the minutes for the July 15, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

a. Resolution No. 215-19 - Authorizing approval of Amendment No. 2 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. 2 in the FY 2019- 2020 General Fund Budget as indicated on the attached list of accounts.

Councilmember Reishman added that the three (3) budget amendments are recognizing the Coal Severance Tax increase.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 215-19 approved.

General Fund FY 2019-2020 Budget Amendment No. 2 - August 5, 2019

Account No.	Department	Account Description	Amount
001 910 01 000 5 566	Civic Center Support	Debt Service	(52,103)
001 910 01 002 5 566	Civic Center Support	Operational Subsidy - Other	52,103

To re-classify certain Ciivic Center subsidies as a result of additional coal severance revenue

b. Resolution No. 216-19 - Authorizing approval of Amendment No. 1 in the FY 2019- 2020 Charleston Coliseum and Convention 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 approval of Amendment No. 1 in the FY 2019- 2020 Charleston Coliseum and Convention Center Budget as indicated on the attached list of accounts.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 216-19 approved.

Colesium and Convention Center FY 2019-2020 Budget Amendment No. 1 - August 5, 2019

Account No.	Department	Account Description	Amount
402 358 00 0342	Civic Center Revenues	Trf In - Coal Severance Fund	(52,103)
402 358 00 0341	Civic Center Revenues	Trf In - General Fund - Debt Svc.	52,103

To true up sources of transfer-in revenues as a result of additional coal severance revenue.

c. <u>Resolution No. 223-19</u> - Authorizing approval of Amendment No. 1 in the FY 2019- 2020 Coal Severance 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 Coal Severance Budget as indicated on the attached list of accounts.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 223-19 approved.

Coal Severance Fund FY 2019-2020 Budget Amendment No. 1 - August 5, 2019

Account No.	Department	Account Description	Amount
002 298 0		Coal Severance Tax - Balance on Hand	(52,103)
002 000 00 000 5 566		Contributions to Other Funds	52,103

To recognize coal severance tax receivable to establish the beginning balance for FY 2020

d. Resolution No. 224-19 - Authorizing the Mayor or City Manager to sign Change Order No. 1 with Carpenter Reclamation, Inc., in the amount of $1,743.40 for additional work performed for the slip repair construction project on Gordon Drive. The additional costs will increase the contract price from $71,494.00 to $73,237.40.

   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 sign Change Order No. 1 with Carpenter Reclamation, Inc., in the amount of $1,743.40 for additional work performed for the slip repair construction project on Gordon Drive. The additional costs will increase the contract price from $71,494.00 to $73,237.40.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 224-19 approved.

GORDON DRIVE SLIP REPAIR #E1-02/19-122

CHANGE ORDER NO.1

Council Approval of Contract: March 18, 2019

Contractor: Carpenter Reclamation, Inc.
P.O. Box 13015
Charleston, WV 25360

Description:

In March 2019 City Council approved a $71,494.00 contract for the Gordon Drive Slip Repair Project. The final cost of the project is $1,743.40 over the original contract amount for a total amount of $73,237.40.

Additional work was performed during construction, the work consisted of installing 140 linear feet of storm sewer, 80 linear feet of sanitary sewer service line and four (4) days of material and debris removal on another site. The original contract included a $15,000 allowance which was included to accommodate for the actual cost of unanticipated work in which the exact quantity could not be determined at the time of bidding.

Changes in work include:

1) Four days of removing debris and soil material from another site at $3,500/day	$14,000.00
2) 140 linear feet of storm sewer installation at $24.16/ L.F.	$3,382.40
3) 80 linear feet of sanitary sewer installation at $5/L.F.	$400.00
4) An additional 1.1 cubic yards for Item 3.04 EXCAVATION ONSITIE SOILS	$11.00
5) A deduction of 10 cubic yards for Item 3.06 UNDERDRAINS	$1,050.00
$15,000 Allowance Item 3.09 ALLOWANCES on original contract	$15,000.00
TOTAL	$1,743.40

Approved by: Accepted by:

City of Charleston

Carpenter Reclamation, Inc.

Date

Date

e. Resolution No. 225-19 - Authorizing the Mayor or City Manager to enter into a contract with Oracle Elevator in the amount of $42,588.00 per year, for the Annual Maintenance for Vertical Transportation at the Charleston Coliseum and Convention Center pursuant to the results of a competitive bidding process. The price is held firm for each year of the three (3) year term, with no price adjustment during the term agreement, and is to be charged to Account No. 402-910-01-000-2-230 – Charleston Coliseum and Convention Center, Contract Services.

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 Oracle Elevator in the amount of $42,588.00 per year, for the Annual Maintenance for Vertical Transportation at the Charleston Coliseum and Convention Center pursuant to the results of a competitive bidding process. The price is held firm for each year of the three (3) year term, with no price adjustment during the term agreement.

Councilmember Snodgrass asked if a contract that included all elevators the City maintains is possible. City Manager, Jonathan Storage, answered that a contract of that type would be difficult to do because each elevator (particularly the newer ones) have different computer systems, structural elements etc.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 225-19 approved.

Vertical Transport Maintenance Agreement
Bid Opening: July 8, 2019 @ 11:00am

	Oracle Elevator	**DC Elevator**	**Schindler Elevator Corporation**	**Thyssenkrupp Elevator**
	4776 Chimney Drive	521 Slack Street, Suite B	230 Bilmar Drive	901 Morris Street
	Charleston, WV 25302	Charleston WV, 25302	Pittsburg, PA 15205	Charleston WV, 25301
	P: (304) 744-4020	P: (304) 345-7222	P: (412) 578-6600	P: (304) 342-0187
	steven.scott@oracleelevator.com	kathy.davis@dcelevator.com	daniel.bauer@schindler.com	eric.hackney@thyssenkrupp.com
Maintenance Agreement per year	$42,588.00	$76,800.00	$49,080.00	$100,752.00

f. Resolution No. 226-19 - Authorizing the Mayor or City Manager to enter into a contract with Shield Roofing and Construction LLC, in the amount of $50,000.00 for the roof replacement of Fire Station No. 7 located at 128 Cora Street 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 Shield Roofing and Construction LLC, in the amount of $50,000.00 for the roof replacement of Fire Station No. 7 located at 128 Cora Street pursuant to the results of a competitive bidding process.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 226-19 approved.

City of Charleston, WV
Roof Replacement for Fire Station No. 7- Charleston Fire Department
Bid Opening: July 31, 2019 @ 11:00a.m.

	Shield Roofing and Construction LLC 206 4th St. E South Point, OH 45680 P: (740)861-0286 beldred@shieldroofing.biz	**Murray Sheet Metal Co** 3112 Northwestern Pike Parkersburg, WV 26104 P: (304) 428-4623 randy@murrayheetmetal.com	**Thoroughbred Construction Group** 475 Commerce Drive Ironton, OH 45659 P: (740)442-7253 beldred@shieldroofing.biz
Metal Roof	$50,000.00	$145,138.00	$69,160.50
Total Bid	$50,000.00	$145,138.00	$69,160.50
Delivery (days from date of firm order)	Start Date August 31, 2019	Start Date September 3, 2019	Start Date August 15, 2019

g. Resolution No. 227-19 - Authorizing the Mayor or City Manager to enter into a contract with Bypass Mobile LLC, in the amount of $104,272.00 for a catering point of sale solution at the Charleston Coliseum and Convention Center 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 Bypass Mobile LLC, in the amount of $104,272.00 for a catering point of sale solution at the Charleston Coliseum and Convention Center pursuant to the results of a competitive bidding process.

Storage added that a point of sale solution is a cashier/computer registration system that allows you to order drinks off a standard menu with standard pricing, tracks inventory etc.

Councilmember Laird confirmed that this is a one-time expenditure with $50,000 for year 2.

Councilmember Snodgrass moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Vice Chairperson Reishman declared Resolution 227-19 approved.

Point of Sale Solution - CCCC
Bid Openng: July 16, 2019 @10:30a.m.

	Micros Retail Systems 1200 Harbor Blvd. Weechawken, NJ 07086 P: (201) 866-1000 ext 225 tzerrenner@micronyc.com	**Bypass Mobile LLC** 901 S. Mopao Expressway Building 111, Suite 200 Austin, TX 78746 P: (512) 960-2142 chad@bypassmobile.com	**Appetize Technologies, Inc.** 6601 Center Dr., Suite 700 Los Angeles, CA 90045 P: (407) 5382545 perry.reague@appetizeapp.com	**NCR Corporation** 864 Spring Street Atlanta, GA 30308 P: (800) 225-5627 danny.brown@ncr.com
Catering Point of Sale	$197,337.18	$104,272.00	$136,497.35	$119,368.48
Project Completition	42 days from signed contract	60 days from signed contract	90 days from signed contract	**bid rejected
Total Bid	**$197,337.18**	**$104,272.00**	**$136,497.35**	**$119,368.48**

** the NCR Corporation bid was rejected due to non-compliance for the following reasons: Bid was not submitted in a sealed envelope bearing the name of project, and date of bid opening, received late and mailed to an incorrect address as it clearly states in the bid document.

III. BIDS/PURCHASES:

a. A bid submitted by American Asphalt of West Virginia for purchase of Bituminous Concrete (asphalt) on an as needed basis at $71.00 per ton for Wearing Course Material Type 1; and $68.00 per ton for Patching and Leveling Material Type 1 to be used by the Public Works Department.

   To be charged to Account No. 001-750-00-000-3-341, Street—Materials & Supplies

Councilmember Reishman confirmed that this is an increase of $3/per ton.

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

Bituminous Concrete - Public Works
Bid Opening: July 8, 2019 @ 11:00am

	American Asphalt of WV P.O. Box 229 Kenova, WV 25530 P: (304) 453-6196 blacktop75@aol.com	**West Virginia Paving, Inc.** P.O. Box 544 Dunbar, WV 25064 P: (304) 768-9733 rjohnson@wvpaving.com
	Price Per Ton	**Price Per Ton**
Wearing Course Material Type 1, Item 401-2-1	$71.00	$81.00
Patching & Leveling Type 1, Item 401-3-1	$68.00	$76.50

b. A purchase from Watch Guard Inc., in the amount $114,475.00 for purchase of nineteen (19) body worn and in-car camera bundles to be used by the Charleston Police Department. The vendor was selected through a competitive bidding process.

   To be charged to Account No 094-976-19-000-4-459, Police—2018 BJAG Grant

Councilmember Hoover confirmed that these will be for the newly purchased cars.

Storage added that it is covered by federal grant money with no matched required of the City.

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

Body Worn and In-Car Cameras - Charleston Police Department
Bid Opening: July 15, 2019 @ 11:00 a.m.

		Sheehy Ford Municipal Sales & Service 641 Johnston Willis Drive North Chesterfield, VA 23236 P: (804) 419-1376 Nickcrist@sheehy.com		
	Quantity	Make/Model	Unit Price	Total Cost
Body Worn Camera & In-Car Camera Bundles	19	VISTA HD WiFi & 4RE System Bundle	$5,495.00	$104,405.00
4RE-InCar 802.11n Wireless Kit	19	VISTA	$200.00	$3,800.00
HD Panoramic Camera Upgrade	19	VISTA	$200.00	$3,800.00
Evidence Library 4 - VISTA Device License	19	VISTA	$75.00	$1,425.00
Evidence Library 4 - VISTA/4RE Combo-Discount Device License	19	VISTA	$150.00	$2,850.00
Warranty 4RE, In-car, 1st year	19		Included	Included
Warranty 4RE, In-car, 2nd year	19		Included	Included
Warranty 4RE, In-car, 3rd year	19		Included	Included
~~Warranty 4RE, In-car, 4th year~~	~~19~~		~~$325.00~~	~~$6,300.00~~
VISTA Warranty, 1st year	19		Included	Included
VISTA Warranty, WiFi 3 Year No- Fault	19		$450.00	$8,550.00
Shipping, if applicable				$0.00
Delivery		60 days		

Total Bid		**$124,830.00**

		WatchGuard Video 415 E. Exchange Parkway Allen, TX 75002 P: (972) 423-9777 bids@watchguardvideo.com		
	Quantity	Make/Model	Unit Price	Total Cost
Body Worn Camera & In-Car Camera Bundles	19	VISTA HD WiFi & 4RE System Bundle	$5,000.00	$95,000.00
4RE-InCar 802.11n Wireless Kit	19	VISTA	$200.00	$3,800.00
HD Panoramic Camera Upgrade	19	VISTA	$200.00	$3,800.00
Evidence Library 4 - VISTA Device License	19	VISTA	$125.00	$2,375.00
Evidence Library 4 - VISTA/4RE Combo-Discount Device License	19	VISTA	$50.00	$950.00
Warranty 4RE, In-car, 1st year	19		$0.00	Included
Warranty 4RE, In-car, 2nd year	19		$0.00	Included
Warranty 4RE, In-car, 3rd year	19		$0.00	Included
~~Warranty 4RE, In-car, 4th year~~	~~19~~		~~$325.00~~	~~$6,300.00~~
VISTA Warranty, 1st year	19		$0.00	Included
VISTA Warranty, WiFi 3 Year No- Fault (Body Cams)	19		$450.00	$8,550.00
Shipping, if applicable				$0.00
Delivery		45 days		

Total Bid		**$114,475.00**

*** We will be purchasing 19 Body Worn & In-Car Camera bundles. The funds being used are from a grant, the stipulations within the grant says that we cannot purchase the extended warranty (see the highlighted row above) therefore, this gives us additional money to purchase three additional bundles.

c. A bid submitted by Shambin Stone for purchase of various classes and sizes of aggregate at the prices listed on the attached tabulation sheet. The aggregate will be used by the Public Works Department on projects undertaken throughout Fiscal Year 2019-2020.

To be charged to Account No. 001-750-00-000-3-341, Street—Materials & Supplies

Councilmember Reishman confirmed that the prices are overall about $4/ton less than the previous year.

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

Various Sizes of Aggregate - Public Works
Bid Opening: July 8, 2019 @ 11:00am

	Martin Marietta 36 Lower Plant Road Institute, WV 25112 P: (304) 679-9078 joseph.mccallister@martinmarietta.com **Bid #1**	**Martin Marietta** 1100 Pennsylvania Avenue Charleston, WV 25302 P: (304) 679-9078 joseph.mccallister@martinmarietta.com **Bid #2**	**Shamblin Stone** P.O. Box 510 Dunbar, WV 25064 P: (304) 766-7316 jackconner@mulzer.com
	Prices per Ton	**Prices per Ton**	**Prices per Ton***
River Gravel #57	$23.55	$27.05	$25.20
Masonry Sand	$22.90	$26.10	$22.65
Dry Bed	$16.00	$21.60	$20.00
Limestone #2	$24.60	$28.60	No Bid
Limestone #3	$24.60	$28.60	$23.05
Limestone #57	$24.60	$28.60	$23.05
Limestone #67	$24.90	$28.85	$23.75
Limestone: 1 1/2" Crusher Run	$20.85	$25.85	$22.55
Limestone #467	$24.60	$28.60	$23.05

Councilmember Snodgrass motioned to adjourn the meeting.

Meeting adjourned.