



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Public Safety Committee

AGENDA FINANCE COMMITTEE MEETING Monday, September 16, 2019 6:30 PM

I. DISCUSSION:

- a. Approval of Previous Minutes – August 19, 2019.
- b. Charleston Convention & Visitors Bureau Annual Update.

II. RESOLUTIONS:

- a. Resolution No. 243-19 - Authorizing the Mayor or their designee to submit the CAT Expansion Grant as part of the 2019 Continuum of Care grant to the U. S. Department of Housing and Urban Development.
- b. Resolution No. 245-19 - A Resolution authorizing the City Manager to enter into a lease for space in 601 Morris Street with West Virginia Child Abuse Network.
- c. Resolution No. 246-19 - Authorizing the Mayor or City Manager to submit a Fiscal Year 2020 application to the State Development Office to request \$400,000 toward road improvements to Barlow Drive under the State's Industrial Access Road Program.

III. *The agenda was amended 9-12-2019

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MINUTES
FINANCE COMMITTEE MEETING
6:20 P.M., SEPTEMBER 3, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:20p.m., September 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
Will Laird
Keeley Steele

I. DISCUSSION:

a. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the August 19, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 236-19 - Authoring the Mayor or City Manager to submit an application to the WV Governor's Highway Safety Program in the amount of \$170,000 and administer any primary and supplemental funds awarded. The Charleston Police Department will use these funds to provide reimbursement to the City for overtime expended for DUI, seat belt, child restraint, work zone, distracted and aggressive driving enforcement, equipment and travel/training.

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 to the WV Governor's Highway Safety Program in the amount of \$170,000 and administer any primary and supplemental funds awarded.

City Manager, Jonathan Storage, added that the City started applying for the grant in 2018, which is offered 3 times per year (spring, summer, and fall). Between 16 & 18 CPD officers are used at each checkpoint; the cost per checkpoint is estimated at just over \$3,000. Overtime is reimbursed to the City through the grant.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 236-19 approved.

- b. Resolution No. 237-19 - Authorizing the Mayor or their designee to submit the Centralized Assessment Grant renewal as part of the 2019 Continuum of Care grant to the U. S. Department of Housing and Urban Development and sign all required certifications and agreements including sub-recipient agreements, relating to the Centralized Assessment Team Grant.

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

That the Mayor or their designee is hereby authorized and directed to submit the Centralized Assessment Grant renewal as part of the 2019 Continuum of Care grant to the U. S. Department of Housing and Urban Development and sign all required certifications and agreements including sub-recipient agreements, relating to the Centralized Assessment Team Grant.

Storage added that some version of this program has existed through the City for over 20 years. The Centralized Assessment Team (CAT) is made up of 4 case managers that are stationed at Covenant House (central point of entry). They are trained in diversion, assessment, and referrals. The Kanawha Valley Collective operates the centralized assessment system, Homeless Emergency Assistance and Rapid Transition to Housing. The grant amount would be approximately \$91,000, where each component agency will receive approximately \$22,750 towards salaries of the case managers. The City serves in an administrative role.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 237-19 approved.

- c. Resolution No. 238-19 - Authorizing the Mayor or City Manager to enter into an agreement with Dougherty Company in the amount of \$28,900.00 for the replacement of three (3) HVAC units at the Sojourners Homeless Shelter. To be charged as follows: \$19,000 charged to Account No. 009-018-00-002-0-999 and \$9,900 charged to Account No. 009-019-00-002-0-999.

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

That the Mayor or City Manager is authorized to enter into an agreement with Dougherty Company in the amount of \$28,900.00 for the replacement of three (3) HVAC units at the Sojourners Homeless Shelter. To be charged as follows: \$19,000 charged to Account No. 009-018-00-002-0-999 and \$9,900 charged to Account No. 009-019-00-002-0-999.

Storage added that the Sojourners Homeless Shelter is owned by the City and run by the YWCA. Costs will be covered by CDBG money.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 238-19 approved.

Replacement of HVAC Units at Sojourner's Homeless Shelter
Bid Opening: August 23, 2019 @ 11:00 a.m.

	Dougherty Company, Inc. 600 50th St, S.E. Charleston, WV 25304 P: (304) 925-6664 briansmith@doughertyco.com		DSO Mechanical LLC 515 Third Ave. South Charleston, WV 25303 P: (304) 744-8479 mclaughlin@dsomech.com	
	Unit Price	Total Cost	Unit Price	Total Cost
Total Bid	\$28,900.00		\$35,148.00	
Project Completion	30 days		90 days	

- d. Resolution No. 239-19 - Authoring the Mayor or City Manager to submit an application to the Kanawha County Commission Public Safety Grant Committee in the amount of \$19,800 and administer any funds awarded. These funds will be utilized by the Charleston Police Department to purchase flashlights, cases and reversible florescent yellow rain coats. There is no match required on these funds.

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 to the Kanawha County Commission Public Safety Grant Committee in the amount of \$19,800 and administer any funds awarded.

Storage added that this is a follow-up to the same grant awarded to the CFD, and will be used for raincoats, flashlights and cases. There is no match 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 239-19 approved.

- e. Resolution No. 240-19 - Authorizing the Mayor or City Manager to sign Change Order No. 1 with Thaxton Construction Company, Inc., in the amount of \$94,620.00 for additional work performed for the Annual Pile and Lagging Wall Project on Edgewood Drive. The additional costs will increase the contract price from \$416,250.00 to \$510,870.00.

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 Thaxton Construction Company, Inc., in the amount of \$94,620.00 for additional work performed for the Annual Pile and Lagging Wall Project on Edgewood Drive. The additional costs will increase the contract price from \$416,250.00 to \$510,870.00.

Storage added that the contract is an on-call contract for various locations, as slips occur during the year (mostly during the spring.) The original contract identified several locations specifically. Essentially, the City puts out a contract every year to get a price per quantity and hold the contractor to that price during the life of the agreement. As slips often occur without warning, it is easier to have a single on-call contract than to enter into individual contracts per slip. Because of the work needed to be done at Edgewood, the original spend maximum on the contract needs to be increased. (The City believes WVAW is responsible for this slip, and we are currently negotiating the solution with Travelers.)

Councilmember Laird confirmed that if the City does have to pay, the funds will come from the City Service Fee Fund.

Councilmember Jenkins added that the contract would pertain to all areas of the City.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 240-19 approved.

2018 Annual Pile and Lagging Wall Project



CHANGE ORDER NO.1

Council Approval of Contract:

September 3, 2019

Contractor:

Thaxton Construction Company, Inc.
P.O. Box 13279
Charleston, WV 25360

Description:

In October 2018 City Council approved a \$416,250.00 contract for the 2018 Annual Pile and Lagging Wall Project.

This change order will allow the contractor to construct approximately 105 linear feet of pile and lagging wall on Edgewood Drive. The wall will consist of 672 linear feet of HP 12x53 Soldier Pile (\$110.00/L.F.), 140 pieces of 8x24x57 Concrete Lagging (\$130.00/EA) and 100 linear feet of HP 6x28 Steel Wale (\$25.00/L.F.). The cost of this additional work is \$94,620.00

Approved by:

Accepted by:

City of Charleston

Thaxton Construction, Inc.

Date

Date

- f. Resolution No. 241-19 - Authorizing the Mayor or City Manager to purchase fifteen (15) temporary poles and lights from Appalachian Power, a regulated public utility, in an amount not to exceed \$55,000, where the purchase price includes the purchase of poles, wires, lighting fixtures, and installation along the Kanawha Boulevard east of Greenbrier Street.

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

The Mayor or City Manager is authorized to purchase 15 temporary poles and lights from Appalachian Power, a regulated public utility, in an amount not to exceed \$55,000, where the purchase price includes the purchase of poles, wires, lighting fixtures, and installation along the Kanawha Boulevard east of Greenbrier Street.

Storage added that the Administration is still trying to identify funding sources to replace the foundations and wiring of the lights taken down. They believe they will be able to use some of the unassigned fund balance once that balance is determined in late September/early October. (The estimated cost is \$3,000 per foundation, meaning it will cost around \$100,000 just to fix the lights that were the worst of the worst.) With fall coming and Day Light Saving Time making it darker earlier, the City wanted to make sure that there will be some light reinstituted on that section of road. These temporary lights can be put up quickly, and the City will own them, allowing us to use them when other poles need to be replaced around the City. Purchasing these lights will permit the Administration to take a phased approach at pole replacement along the Boulevard without having to have “blackout zones” during future replacements.

Councilmember Steele asked why the City would be purchasing the poles from Appalachian Power. Storage answered that they are the best place, because, as a public utility, the rates are fixed by the Public Service Commission. They will also be installing the poles.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative, Chairperson Jenkins declared Resolution 241-19 approved.

- g. Resolution No. 242-19 - Authorizing the Mayor or City Manager to renew an annual software maintenance contract with Zuercher Technologies LLC for the provision of a records management system for the Charleston Police Department in an amount not to exceed \$62,972.70.

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

The Mayor or City Manager is authorized to renew an annual software maintenance contract with Zuercher Technologies LLC for the provision of a records management system for the Charleston Police Department.

Storage added that the Zuercher system is specifically designed for law enforcement, and it has been a critical component of CPD's operation since 2016. All police reports are entered through the system, which provide real-time crime statistics and GIS mapping of incidents. The County Prosecutor's Office also has a license to have read-only access the system so that assistant prosecutors may quickly pull up reports and use all available data. City Council approved the original purchase in 2016 (\$423,000). Maintenance costs begin at \$59,974 per year and may increase by 3% annually.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 242-19 approved.

III. BIDS/PURCHASES:

- a. A purchase from Atlantic Emergency Solutions, in the amount \$455,592.00 for purchase of four (4) ambulances to be used by the Charleston Fire Department. The vendor was selected through a competitive bidding process.

To be charged to Account No. 001-976-00-706-4-459, Public Safety Capital Outlay

Storage added that the apparent low bid from J&J Emergency Vehicle was not chosen because they did not meet the bid specifications of an all red vehicle.

Councilmember Jenkins 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.

Purchase of four (4) Ambulances for CFD

Bid Opening: August 20, 2019 @ 11:00 a.m.

		Atlantic Emergency Solutions 3045 Victorian Place Hurricane, WV 25526 P: (304) 989-4113 cawalker@atlanticemergency.com			PennCare 1317 North Road Niles, Ohio 44446 P: (800) 392-7233 ext.306 joe@penncare.net			J&J Emergency Vehicle Sales 951 Point Marion Road Morgantown, WV 26508 P: (304) 296-9741 jbodkin@jjemergencyvehicles.com			J&J Emergency Vehicle Sales 951 Point Marion Road Morgantown, WV 26508 P: (304) 296-9741 jbodkin@jjemergencyvehicles.com			J&J Emergency Vehicle Sales 951 Point Marion Road Morgantown, WV 26508 P: (304) 296-9741 jbodkin@jjemergencyvehicles.com		
Item	Quantity	Make/Model	Unit Price	Total Price	Make/Model	Unit Price	Total Price	Make/Model	Unit Price	Total Price	Make/Model	Unit Price	Total Price	Make/Model	Unit Price	Total Price
Ambulance	4	2020 Chevrolet K3500 4x4 Frontline	\$113,898.00	\$455,592.00	2020 Chevrolet Medix Metro Express RP90 Type IK3500	\$131,961.00	\$527,844.00	*** 2020 Chevrolet K3500 4x4 Frontline - Proposal 1	\$114,000.00	\$456,000.00	***2019 Chevrolet K3500 4x4 Frontline - Proposal 2	\$110,500.00	\$442,000.00	***2- 2019 & 2 - 2020 Chevrolet K3500 4x4 Frontline - Proposal 3	2 - 2019 @ 112,000.00 ; 2 - 2019@ 125,000	\$474,000.00
TOTAL BID		\$455,592.00			\$527,844.00			\$456,000.00			\$442,000.00			\$474,000.00		
Time of Completion		40-60 days			90-120 days			90-120 days			90-120 days			90-120 days		

*** Bid Explanation

J&J Emergency Vehicle Sales submitted three proposals with their bid.

Proposal 1 - (4) 2020 Ambulance Model, Red

Proposal 2 - (4) 2019 Ambulance Model, All white units

Proposal 3 - (2) - 2019 Ambulance Models, Red, Built
(2) - 2019 Ambulance Models, Red, not built

- b. A bid submitted by MobileTek Consulting, in the amount \$57,300.00 for purchase of fifteen (15) Panasonic CF31 Mobile Data Terminals to be used by the Charleston Police Department. The vendor was selected through a competitive bidding process.

To be charged to Account No. 001-976-00-700-4-459, Police Capital Outlay

Storage added that the City received only 1 responsible bid.

Councilmember Jenkins 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.

Mobile Data Terminals - CPD

Bid Opening: August 27, 2019 @ 11:00 a.m.

MobileTek Consulting 9902 Carver Rd., Suite 203 Cincinnati, OH 45242 P: (888) 809-5474 hmandel@mobile-tek.com	
Item	Unit Price
Panasonic Toughbook CF-31	\$3,820.00

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.

Resolution No. 243-19

Introduced in Council:

Adopted by Council:

September 16, 2019

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

1 Resolution No. 243-19 - Authorizing the Mayor or their designee to submit the CAT Expansion
2 Grant as part of the 2019 Continuum of Care grant to the U. S. Department of Housing and
3 Urban Development and sign all required certifications and agreements including sub-recipient
4 agreements, relating to the CAT Expansion Grant.

5

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

7

8 That the Mayor or their designee is hereby authorized and directed to submit the CAT
9 Expansion Grant as part of the 2019 Continuum of Care grant to the U. S. Department of
10 Housing and Urban Development and sign all required certifications and agreements including
11 sub-recipient agreements, relating to the CAT Expansion Grant.

Resolution No. 245-19

Introduced in Council:

Adopted by Council:

September 16, 2019

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

- 1 Resolution No. 245-19 - Authorizing the City Manager to enter into a lease for approximately
2 1,600 square feet of space in 601 Morris Street, Suite 200, with West Virginia Child Abuse
3 Network, Inc., for office space for a term of two (2) years and monthly rent of \$2,624.
4
5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6
7 The City Manager is authorized to enter into a lease for approximately 1,600 square feet of
8 space in 601 Morris Street, Suite 200, with West Virginia Child Abuse Network, Inc., for office
9 space for a term of two (2) years and monthly rent of \$2,624.

Resolution No. 246-19

Introduced in Council:

Adopted by Council:

September 16, 2019

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

- 1 Resolution No. 246-19 - Authorizing the Mayor or City Manager to submit a Fiscal Year 2020
- 2 application to the State Development Office to request \$400,000 toward road improvements
- 3 to Barlow Drive under the State's Industrial Access Road Program.
- 4
- 5 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 6
- 7 The Mayor or City Manager is authorized to submit a Fiscal Year 2020 application to the State
- 8 Development Office to request \$400,000 toward road improvements to Barlow Drive under the
- 9 State's Industrial Access Road Program.