

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., NOVEMBER 18, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., November 18, 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

I. DISCUSSION:

a. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the November 4, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

b. City Collector's Report – Successful partnership with DataMax.
City Manager, Jonathan Storage, introduced the City Collector, Lamont Moore, as well as Eddy Forrest and Kandi Ledford from DataMax. DataMax services 37 WV municipalities, and is a corporate and foundation partner of the WV Municipal League. They search for and identify businesses that would otherwise be difficult for City staff to discover. The company has a proprietary system in place for coalescing business activity data and cross-referencing its lists with the Collector's list of registered businesses. Since March, the City has received nearly \$122,000 in revenue that was otherwise unexpected. Additionally, 19 new companies are now registered with the Collector. Several other companies have been identified, and DataMax is working with them to have them properly registered and paid-up on any financial obligations they may owe the City. The City's arrangement is much like all of the other arrangements it has with other municipalities where cities in general pay a percent share to DataMax based only on the revenue it brings in for newly-identified businesses and only for a minimal period. The City's partnership with DataMax has proven to be both economically fruitful and efficient. Not only does the City receive revenue from an otherwise unknown entity conducting business in Charleston, but the Collector's Office is freed up to devote attention on its audit, cashing, licensing, and customer service activities.

Councilmember Steele asked if DataMax was a collections agency. Forrest answered that around 30% of their work is third party collections. Councilmember Steele asked how they contact businesses, and Forrest answered they use phone, email, mail, etc. Any business that is not able to pay in full will be referred back to the City to possibly develop a payment plan. All money is sent directly to the City. Storage clarified that DataMax will not be engaging in any aggressive litigations for the City; they identify vendors and coordinate with them to pay what is owed and set them up with the City.

Councilmember Laird asked how they identify vendors. Forrest responded that they cross-reference various public records with business lists provided by the City.

II. RESOLUTIONS:

- a. Resolution No. 266-19 - Authorizing the Chairperson of the Coliseum & Convention Center / Municipal Auditorium Board or the City Manager to enter into an agreement with SearchWide Global to conduct a national search for high-quality candidates to fill the position of General Manager of the Coliseum & Convention Center / Municipal Auditorium. The Board of Directors for the Coliseum & Convention Center / Municipal Auditorium voted to recommend the proposed agreement with SearchWide Global to City Council after seeking service and cost information from numerous companies operating within the executive search industry. The Board found that the overall service, expertise, and experience of SearchWide Global was superior to its competitors. The company's professional fee is \$37,500, excluding costs for candidate travel, lodging, and meals.

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

The Chairperson of the Coliseum & Convention Center / Municipal Auditorium Board or the City Manager is authorized to enter into an agreement with SearchWide Global to conduct a national search for high-quality candidates to fill the position of General Manager of the Coliseum & Convention Center / Municipal Auditorium. The Board of Directors for the Coliseum & Convention Center / Municipal Auditorium voted to recommend the proposed agreement with SearchWide Global to City Council after seeking service and cost information from numerous companies operating within the executive search industry. The Board found that the overall service, expertise, and experience of SearchWide Global was superior to its competitors. The approved fee is \$37,500, and SearchWide Global is entitled to reasonable out-of-pocket travel, lodging, and meal costs for prospective candidates after receiving pre-approval from the Chairperson of the Board or the City Manager. The total cost of this agreement shall not exceed \$45,000. The expenses for this agreement will be charged to Account No. 001-412-00-000-2-223.

Councilmember Jenkins introduced Carrie Fenwick (Chair of the Coliseum and Convention Center Board) and Mark Gnatovic (via phone from SearchWide Global). Fenwick explained that after the announcement of the current Director's retirement, the Board formed a subcommittee. After the passage of Bill No. 7844, the subcommittee chose SearchWide Global following requests and research. Their Professional Fee is \$37,500, which includes thorough behavioral assessments and background checks but not travel and related expenses. The company will visit on-site and conduct various interviews to better gauge the City's needs. Once a candidate is selected, the Board will present an agreement to the selected candidate. Gnatovic added that once SearchWide Global assesses the needs of the Convention Center, they will cull a list of 5-7 candidates. The Board will narrow to 3-5 candidates, who will be brought to Charleston for extensive interviews. The Board will give their recommendation to the Mayor and Council.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution No. 266-19 approved.

- b. Resolution No. 260-19 - Authorizing the Mayor or City Manager to enter into one or more agreements for the purchase of E-10 Gasoline and Diesel Fuel through bids to be received by the Kanawha Valley Regional Transportation Authority on November 20, 2019. The bid prices for E-10 Gasoline and Diesel Fuel shall remain in effect for a 24-hour period following the bid opening; therefore, the Mayor or City Manager is authorized to exercise discretion in accepting or rejecting such bid proposals as he or she determine to be in the best interest of the City and to report same to the Finance Committee and Council at the next scheduled meeting.

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

The Mayor or City Manager is authorized to enter into one or more agreements for the purchase of E-10 Gasoline and Diesel Fuel through bids to be received by the Kanawha Valley Regional Transportation Authority on November 20, 2019. The bid prices for E-10 Gasoline and Diesel Fuel shall remain in effect for a 24-hour period following the bid opening; therefore, the Mayor or City Manager is authorized to exercise discretion in accepting or rejecting such bid proposals as he or she determine to be in the best interest of the City and to report same to the Finance Committee and Council at the next scheduled meeting.

Storage added that KRT has included the City of Charleston and the surrounding municipalities in securing the best price for fuel through a competitive bidding process. KRT prepares and advertises the RFP for a locked-in price for 1 or 2 years. The last time fuel was bid out was November 2017. Because KRT has only a 24-hour period to accept the bid, the Administration must seek a pre-authorization from Council, as former administrations have done in past years. The Bid opening is on November 20, 2019 at 11:00am at KRT. Members of the Public Works Department will be in attendance, including Brent Webster, Director of Public Works and Kevin Oxley, Interim Deputy Director for Fleet Services.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 260-19 approved.

- c. Resolution No. 261-19 - Authorizing the Mayor or City Manager to enter into an agreement with Urban Design Ventures for Community Development Planning Consulting Services in the amount of \$31,900.00. The consultant was selected through a competitive bidding process. The consultant will provide planning and implementation services for the Preparation of the Fiscal Year 2020 Annual Action Plan and the Fiscal Year 2020-2024 Five-Year Consolidated Plan and Strategy for the CDBG and HOME Programs.

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

The Mayor or City Manager is hereby authorized to enter into an agreement with Urban Design Ventures for Community Development Planning Consulting Services in the amount of \$31,900.00. The consultant was selected through a competitive bidding process. The consultant will provide planning and implementation services for the Preparation of the Fiscal Year 2020 Annual Action Plan and the Fiscal Year 2020-2024 Five-Year Consolidated Plan and Strategy for the CDBG and HOME Programs.

Storage stated that on behalf of the Mayor's Office of Economic and Community Development, the City Manager's Office sought bids from qualified planners or professional planning consulting firms to provide planning and implementation services for the preparation of the Fiscal Year (FY) 2020 Annual Action Plan and the FY 2020-2024 Five Year Consolidated Plan and Strategy for the CDBG and HOME Programs. Both of these plans are required as a stipulation to receiving federal funds. Hiring a consultant is an allowable federal program expense. The last two plans were prepared using a consultant. Two companies submitted bids, and the companies are selected through a competitive qualifications and pricing-based committee scoring process. Categories considered were:

- Experience consulting on similar projects
- Project Cost
- Completeness of the proposal and extent that it meets objectives
- Previous experience working with Charleston
- Minority/women participation.

Urban Design Ventures of Homestead, PA was the winner based on overall score (including price the price of \$31,900).

Councilmember Jenkins added the CDBG grants require the City to develop long-term plans, and these consultants are crucial to ensure the City meets the requirements to receive the grants.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 261-19 approved.

Community Development Planning Consulting Services - MOECD
 Bid Opening - November 1, 2019 @ 11:00am

		Urban Design Ventures 212 East 7th Avenue Homestead, PA 15120 (412) 461-6916 karl@urbandesignventures.com	TDA Consulting, Inc. 131 Atkinson Street, Suite B Laurinburg, NC 28352 (910) 277-1275 Droberts@tdainc.org
Consulting Services Total		\$31,900.00	\$57,447.87
Project Completion		June 2020	May 2020
Total Bid		\$31,900.00	\$57,447.87

The selection process was based on a scoring system ranked by 4 evaluators, see below for the Rubric.

		Urban Design Ventures	TDA
Experience of Consultant and project team with similar projects	0 - 160 points	160	130
Total project cost, rate schedule and appropriateness of cost allocation among tasks	0 - 100 points	95	50
Completeness of the proposal and work plan and the extent that the objectives meet the project's requirements and outcomes	0-100 points	100	100
Previous experience with work in the City of Charleston	0-20 points	20	0
Minority/women participation	0-20 points	0	20
Total Points	400 maximum points	375	300
Average score		93.75%	75%

- d. Resolution No. 262-19 - Authorizing the Finance Director to amend the 2019 Community Development Block Grant budget as indicated on the accounts listed below.

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

That the Finance Director is hereby authorized and directed to amend the 2019 Community Development Block Grant budget as indicated on the accounts listed below:

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>INCREASE/(DECREASE)</u>
009-019-00-199-0-999	Unprogrammed Funds	\$14,000.00 Decrease
009-019-00-011-0-999	Kanawha Valley Collective Outreach	\$14,000.00 Increase

MOECD proposes to allocate CDBG funds to the Kanawha Valley Collective for outreach expenses (Birth certificates, ID's and bus tickets for those experiencing homelessness.) The funds will come from unprogrammed funds.

Storage added that the MOECD proposes to amend its 2019 CDBG budget to reflect an appropriation of \$14,000 of unprogrammed money to the Kanawha Valley Collective for the purpose of providing funds to assist our vulnerable homeless population with acquiring critical identification documents, such as ID cards and birth certificates, as well as to provide for some travel expenses.

MOECD Director, Larry Malone, stated that they have received approval and funding from HUD for the 2018 program.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 262-19 approved.

- e. Resolution No. 263-19 - A Resolution authorizing the Mayor or City Manager to purchase fifteen 2020 Ford Police Interceptor Utility Vehicles with All Wheel Drive from Thornhill Ford Lincoln, 119 North 500 Ford Fairlane, Chapmanville, WV, which has been awarded a state contract for law enforcement vehicles through a competitive agency procurement with the West Virginia State Police. Thornhill Ford Lincoln has agreed to honor the state contract pricing for the City of Charleston. The price per vehicle is \$35,903, and the total purchase price is \$538,545.00. The purchased vehicles will replace current vehicles in the police fleet according to a standard replacement cycle. The expense will be charged to Account No. 001-976-00-700-4-459, Public Safety Capital Outlay.

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

The Mayor or City Manager is authorized to purchase fifteen 2020 Ford Police Interceptor Utility Vehicles with All Wheel Drive from Thornhill Ford Lincoln, 119 North 500 Ford Fairlane, Chapmanville, WV, which has been awarded a state contract for law enforcement vehicles through a competitive agency procurement with the West Virginia State Police. Thornhill Ford Lincoln has agreed to honor the state contract pricing for the City of Charleston. The price per vehicle is \$35,903, and the total purchase price is \$538,545.00. The purchased vehicles will replace current vehicles in the police fleet according to a standard replacement cycle. The expense will be charged to Account No. 001-976-00-700-4-459, Public Safety Capital Outlay.

Storage added that this is the City's regular cycle purchase of patrol vehicles for the Police Department. The proposed purchase is through a competitively-sourced contract between Thornhill Ford Lincoln of Chapmanville, WV, and the WV State Police. 12 of the vehicles are for patrol officers and 3 are for CPD administration.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution 263-19 approved.

- f. Resolution No. 264-19 - Authorizing the Mayor or City Manager to purchase 133 Dell computers for a total cost of \$107,961.84, with 115 computers to be purchased for various executive departments, 3 computers to be purchased for the Coliseum & Convention Center, 11 computers to be purchased for the Metropolitan Drug Enforcement Network, and 4 computers to be purchased for the Parking System. The computer purchases will be made pursuant to a competitively procured state-wide contract in place with the West Virginia Purchasing Division and available for use by municipalities.

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

The Mayor or City Manager are authorized to purchase 133 Dell computers for a total cost of \$107,961.84, with 115 computers to be purchased for various executive departments, 3 computers to be purchased for the Coliseum & Convention Center, 11 computers to be purchased for the Metropolitan Drug Enforcement Network, and 4 computers to be purchased for the Parking System. The computer purchases will be made through to a competitively procured state-wide contract in place with the West Virginia Purchasing Division and available for use by municipalities.

Storage added that the City supports 375 end-user computers with a 5-year replacement cycle for computers, which is based on computer warranty periods. The replacement cycle typically calls for the city to replace approximately 75 computers per year. Last year's replacement cycle was delayed, because the City Manager's Office asked the IS Department to search more a more completely priced contract. The have been able to identify all of its needed equipment on the State's computer contract, which was competitively-sourced.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution No. 264-19 approved.

- g. Resolution No. 265-19 - Authorizing "Citizen Appreciation Parking" for November 30, 2019, December 7, 2019, December 14, 2019, December 21, 2019, December 28, 2019, and January 4, 2020. "Citizen Appreciation Parking" shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$1,700 per Saturday.

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

That "Citizen Appreciation Parking" is authorized for November 30, 2019, December 7, 2019, December 14, 2019, December 21, 2019, December 28, 2019, and January 4, 2020. "Citizen Appreciation Parking" shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$1,700 per Saturday.

Storage added that for at least 10 years, the City has shown its appreciation for its citizens by providing free parking at meters throughout the City on select Saturdays during the holiday shopping season. These appreciation days are planned from a budgetary perspective and will not cause any financial stress to the Parking System.

Mayor Goodwin added that 2 extra days were added.

Councilmember Steele stated that local businesses will benefit greatly from Citizen Appreciation Parking.

Councilmember Laird that meters will not be bagged. Director of Parking, Terri Allen added that, in addition to social media posts and press releases, the smart meters and associated app will also alert customers of the free parking.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution No. 265-19 approved.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.