



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, March 16, 2020** **5:45 PM**

I. DISCUSSION:

- a. Approval of Previous Minutes 3-2-2020.
- b. Approval of Previous Minutes 3-9-2020.

II. RESOLUTIONS:

- a. Resolution No. 308-20 - Adoption of the Proposed FY 2020-2021 Municipal Budget.
- b. Resolution No. 304-20 – Authorizing the Mayor or City Manager to purchase 10 portable, high durability interlocking colored sports flooring as the result of a competitive bidding process.
- c. Resolution No. 310-20 - Authorizing the Mayor or City Manager to submit an application to the WV Division of Administrative Services under the Victims of Crime Act grant program for the Charleston Police Crime Victims Specialist.
- d. Resolution No. 313-20 - Authorizing the Mayor or City Manager to submit an application to the WV Division of Homeland Security for funds for the Charleston Fire Department's Regional Response Team.
- e. Resolution No. 315-20 - Authorizing the Coliseum & Convention Center / Municipal Auditorium Board to enter into a contract with a Booking and Marketing Firm.
- f. Resolution No. 309-20 – Authorizing the Mayor or City Manager to enter into a contract with GAI Consultants, Inc. for the amount of \$17,980.00 for the completion of the 5 Corners Architecture and Historic Intensive Survey and the nomination of the 5 Corners Historic District to the National Register of Historic Places.

***THE AGENDA WAS AMENDED 3-16-2020**

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

MINUTES
FINANCE COMMITTEE MEETING
5:45 P.M., MARCH 2, 2020
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 5:45 p.m., March 2, 2020, 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 (arrived at 5:49)
Shannon Snodgrass
Keeley Steele

I. DISCUSSION:

a. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the February 18, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

b. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the February 24, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

Councilmember Jenkins asked that the Administration's Proposed Budget Presentation be moved to the last item. There was no objection.

II. RESOLUTIONS:

- a. Resolution No. 298-20 - Authorizing the Mayor or City Manager to submit an application to the FEMA Assistance to Firefighter Grant Program in the amount of \$114,004, that includes the required 10% match, and administer any funds awarded. The Charleston Fire Department will use these funds to purchase 60 sets of bunker gear.

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

The Mayor or City Manager is authorized to submit an application to the FEMA Assistance to Firefighter Grant Program in the amount of \$114,004, that includes the required 10% match, and administer any funds awarded. The Charleston Fire Department will use these funds to purchase 60 sets of bunker gear.

City Manager, Jonathan Storage, added that FEMA operates a grant program for state and local fire departments with the primary goal being to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments. This funding is being sought for essential bunker gear used to fight fires. The Fire Department plans to buy a total of 60 sets within the year. The Administration proposes to request \$114,004 in grant funds to cover the cost.

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. 298-20 approved.

- b. Resolution No. 299-20 – Authorizing the Mayor or City Manager, subject to final review by the City Attorney, to enter into contracts through Assured Partners of WV and Arthur J. Gallagher Risk Management Services, Inc., at a price of \$1,364,363.09, for the City's Risk Management and Property and Casualty Insurance coverage for the period March 31, 2020 through March 31, 2021, in accordance with the costs attached, and specifically by rejecting all underinsured motorists coverage and accepting uninsured motorists coverage with statutory minimum limits of \$25,000/\$50,000/\$25,000 only; and Risk Management Services Co. (RMSC) for Third Party Administration of Workers Compensation and Property/Casualty Claims in accordance with the costs attached and a fee advance of \$103,720.00; and further authorizing the Mayor or City Manager to sign the appropriate forms rejecting the underinsured motorists coverage and accepting the uninsured motorists coverage.

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

That the Mayor or City Manager is hereby authorized and directed, subject to final review by the City Attorney, to enter into contracts through Assured Partners of WV and Arthur J. Gallagher Risk Management Services, Inc., at a price of \$1,364,363.09, for the City's Risk Management and Property and Casualty Insurance coverage for the period March 31, 2020 through March 31, 2021, in accordance with the costs attached, and specifically by rejecting all underinsured motorists coverage and accepting uninsured motorists coverage with statutory minimum limits of \$25,000/\$50,000/\$25,000 only; and Risk Management Services Co. (RMSC) for Third Party Administration of Workers Compensation and Property/Casualty Claims in accordance with the costs attached and a fee advance of \$103,720.00; and further authorizing the Mayor or City Manager to sign the appropriate forms rejecting the underinsured motorists coverage and accepting the uninsured motorists coverage.

Storage added that the Administration is recommending renewal of the casualty and liability insurance policies based on the detailed findings presented to the Finance Committee on February 24th.

Councilmember Snodgrass stated that she attended the meeting of Finance held on February 24, 2020 where Frank Baer gave a presentation. She stated that she had done research on the topic. Councilmember Snodgrass added that this is a \$1.364 million premium. She expressed concern that it was not put out for an RFP, noting that the City has used the same broker for 38 years. She added that she pointed out during the last meeting that the City will put out RFPs for much smaller amounts than the proposed premium of 1.364 million. In addition to the broker fee of 10-15% (\$136,000-\$204,000), the AP Risk Management fee (\$35,000) as well as the Gallagher broker fee (\$40,000) both go to AssuredPartners. She added that the TPA is also part of AssuredPartners. Councilmember Snodgrass stated that her biggest concern as a Finance Committee member (being charged with a fiduciary responsibility as they discuss the upcoming budget, etc.), is that the approximate \$280,000 (without getting an RFP) poses a problem for her. Councilmember Snodgrass stated that she would like to amend the resolution to remove the AP Risk Management line, the Gallagher broker line (as that should be inclusive in the overall broker fee), and to pay the fees quarterly.

Storage said that when it comes to the TPA services, the City is in the situation where it has to renew, or there won't be any claims handling for workers comp. There would have to be a separate conversation to determine whether or not AssuredPartners would accept quarterly billing, but the premium and the associated fees have been paid as a lump sum yearly since the City initially set up the insurance. It is the Administration's proposal to agree to move forward as is, and to agree that a committee should help to review potential options. Considering that the renewal date is March 31, 2020, the City does not want to be in a situation where there are unintended consequences for not renewing certain parts of the program, leaving the City in a risky scenario.

Councilmember Snodgrass said she could appreciate it that, but the Committee is now to a point where it isn't really open to discussion because, as the City Manager pointed out, there is no time. She understood that last year there was the pressure of time, but she was to understand that conversations had been happening since October of 2019, which would have been plenty of time to put out RFPs. Councilmember Snodgrass pointed out that Baer had stated (in the meeting on the 24th) that the City would get back \$15,000 for the AP Risk Management whether they do it or not, and that could go out for an RFP since there was no time limit on that. She added that it is a lot of money, and they are asking the Committee to vote when not really given an opportunity to explore alternatives because it would put the City in a precarious situation.

Councilmember Steele asked if the amendment passed, where would that leave the City? Councilmember Jenkins answered that it would put the City without a 3rd Party Administrator. Councilmember Snodgrass said that she only proposed to remove the AP part, which can be done anytime and is not required. Baer clarified that the line item of \$35,000 is a culmination of

work over the next 12 months that is for both the CSB and the City, \$15,000 of which is reimbursable by the insurer. If the City decided to not have any Risk Management Services, it will still get \$15,000 for some approved Risk Management expenditures. Baer added they could approve it but not buy it, or purchase it from somewhere else. For clarification, Councilmember Jenkins confirmed that on pg. 96 of the Committee's packet entitled "Historical Coverage and Pricing Summary," Councilmember Snodgrass was wanting to remove the "Loss Control Consulting Fee CIS (otherwise known as "AP Risk Management" on pg. 95 "Premium Comparison") and "AJG Placement Fee" (otherwise known as "Gallagher Broker Fee" on pg. 95 "Premium Comparison"). Storage added that the current Risk Management system is highly effective, and is one of the reasons why works comp claims have been so low. They provide continual on-site training and inspections to ensure safety; they are an active participant in the City's risk management to lower workers comp risk and keep employees and citizens safe. He noted that the CSB also benefits from it. Since the CSB pays \$10,000 of that fee, the City is only out of pocket \$10,000 to get that exceptionally great benefit. He suggested that it could be cancelled at any time.

Councilmember Hoover confirmed with Councilmember Snodgrass that she has suggested to only put the broker out to bid. Councilmember Hoover added that she had been told hardly any insurance companies is doing this kind of insurance. Councilmember Snodgrass added that there are plenty of brokers who would want to bid for this business, even if they end up using the same insurance carriers.

Councilmember Reishman added that, having been involved in this process for some time, the City has had spectacular results as far as rates usually staying the same. It is very complicated.

Councilmember Steele asked if the AP Risk Management fee was removed, how would it affect the premium. Additionally, she asked if the City declined to pay the Gallagher broker fee, would the insurance be cancelled. Storage answered that AP Risk Management would not affect the premium, in fact the benefit of having that likely helps keep premiums low, although it is not a requirement to keep it. Storage also added that the separate broker fees had always been broken out and listed in this transparent way. He cautioned the Committee against removing it.

Councilmember Snodgrass motioned to amend the resolution to remove the AP Risk Management Services fee (\$35,000) and the Gallagher Broker Fee (\$40,000). With a majority of members present recorded thereon as voting in the negative, with 1 Yea from Snodgrass and 5 Nays from Jenkins, Reishman, Hoover, Laird and Steele, Chairperson Jenkins declared the amendment not approved.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative, with one Nay from Snodgrass, Chairperson Jenkins declared Resolution No. 299-20 approved.

- c. Resolution No. 300-20 - Authorizing the Mayor or City Manager to take all necessary

steps to exercise the optional redemption of the Charleston Building Commission (West Virginia) Public Safety Center Lease-Revenue Refunding Bonds, Series 2009A and the Charleston Building Commission (West Virginia) Lease-Revenue Refunding Bonds (Center for Arts and Sciences of West Virginia Project), Series 2010.

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

That the Mayor and City Manager are authorized to take all necessary steps to exercise the optional redemption of the Charleston Building Commission (West Virginia) Public Safety Center Lease-Revenue Refunding Bonds, Series 2009A and the Charleston Building Commission (West Virginia) Lease-Revenue Refunding Bonds (Center for Arts and Sciences of West Virginia Project), Series 2010. Specifically, the Mayor and City Manager are authorized to direct the Charleston Building Commission to exercise the optional redemption, provide the required certificate to the Bond Trustee on behalf of the Charleston Building Commission, and make any payments necessary to redeem the bonds and pay any reasonable costs, fees, and expenses of the Bond Trustee and the Charleston Building Commission in connection with the redemption.

Storage added that the City is paying debt service on two groups of bonds that will mature in 2024. They are a 2009 series for Arts & Sciences, which were used to help fund the building of the Clay Center, and 2010 Series Public Safety Bonds, which were used to build the Dudley Farms Public Safety Center at South Ridge – currently leased to the City of South Charleston as a partnership for the provision of fire protection in that area. The principal amount outstanding is approximately \$1.1 million. The State Municipal Bond Commission currently is holding funds in trust for the City of Charleston from the previous satisfaction of old debt for 3 bonds: 1989 Public Improvement General Obligation Bonds, 2005 Parking Refunding Revenue Bonds, and 2005A Parking Refunding Revenue Bonds. The amount held by the Municipal Bond Commission is approximately \$1.2 million. Paying off the bonds early will save the General Fund around \$314,000 per year by eliminating the need to make payments on the principal and accumulated interest. The Administration recommends making this payment, as it will not require any use of General Fund money and will eliminate payments going forward, freeing up much needed funds for other priorities.

Councilmember Jenkins added that if the City could pay something off ahead of schedule, it should.

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. 300-20 approved.

- d. Resolution No. 301-20 - Authorizing the Mayor or City Manager to purchase a Class 7

Grand Cherokee WKJH74 utility vehicle from Stephens Auto Center for \$26,059 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 508) within the City Engineering Department pursuant to the City's vehicle life-cycle replacement schedule.

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

The Mayor or City Manager is authorized to purchase a Class 7 Grand Cherokee WKJH74 utility vehicle from Stephens Auto Center for \$26,059 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 508) within the City Engineering Department pursuant to the City's vehicle life-cycle replacement schedule.

Storage added that the next few purchases are all state-wide contracts that were sourced by the Purchasing Division. They are part of a normal replacement cycle and have been budgeted for in the current fiscal year.

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. 301-20 approved.

**Class 7 - Automobile
Mid Size Utility**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: FCA Jeep
Model Name & Number: Grand Cherokee WKJH74

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification: Mid Size Utility
Drive: 4 Wheel/All Wheel
5 minimum (including driver)
Passenger seating: 4, minimum
Doors: 109 in., minimum
Wheelbase: 6100 lbs. min, 7300 lbs. max.
GVWR: 6 cylinder minimum
Engine:

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PSC	Billet Silver
PW7	Bright White
PXJ	Diamond Black
PAU	Granite Crystal
PDN	Sting Gray
PRV	Velvet Red
PUW	Walnut Brown

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	25	18	\$26,059.00	\$38,128.44
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

***Options:**

FOB Dealership: (Deduct) N/A
 FOB Other than Metro Charleston - Per Mile \$ 2.00

*Note - The above delivery "options" above are not evaluated as part of the award.

- e. Resolution No. 302-20 - Authorizing the Mayor or City Manager to purchase a Class 8 Grand Cherokee WKJH74 utility vehicle from Stephens Auto Center for \$28,924 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 1101) within the Department of Homeland Security and Emergency Management pursuant to the City's vehicle life-cycle replacement schedule.

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

The Mayor or City Manager is authorized to purchase a Class 8 Grand Cherokee WKJH74 utility vehicle from Stephens Auto Center for \$28,924 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 1101) within the Department of Homeland Security and Emergency Management pursuant to the City's vehicle life-cycle replacement schedule.

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. 302-20 approved.

**Class 8 - Automobile
Mid Size Utility**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: FCA Jeep
Model Name & Number: Grand Cherokee WKJH74

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification:	Mid Size Utility
Drive:	4 Wheel/All Wheel with High and Low Range
Passenger seating:	5 minimum (including driver)
Doors:	4, minimum
Wheelbase:	109 in., minimum
GVWR:	6100 lbs. min, 7300 lbs. max.
Engine:	6 cylinder, Minimum
Off Road Package:	Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, tow hooks and all terrain tires.
Tow Package:	Installed Hitch & Wiring
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PSC	Billet Silver
PW7	Bright White
PXI	Diamond Black
PAU	Granite Crystal
PDN	Sting Gray
PRV	Velvet Red
PUW	Walnut Brown

Vendor Bid Response:

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	25	18	\$28,924.00	\$40,993.44
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

***Options:**

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$ 2.00

***Note - The above delivery "options" above are not evaluated as part of the award.**

- f. Resolution No. 303-20 - Authorizing the Mayor or City Manager to purchase a Class 31 Ram 3500 D28L92 truck from Stephens Auto Center for \$34,365 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 18) within the Street Department pursuant to the City's vehicle life-cycle replacement schedule.

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

The Mayor or City Manager is authorized to purchase a Class 31 Ram 3500 D28L92 truck from Stephens Auto Center for \$34,365 pursuant to a competitively-sourced state-wide contract with the West Virginia Purchasing Division. The vehicle will replace a fleet vehicle (Unit 18) within the Street Department pursuant to the City's vehicle life-cycle replacement schedule.

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. 303-20 approved.

Class 31 - Automobiles
1 Ton, Dual Rear Wheel, Crew Cab

Vendor Name: Stephens Auto Center
Manufacturer/Brand: FCA
Model Name & Number: Ram 3500 D28L92

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification: 1 Ton Dual Rear wheel Crew Cab
Drive: 4 Wheel Drive
Passenger seating: Minimum of 5(Including driver)
Doors: 4, minimum
Wheelbase: 158" - 170"
GVWR: 13,000 minimum
Engine: Minimum 6.6 Liter Turbo Diesel with Engine Block Heater; 8 cylinder Gasoline
Torque: Minimum of 765 lb. ft.
Rear Axle: Minimum 3.73 Ratio (gas), Minimum 3.42 (diesel). Must include Limited Slip/Traction Lock with Dual Rear Wheels
Tow Capacity: 19,000 lbs. minimum
Tow Package: Installed Receiver Hitch & 7-pin Wiring, Trailer Tow Side Electric Mirrors, Factory Installed Electric Trailer Brake Controller
Slush/All weather Mats Installed on driver and passenger front and second row, except where vinyl floor covering is present.
Bed: Spray-in bed liner only
Additional Requirements: Installed Side Step Bars, All-Season Tires, Full size spare, frame mounted with jack

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	Bright White
PR4	Flame Red

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:	
Vehicle Fuel Type	Unit Price
Gasoline	\$ 34,365.00
Diesel	\$ 42,616.00

Options:

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
 \$ 2.00

*Note - The above delivery "options" above are not evaluated as part of the award.

- g. Resolution No. 305-20 - Authorizing the Mayor or City Manager to purchase 20 portable basketball goals from SNA Sports Croup, LLC, of Grand Rapids, MI, in the amount of \$142,760 as the result of a competitive bidding process. The flooring will be used within the Charleston Coliseum & Convention Center to promote sports tourism activity.

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

The Mayor or City Manager is authorized to purchase 20 portable basketball goals from SNA Sports Croup, LLC, of Grand Rapids, MI, in the amount of \$142,760 as the result of a competitive bidding process.

Storage added that the Administration received 4 bids for the purchase of 20 portable basketball goals to be used at the Coliseum & Convention Center. The bids came in very close, with a price difference between the lowest bidder and the next lowest bidder of only \$240. The low bidder was SNA Sports Group LLC of Grand Rapids, MI, at a price of \$142,760.

Councilmember Jenkins asked for a brief explanation of Resolution No. 304-20, which had been removed from the agenda. Storage replied that bids were received for the flooring meant to go with the goals, but they were rejected due to anomalies in the bid review process. There will be an expedited bid process so that the purchase will come before the Finance Committee by March 16, 2020. Councilmember Jenkins added that this was part of the water crisis settlement funds.

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. 305-20 approved.

Portable Basketball Goals for the Charleston Coliseum

Project No. 2020-006

Bid Opening: February 19, 2020 @ 11:30am

	SNA Sports Group LLC	BPI	Griffin Sports Equipment	Mateflex
	601 Three Mile Rd. NW, Suite A	109-B College Place	218 Front Street	2007 Beechgrove Place
	Grand Rapids, MI 49544	Norfolk, VA 23510	New Richmond, OH 45157	Utica, NY 13501
	P: (800) 823-0182	P: (866) 621-3865	P: (513) 349-3359	P: (315) 733-1412
	jpeterston@snasportsgroup.com	kevin@basketballproductinternational.com	griffinsports317@gmail.com	kwheelock@mateflex.com
Project Total	\$142,760.00	\$143,000.00	\$148,500.00	\$149,920.00
Local Vendor Preference (\$5,000)	N/A	N/A	N/A	N/A
Project Completion	56 days	90 days	60 days	60 days
Successful Bidder				

- h. Resolution No. 306-20 - Authorizing the Mayor or City Manager to purchase 2 new, unused 2020 Pursuit Ready F150 4X4 Pickup Trucks for the Charleston Fire Department from Thornhill Ford, in the amount of \$71,012.56 as the result of a competitive bidding process.

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

The Mayor or City Manager is authorized to purchase 2 new, unused 2020 Pursuit Ready F150 4X4 Pickup Trucks for the Charleston Fire Department from Thornhill Ford, in the amount of \$71,012.56 as the result of a competitive bidding process.

Storage added that the Administration received bids for 2 new F150 pickup trucks for the Charleston Fire Department. The prices submitted between the two vendors were about \$919 apart. The low bidder was Thornhill Ford of Chapmanville, WV, with a total price of \$71,012.56.

Councilmember Jenkins asked why this wouldn't be included in the competitively-sourced state-wide contract with the West Virginia Purchasing Division. Storage answered that there are special run-ready and emergency vehicle trucks packages that were not specifically sourced by the Purchasing Division.

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. 306-20 approved.

Purchase of Two (2) F150 Pickup Trucks for the Fire Department

Project No. 2020-004

Bid Opening: February 27, 2020 @ 11:00am

	Thornhill Ford	Stephens Auto Center	
	500 Ford Fairlane	PO Box 278	
	Chapmanville, WV 25508	Danville, WV 25053	
	P: (304) 855-8300	P: (304) 369-2411	
	ceellis@mail.com	mballard@stephensauto.com	
Project Total	\$71,012.56	\$71,932.00	
Local Vendor Preference (4%)	N/A	N/A	

- i. Resolution No. 307-20 - Authorizing the Mayor or City Manager to purchase 20 sets of bunker gear from Red Hot Fire Equipment Co., in the amount of \$38,001.20 as the result of a competitive bidding process. The gear (jackets and trousers) will be used for structural firefighting for the Charleston Fire Department.

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

The Mayor or City Manager is authorized to purchase 20 sets of bunker gear from Red Hot Fire Equipment Co., in the amount of \$38,001.20 as the result of a competitive bidding process.

Storage added that the Administration received 2 bids for the purchase of 20 sets of bunker gear for the Charleston Fire Department. Red Hot Fire Equipment Co, of Prichard, West Virginia was the low bidder with a total price of \$38,001.20. Finley Fire also bid and qualified for local vendor preference but still did not beat the low bidder's price with the preference adjustment.

Councilmember Laird asked how a company from McConnelsville, OH qualified for Local Vendor Preference when a company from Prichard, WV, and should that be revisited. Storage replied that he did not think it should be revisited. The Local Vendor Preference Committee had decided to recognize tax contribution to the area, and set up a system that was not geographic, but rather based on having active accounts with the City Collector's Office that had been non-delinquent for at least the last preceding 1-year period.

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. 307-20 approved.

Purchase (20) Sets of Bunker Gear for the Fire Department

Bid Opening: February 27, 2020 @ 10:30am

Red Hot Fire Equipment Co	Finley Fire	
1515 Lower Gragston Creek Road	5255 N State Route 60 NW	
Prichard, WV 25555	McConnelsville, OH 43756	
P: (304) 266-2491	P: (304) 482-2944	
jsmith@redhotfireequipment.com	jparsons@finleyfire.com	
\$38,001.20	\$43,100.00	

I. DISCUSSION CONTINUED:

Councilmember Jenkins noted that, in response to Councilmember Snodgrass' objections, he will work with her and Storage to create a Sub-Committee to examine the insurance RFP. He encouraged lively debate within the Committee.

- c. Administration's Proposed Budget Presentation – Councilmember Jenkins noted that there will not be any questions or comments at this time. He noted that there are several scheduled information sessions for City employees, and urged them to attend. Councilmember Jenkins also encouraged any employees who still had questions to contact Councilmembers so that they could be addressed during the scheduled budget discussion meeting of the Finance Committee on March 9, 2020.

Mayor Goodwin stated that the Administration was extremely proud to have put together a balanced budget. She promised that the recommendations made within the budget were thoughtful; none were made in haste. The Administration made decisions that they believed to be in the best interest of the City, its employees and the taxpayers. After months of careful planning, the proposed budget does not create any new taxes or use one-time monies. It meets the City's long-standing financial obligations and invests in its employees and the services that they provide to the taxpayers. In the budget, there will be no reduction in the central services (police, fire and emergency services) and in the Public Works Department. The Administration has corrected past illegal holiday pay practices. They will continue to show their commitment to increase funding to pave and repair more sidewalks and roads. More money will be going to tearing down the dilapidated and unsafe structures throughout the City. There will be significant investment in economic development and promotion efforts.

Mayor Goodwin continued by saying the world of healthcare has changed significantly, making the City's healthcare arrangement no longer sustainable. The current Administration is not going to put off for future Administrations bills that can't be paid and programs that are not sustainable. It is going to require some very difficult decisions. It is not good policy for the City to drain its savings or use one-time money. The Administration has reviewed multiple options and believes they have identified a health care plan that will allow the City to: increase employees' salaries, reduce premium costs, cover all deductible costs, keep premiums flat for at least 3 years, maintain the current City vision and dental insurance, offer comparable care, keep the clinic fully funded and open, maintain the same retiree benefits under the City's current self-insured plan and have a net decrease to the maximum payable out-of-pocket expense to City employees, all while saving a substantial amount of money for the taxpayers. What might not be seen in the budget is the hard work of the grants writing team (over 1.6 million in grant money was obtained over the past year) and the strength of relationships that the City has garnered over the past year with State agencies that have indirectly provided a substantial benefit to the savings. The City will continue to cut waste, invest funds in the best projects and programs that will give the largest return on investment and always do what it is in the best interest for the City of Charleston and its people.

City Manager, Jonathan Storage offered the following overview of the \$99.4 million proposed General Fund Budget. This proposed budget embodies the qualities of good government, focused financial management and strong stewardship of taxpayer resources. As was heard during Mayor Goodwin's State of the City Address, the Administration has been busy over the past 14/15 months cutting waste, creating efficient risk management spending practices, paving more roads, demolishing more vacant/unsafe structures, stepping up maintenance efforts to address severely neglected facilities, correcting past unlawful pay policies and ordinances that disrespected the hardworking Charleston firefighters, establishing hiring bonuses for new, already certified Police Officers, adding color and pop to public art and celebrating the work of many community non-profits through contributing partnerships. There is more work to do in the upcoming year. The budget proposal as with any other, required the team to consider many different and sometimes competing funding requests and policy goals. Obviously, there was always more need than available funds, thus requiring the Goodwin Administration to critically consider every item of revenue and expense to ensure that the City will achieve the best result for taxpayers.

Storage continued by stating that total revenues overall are expected to be flat in the upcoming fiscal year. The Administration is projecting a modest increase in total funds available of only one half of a percent. With revenue projections staying so flat, the Administration had to get creative in tackling some unexpected expense growth that caused a severe budgetary imbalance. In every budget, priorities must be given consideration. Expense growth in priority areas are mostly positive when considering the return on investment for the City and its people.

Last year, Mayor Goodwin doubled the City's paving budget. Many have commented on the tremendous amount of work that was completed on the City's streets and alleys over the past year. There is still a significant amount of work to be done to address the City's crumbling and forgotten roads, and that is why the proposed budget keeps the paving budget at the same elevated level as the current fiscal year. Additionally, the Administration will be partnering with a trust fund and the Spring Hill Cemetery Combined Endowment Fund to pave the roadways within the cherished Spring Hill Cemetery. Last year, the Administration was able to increase the Building Commission's building demolition budget by \$175,000. As is witnessed every day, the community suffers from neglected properties in almost every neighborhood. Such depilated properties contribute to blight and unnecessary public safety risk. To help address the issue, the proposed budget not only maintains the increased amount approved in the current operating budget, but the Administration proposes to increase by a further \$75,000, making the demolition budget \$300,000.

As mentioned earlier, the Administration has worked to correct past holiday pay discrepancies suffered by Charleston firefighters. Council recently passed an ordinance to ensure that holiday pay for firefighters conforms with the State statute that has been on the books for almost 44 years. Accordingly, the Administration has accounted for approximately \$700,00 in additional Personnel Services expenses as part of the CFD budget to pay for this needed correction.

Storage continued that from day 1, the Goodwin Administration has heard the cry from the City workers about the stagnant salary levels. Unfortunately, the last effort to address salaries took place nearly 5 years ago. The bulk of the 2015 salary increases went to a select few highly paid staffers, leaving those who needed the increases most, behind. Last year, Mayor Goodwin told him, in very strict terms, to balance the budget with no one-time monies. In order to do that last March, without using any of the City's savings, salary increases were simply not possible. For this year, by taking some proactive and risk managing steps, the Administration is able to provide across the board \$2,000 salary increases to every full-time non-elected staffer. Moreover, the proposed budget plans to increase the starting pay rates for all new police officers and firefighters by \$2,000/year.

The Administration is also facing some unwelcome expenses. The City's various insurance structures represent the largest expense growth item in the next year. Overall, the City of Charleston pays a modest premium for excellent, high-limit coverage due to a creative blending of several different policies that provide layers of coverage. The City's premiums for Property and Casualty insurance will increase by 21%. Within that percentage, the largest growth driving the total increase comes from the City's Excess Property Coverage, which is increasing 109%. Property insurance rates are increasing significantly across the nation, as has been reported in numerous trade publications. Property insurance prices are rising at rates in excess of yearly averages. As natural disasters continue to become more prevalent, with the effects of global warming and other factors, insurance companies are passing on higher property risks. The total premium increase for all of the City's Property and Casualty policies will be approximately \$236,000 this year. The premium being charged for the upcoming year reflects the best rates possible. The City's insurance broker scoured the nation and its marketplace, checking approximately 40 insurance companies. The broker found that the best comparable options had higher premiums and offered inferior coverage. The City's broker even checked state-managed policies under BRIM, and received back a quote for \$12 million. Thus, paying the new premium, of approximately \$1.36 million, is exceptionally advantageous considering the coverage maintained compared to increased cost of coverage if the City moved to other plans. The Administration will continue to review Property and Casualty insurance options throughout the year.

Storage stated that on February 18, 2020, he provided the Committee with a grim update regarding the City's current health insurance plan. The City is currently self-insured for all health care costs. As of January 1, 2020, the City provides health insurance to 636 active members and their dependents and 548 retiree members and their dependents. In the current budget year, health care costs represent roughly \$18 million of the City's nearly \$100 million budget, which is 18% of the current budget. Also, health care costs steadily rise from year to year. Just next year, the City's healthcare costs are projected to rise between \$1.5-2.5 million. This expense growth is to cover normal health care claims and is not calculated for any anticipated catastrophic claims. Simply stated, the City should expect health care costs to increase perpetually upward until, by 2024, the City's budget deficit will reach \$16.5 million. This projected health care cost over time accounts only for normal healthcare growth. The City is currently fully exposed to catastrophic claims as the City has no stop-loss insurance policy.

In 2017, the City's health care reserve account had over \$9 million; by June of that same year, the past Administration had to withdraw \$3.78 million to cover unexpected catastrophic claims. The balance of the reserve account is now sitting at \$6.2 million, and was never replaced or replenished, except for various interest payments. The health care reserve account is one-time money, which means it is savings. In one year alone, that money could be eaten up in costs. In fact, keeping the same plan in place will require the City to pull money out of that account just to cover the normal healthcare cost/expense growth next year.

Storage added that premiums, deductibles and maximum out-of-pocket expense rates have not been touched by the City since 2011. Assuming that the Administration only altered the premium costs to employees, the rates would need to be increased by at least 50% to all employees and retirees just to stymie some of the overall anticipated increases. Also, if the City were to keep the current plan, even raising the premium rates, salary increases would not be possible in the upcoming fiscal year. If the City were to continue along this path, the Administration would certainly need to purchase stop-loss policy to ensure that unlimited exposure would be shut off. Premiums for such coverage would be around \$1 million per year, in addition to the previously mentioned health care growth costs. Add those costs with ongoing expenses and running the clinic (which costs about \$1 million a year), and the City is sitting on a runaway train, and the bridge ahead is out. If nothing is changed, the City will deplete its savings to cover next year's increases or increase employee premiums without any ability to have salary increases. These options are not fiscally responsible, and do not take care of the hardworking employees and the taxpayers they serve.

Storage continued by saying that members of the Administration have met (and continue to meet) with many Councilmembers over the last weeks to discuss the plan. Nothing with change for the City's retirees; they continue to participate in the City's current self-insured plan, and will see no change at all in the upcoming fiscal year.

The Administration brought in consultants to evaluate multiple plans that would work well for active employees. Once the results were reviewed, it was found that PEIA offered affordable rates and quality coverage that compares to the City's current coverage. PEIA has 2 different groups with 2 different funding sources: a state agency group and a local government group. Most are familiar with the state agency group; it provides no flexibility to the employer as to how the premiums are shared, as they are set by State statute as an 80/20 split. This means, as premiums are raised by PEIA, employees must pay for those increases. The local government plan is much more flexible, in that Cities have more flexibility with helping to subsidize deductibles and premiums, and creating incentivizing plans that can effectively reduce employee net out-of-pocket expenses. Another key difference between the 2 plans is that they operate with completely different pots of money with different actuarial ratings. State law prohibits the comingling of the 2 groups, which means that the local government group can never be expected to pay out the state group. There are currently over 100 municipalities in West Virginia that are in the local plan, with over 12,000 city and county employees participating, including police and firefighters. The pool of members is big enough to drastically decrease the amount the City of Charleston would have to pay to continue to offer great

insurance, while being small enough to not take on the financial risks with which the state group deals. Switching to PEIA cuts off catastrophic claims liability to the City, reducing or eliminating any need for stop-loss coverage for active employees. There would be no need to purchase the separate \$1 million stop-loss insurance. All catastrophic claims would be handled by PEIA with no additional contribution needed from either employees or the City.

Storage explained that PEIA requires municipalities to offer all 7 of the available plans. However, the City is not required to subsidize every plan. In coordination with the consultants, the Administration has identified 2 of the plans that will provide extraordinary benefits, lower costs for the average employee family and provide options for coverage. All West Virginia doctors and hospitals are required to accept PEIA, meaning they are all in-network. Seeing an out-of-state doctor will require pre-approval through PEIA's administrator, UMR, which is part of one of the largest health care networks in the United States. Any Emergency Room treatments received out of the state will be treated as if it were in-network. PEIA also offers exceptional coverage with low premiums, deductibles and max-out-of-pocket expenses compared to private plans offering the same or similar coverages. PEIA also has a comprehensive prescription drug program.

The Administration has been wowed by the features of PEIA Plan C. The first feature of Plan C that is immediately appealing, is the very low premium cost. For the purpose of this discussion, the focus will be on family plan rates (assuming a tobacco-free status). Under Plan C Family, the monthly premium is \$693 a month. However, the Administration is proposing to subsidize the premium 80/20, and will pass along the PEIA \$50 per month tobacco-free discount to the employee. The resulting monthly premium will be \$89 a month, compared to the City's current premium of approximately \$236/412 a month. Under Plan C, the average family will save approximately \$1,700 a year in premium costs while maintaining comparable coverage. The Administration will ask City Council to keep the effective premium rates at the same level for the next 3 years. That means that if PEIA raises the premium in the next 3 years, the City has the ability to make the effective premium that comes out of employees' pockets exactly the same as was on year 1 with PEIA. The deductible for Plan C is quite high, but the Administration is proposing to pay 100% of deductibles for employees who choose Plan C. Plan C is meant to be paired with a tax free Health Savings Account (HSA), which allows both employers and employees to contribute funds (tax free up to certain limits) to be used for qualified health care expenses. An HSA works much like a retirement account, such as a 401K), where money is deposited into the account, pre-tax. Unlike a flexible spending account, which the City currently offers, funds in the HSA roll over from year to year. Once contributions go into the HSA account, it is 100% the employee's funds. The HSA is also portable, whether the employee leaves the City for other employment or retires. If the new employer has an HSA plan, they will be able to contribute to it. Otherwise, the employee can keep it invested, spend it down on health care expenses or liquidating the funds (with tax penalties). The Administration proposes depositing in every Plan C HSA the total deductible for the year. The deductible for the family plan is \$2,800 a year. If the deductible is not fully used during the year, the balance will roll over to the next year. In the next year, the Administration begin depositing the yearly deductible into the HSA, allowing employees to build up HSA funds. Doing all of this effectively means that

employees using Plan C will have no effective deductible under the plan, having been paid for by the City. Plan C does have a relatively high max-out-of-pocket expense of \$5,000 for the family plan. The current City max is \$3,600. Plan C will actually cause employees to pay lower max-out-of-pocket expenses as the deductible is a combined medical and prescription deductible, and is the only PEIA plan that allows the deductible to count toward the max-out-of-pocket expense. With the City paying the deductible, the actual max is \$2,200. To summarize Plan C, employees will pay lower premiums, pay effectively no deductible and actual out-of-pocket expenses will be lowered. Assuming that a family maxes out the benefits in a given year, they will save an average of \$3,163 per year compared to the current plan when considering the \$2,800 City deposit into the HSA account.

Storage continued that for those employees who do not want to manage an HSA or want something more similar to the City's current insurance model, the Administration is also planning to subsidize PEIA Plan A. Plan A is a traditional model of insurance where employees pay a premium and deductible (separate ones for medical and prescription) and have a max-out-of-pocket expense that the deductible does count toward. The Administration proposes an 80/20 premium share for Plan A. The average employee will still see savings with premium rates when compared to the City's current insurance, however, the savings will not be quite as large as they would be had they chose Plan C. For a tobacco-free family plan, the monthly premium will be \$177, which includes the \$50 credit. The premium will have an average savings per family of \$698 per year when compared to the current City insurance plan. The annual deductible for Plan A for a family would be \$900 for medical and \$150 for prescription. The max-out-of-pocket would be \$5,000. Employees would continue to pay traditional co-pays for office visits, prescription drugs, etc.

Active employees who will soon become retirees, will be offered coverage under the City's current self-insurance program once they retire. New retirees will also be able to cash out their sick leave to pay down premiums in accordance with current City policies. The Administration will also be proposing no change to the current vision and dental plans offered; active and retired employees will continue to be offered these plans. The Administration also proposes to keep the very successful Wellness Clinic open and fully funded, operating exactly as it does currently. The Clinic continues to play a huge role in preventative medical and health assessments. Because the Administration is keeping retirees on the current self-insured plan, managing health care costs continues to be a motivation for operating the Clinic. The purpose for these changes is to manage the City's finances for the taxpayers responsibly, while also providing great benefits to employees and retirees. The City will cut off significant risk by switching to PEIA, however, the self-insured program for retirees will still be maintained. The \$6.2 million health care reserve account will continue to be used as a safety net for health care, focused on retiree benefits. Informational sessions for employees are planned over the upcoming days and weeks; schedules will be distributed.

Storage added that providing salary increases, competitive health care, infrastructure improvements, etc. will require the Administration to continue to make very necessary cuts and implement good sense debt management strategies to ensure that we provide the good service that is expected from taxpayers, while taking care of employees and retirees. The Administration is proposing the elimination of 11 positions from the City budget, of which 7 are currently vacant. The following positions are recommended for alteration in the upcoming fiscal year:

- repurpose Office Support Specialist to Grounds Maintenance Worker in Spring Hill Cemetery,
- repurpose Tax Compliance Officer to Administrative Assistant II and remove Accounting Clerk in City Collector's Office,
- remove Administrative Assistant II in Emergency Services, remove Administrative Assistant I, repurpose Engineering Inspection Technician (in Stormwater Engineering to the regular Engineering Department), remove MS4 Environmental Education Position (the MS4 Stormwater Program will not be eliminated, the MS4 General Manager and MS4 Compliant Specialist will remain in place to ensure that enforcement occurs and the public is properly informed) in Engineering, remove Operations Manager,
- remove 1 Mechanic and remove Office Support Specialist in Equipment Maintenance,
- repurpose Administrative II to Assistant to the Fire Chief in Fire Civilian,
- repurpose Administrative II to Assistant to the Police Chief in Police Civilian,
- remove the office of Strategy Management by removing Director and Senior Program Coordinator, move the Communications Specialist to the Office of Constituent Services,
- remove Projects Administrator and add Assistant to the City Manager in City Manager's Office,
- repurpose 2 Recreation Center Managers to Program Coordinators, remove 1 Recreation Center Manager, add 1 Recreation Facilities Manager, repurpose 3 Office Support Specialists to 3 Assistant Program Coordinators in Parks and Recreation,
- remove Supervisor of Public Grounds in Public Grounds,
- add 2 Administrative I in Public Works,
- remove Office Support Specialist in Refuse,
- remove Office Support Specialist and repurpose Truck Operator to Truck Driver in Streets,
- remove Mobility Planner in Traffic Engineering,
- repurpose Zoning Specialist to Planning Specialist in Planning.

The net savings from these changes is \$535,320, not including associated benefit costs savings. Also, the Administration is proposing to pay off 2 sets of municipal bonds (originally set to be paid off in 2024), with an expected savings of \$314,00 in FY21 and a little more than that in later years.

Storage concluded that all of the items mentioned represent different pieces of an enormous and complex puzzle that is the city budget. As the City is required by law to pass a balanced budget, there is a give and take in every single recommendation that has been proposed. The Administration and Councilmembers must always be a steward of taxpayer funds (the

responsibility of which requires the most be made of every dollar) while providing essential services, and be an employer to employees and retirees. The City cannot achieve its purpose without its dedicated staff, and the Administration wants to do everything possible to keep its benefits attractive to those that choose a life of public service. The Administration looks forward to the progress of the upcoming fiscal year.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.

MINUTES
FINANCE COMMITTEE MEETING
5:30 P.M., MARCH 9, 2020
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 5:30 p.m., March 9, 2020, 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
Mary Beth Hoover
Shannon Snodgrass
Keeley Steele

I. DISCUSSION:

- a. Committee and Administration discussion on the proposed 2020-2021 budget. Committee members and elected City officials will have the opportunity to discuss specific details of the proposed budget with Administration representatives.

Councilmember Jenkins reminded the Committee of the Administration's presentation of the budget during the Finance meeting held on March 2, 2020. The Administration has held multiple public meeting with employees over the last week to address their questions/concerns. Because this is a special budgetary meeting with a large change to employee benefits, the Chair will allow any employees present the ability to address the Committee with their specific questions/comments. None requested to speak.

City Manager, Jonathan Storage, stated that because of the expected flat revenue year, there is not a lot of change when compare to last year's budget (except for the insurance change and the need to offset some of the increased costs from the liability for property and casualty insurance). The paving budget will remain the same as last year, overall services (including over-time budgets for emergency personnel) will remain the same and equipment replacement cycles will be as expected (with the exception of the police cruisers because of factory delays). Jenkins added that it was the Capital Expenditure Outlay for Police Cruisers has been zeroed out. Storage continued that there is a decrease in overall financing for Capital Outlay Expenses,

because there will not be some of the larger purchases that there were last year (fire trucks, packer trucks, etc.). The overall departmental spending is fairly flat as well; it was cut fairly thin during the Administration's first year. Some anticipated increases include printing and mailing costs. B&O revenues are expected to remain the same. Those numbers do not represent a lack of effort in the City Collectors Office, who has made an effort to inform local businesses about the rules and to simplify the office's practices. Additionally, an effort has been made to clear out the old back-log of tax assessment cases by hiring independent hearing examiners.

In regard to the change in the employee healthcare insurance, Chief of Staff Matt Sutton, stated that there have been 6 informational sessions with City employees over the last week, with 1 more left the next day. From the audience, Councilmember Jones asked if PEIA will be accepted at CAMC after July. Storage replied that PEIA has an affiliation with The HealthPlan through HMO offerings. Earlier last year, CAMC and The HealthPlan were going to sever ties; that has not actually occurred. The other PEIA plans that were not HMO plans, would not have been impacted at all as required by law.

From the audience, Councilmember Knauff asked what other plans did the consultant look at when making their recommendation to the City (Aetna, etc.). Storage answered that those comparisons did not occur, as the consultants (who had already worked with Kanawha County) knew immediately that private plans would not meet the City's needs (comparable coverage for a comparable price). There was no way a private plan could compete with the state-mandated rates and deductibles under PEIA.

Councilmember Snodgrass asked if the consultant used was John Dale (who is paid \$70,000 a year). Storage replied that Dale is also reviewing those numbers as he is a health consultant who helps manage the City's self-insured plan. He would not have recent experience in transitioning a large governmental body in this way. The City was able to get AssuredPartners (the consultant) to review this option fairly cheaply as they had been through the same process recently with Kanawha County. The findings from Assured Partners are being cross-referenced multiple times by multiple people. Councilmember Snodgrass confirmed that the fee for AssuredPartners was \$10,000.

Councilmember Snodgrass stated that, once switched over to PEIA, it would be crucial to preserve data to be able to get quotes from other insurance companies in the future. She had heard that it is very difficult to get that data from PEIA, meaning that the City will never be able to leave that company if it ever desires. Storage replied that they are starting to have discussions with PEIA if they will be able to make accommodations for the City. The consultants admitted that is a drawback with PEIA, although they say they have a plan to be able to get that information within 30 days. Councilmember Snodgrass suggested that it be spelled out contractually so that the City would not be stuck. Storage said it will be in writing if they are able to do that with PEIA. Councilmember Steele confirmed that the PEIA rates are applied no matter the claims history, which is an advantage. Councilmember Snodgrass strongly urged that the data collection be in writing.

Councilmember Snodgrass confirmed with Storage that the (\$6.5 million) line item for the healthcare is not in the General Fund as it is in a Special Revenue Fund (which can be seen in the monthly Treasurer's Report) as it is the only way to save money for unexpected things. Storage added that everything listed in the General Fund must be balanced. That Special Fund can only be used for retiree healthcare unless Council votes otherwise.

From the audience, Councilmember Campbell reiterated that PEIA did not care what the City's claims history was, and is giving the City a rate that no private company can match. Admittedly, the healthcare presentation sounded amazing. He asked the Committee to consider that it was too good to be true. Councilmember Campbell mentioned Workers Comp (which went bankrupt) and the public employee strikes two years in a row (from a different PEIA account). He posited what options would the City have in the future if it desired/needed to change insurance. As Councilmember Snodgrass pointed out, it is important to be able to get that data as no other company will accept a group without it.

Councilmember Steele asked if the Administration spoke with any other municipalities already with PEIA. Storage replied that no city plan is offering what the Administration is proposing in terms of how it's funded. The local/municipal group is very well funded compared to the state group. The Administration had not heard anything negative from other municipalities, but has not had extended conversations either.

Councilmember Hoover confirmed that the insurance would be local, not the insurance the State has through PEIA. Additionally, if rates do go up, Council can make the decision to either raise the rates for employees or to keep subsidizing them, as is being promised for the next 3 years. Storage added that the benefits are a commitment to recognize public service, they are not focused on profit margins unlike a private organization.

From the audience, Councilmember Bays asked if the Administration had identified any municipalities that were part of the local plan and then left. Storage said that they had not. In fact, the City used to be with PEIA (6 retirees are still on the old PEIA coverage).

Councilmember Steele asked what percentage of City employees use the current insurance (as opposed to using their spouse's). Storage said that, as of January 1, 2020, there were 636 active employees and approximately 548 retirees using it. Councilmember Steele asked what the premium difference would be, comparing the current insurance to PEIA. Storage replied that the current premium being charged to employees/retirees is not related to a private insurance company rate; it is what the City has been charging to try to offset some of its out-of-pocket expenses. Councilmember Jenkins clarified that Councilmember Steele was asking what the 80 in the 80/20 is. Finance Director, Andy Wood, stated that under the current self-insured model, it is an average per employee; there is not an exact premium per employee. Currently, the average is about \$12,000, which would be under \$8,000 with PEIA. Councilmember Jenkins confirmed that the new insurance costs are reflected in each department. Councilmember Jenkins cited, for example, the healthcare budget allocated for Council last year was \$352,000. It is \$210,000 in the proposed budget (page 44).

City Treasurer, Vic Grigoraci, said in regard to Other Post-Employment Benefits, the City has promised current and future employees that their health insurance will be subsidized. That unfunded promise, right now at the end of June, is \$301 million, so the City has an unfunded liability of \$310 million. He asked how will that work going forward, and can it be assumed that liability will decrease going forward and by how much. Storage replied that would not be a good assumption with all things being status quo, because even though the City is moving its actives to PEIA, the City is still offering subsidized health insurance to retirees and upon retirement. Storage continued that it wouldn't do anything to decrease the OPEB liability, but it wouldn't increase it either. The Administration is currently looking into a way to decrease OPEB liability. Grigoraci asked if the City would have to pick up part of the responsibility of an unfunded liability from PEIA as well. Storage replied that part of that is part of the PEIA rate structure, so the City would have to be a contributing member for some of that unfunded liability. Wood added that, for actual finance reporting, the City will get a percentage of the entire retiree benefits trust from the state after reporting it on the financial statements. Grigoraci asked how much that is assumed to be. Wood responded that they won't know the percentages until the next year. Storage clarified that he understood it is a fictitious liability, not an actual one, as retirees will not go into PEIA.

Grigoraci confirmed that the HSA is funded tax free, but it would be taxed and taxed with additional IRS penalties if it were to be used for non-medical purchases. He also confirmed that the change of insurance would be a qualifying event, and asked if they should stop putting money into any flex spending accounts. Storage stated the Administration is still working out the details and how that functionally occurs.

Councilmember Snodgrass confirmed that the line item for the CARE program was on page 42, which is to receive the salary increase as well as an increase for rent to the Parking System. Councilmember Snodgrass asked about the building fund of \$1 million that had been set aside for a new police station. Storage replied that the funds had been flagged for that purpose; it is being considered to be used to remodel the existing station. It will not be reflected in the General Fund.

Councilmember Snodgrass confirmed that the General Maintenance Fund is also a Special Fund that does not appear in the General Budget. Storage added that contributions from the General Fund to the General Maintenance Fund are itemized as contributions. The contributions proposed for this budget year is \$3 million. The anticipated revenues for the user fee this upcoming year is \$7.8 million. So, \$3 million of that will go specifically to roads, with the remaining to be absorbed into the General Fund to help with the large CPD budget. Councilmember Snodgrass suggested that, if the City has having difficulty in recruiting police officers, to take the money that was originally approved to be able to hire more officers, and let the Police Chief allocate the funds to keep the officers that are already within the City and have experience. Storage pointed out the importance of having built in overtime as an attractor to officers. Having some vacancies allows the City the affordability to keep the overtime the same

as they have been without having to make cuts. Councilmember Snodgrass stated that the starting salaries are a misnomer because the City has built-in overtime where other cities do not. Councilmember Steele confirmed it is 4 hours a week. Sutton reminded the Committee that budget amendments can be done. Storage added that the Administration did not want to immediately have substantial changes to the CPD budget, especially with a new Chief of Police. Additionally, they do not want to under-estimate the over-time expenses.

Councilmember Jenkins added that there had been serious discussions about the possibility of a new public safety facility (possibly a combination of fire and police). Councilmember Snodgrass said that if Beckley could achieve that with \$6 million in floating bonds, surely the City could do the same (as the conditions in the facilities are egregious).

Councilmember Hoover asked if there were any projects planned that would come from the Facilities Maintenance Fund other than general maintenance. Storage answered that there were several projects that are being considered. The Administration is also looking into how to best leverage that money with possible grants.

Councilmember Knauff said that one of the proposed positions to be cut is the only environmental and advocacy position in the City. He asked if they could really expect to have the same environmental education and concern without that position. Storage replied that the stormwater program will not be going away. The Educational Outreach position, in terms of utilization, is not a full-time position. It is something the Permit Managers within the department can absorb; the educational component can be satisfied without that position. Storage added that Human Resources had reached out to every employee that would be affected by the proposal to attempt to find other positions within the City (providing it was a good fit). Storage added that any removed position did not have anything to do with the quality of work with any individual. Councilmember Steele added she had never received so much outrage about a person losing their job as with the Education Outreach position, because that person had a teaching background and had an exceptional outreach with the community. Councilmember Steele recommended that person be able to do some of that outreach while in a different position within the City. Sutton agreed that there was great value in institutional knowledge. Councilmember Jenkins added that the person in that role was also doing things that the DEP probably should have been doing, and they might be willing to subsidize part of that salary. Councilmember Knauff stated that his primary concern is the role itself, and he was concerned that another person would not have the community outreach.

Councilmember Pharr asked if organizations that request funding from the City (Charleston Main Streets, Charleston Area Alliance, etc.) are required to send reports from the previous year to justify their community impact. Storage replied that the current Administration has begun that practice; funding must now be applied for and justified, which has been done for every such funding represented in the proposed budget (Sutton clarified that the CVB is not part of that). Councilmember Pharr stated that she attended a meeting for one of the organizations that receives this funding, and there were many exaggerations of what they were

claiming to have done/been part of. Storage stated he could share with her the information they received.

Councilmember Pharr asked how the amount of money to be allocated is determined. Sutton answered that the amount of money the City deemed appropriate was divided based on what was requested. Councilmember Steele confirmed that organizations are non-profit entities. She pointed out that none of the groups required dues/memberships in order to receive help from them except one group (Charleston Area Alliance requires dues). She asked if that had any bearing in how the City distributed the money. Councilmember Jenkins said he could understand why that question was asked. The CAA is a group of 3 organizations (a business chamber, a renaissance group to fix up areas of the City and an economic development engine). Councilmember Jenkins felt it appropriate to give money to the economic development engine to entice businesses to relocate as well as the business chamber.

Councilmember Steele asked if those funds could be made discretionary. Councilmember Jenkins said Councilmembers had complete authority to modify that line item. Councilmember Pharr asked if non-members were not benefitting or were not included in anything the CAA is doing, then how is the money being allocated to ensure the City is benefitting from it. Specifically, the Councilmember attended a meeting where the group was presenting various things they had done to businesses, one of which the Councilmember knew they hadn't done because she herself had done it; when she asked for clarification it was glossed over. Councilmember Pharr expressed concern over giving a huge amount of money to an organization when they won't answer such questions. She asked how the City can confirm what portion of their money is going to which part of the organization going forward. Storage said that he essentially has to go on faith as to what they claim to have done/intend to do. Storage added that Council could attach terms/stipulations on those organizations via a resolution through the Finance Committee. Councilmember Jenkins agreed that any issues with an agency/group that is receiving funding from the City and possibly not spending it appropriately should be addressed.

Councilmember Steele asked the difference between gaming revenue and video lottery. Wood answered that one is distributed from the State based on table games across the State, and the other is from video machines in bars, etc.

Councilmember Steele mentioned that the Rod & Run Doo Wop fund increased by \$5,000.

Councilmember Jenkins noted that the Kanawha-Charleston Humane Association fund increased by \$21,600. Storage added that the Administration is currently reviewing their agreement. The Association has agreed to help with the Trap, Neuter, Release Program and vaccine clinics. Sutton added that the additional funds for the proposed budget is to get back to where it had been previously.

Councilmember Jenkins confirmed that a coyote problem would be handled by DNR.

Councilmember Bays asked about the Leadership Council on Public Safety. Storage replied that it is a non-profit group that helps recognize the honorable work of the members of law enforcement and firefighters with an annual awards banquet. Councilmember Bays asked if they have money saved if they didn't have a banquet last year, but that was not none at that time as they do other projects.

Councilmember Bays confirmed that the City is still participating in the Sister City Program. Storage added that it is in a Special Revenue Account

Meeting adjourned.

City of Charleston

MUNICIPAL BUDGET

July 1, 2020 - June 30, 2021



General Fund

Presented to City Council

March 2, 2020

AMY SHULER GOODWIN, MAYOR

CITY OF CHARLESTON
Municipal Budget
Fiscal Year 2021

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City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 1
Summaries

City of Charleston
Municipal Budget
FY 2021
General Fund Revenue Summary

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD Jan Actual FY 2020	Estimated FY 2021
	Fund Balance	-	100,000	9,513,888	9,613,888		500,000
301	Property Taxes	15,320,107	15,855,000		15,855,000	10,481,622	16,500,000
303	Gas & Oil Severance Tax	107,966	110,000		110,000	122,144	125,000
304	Utility Tax	2,573,491	2,725,000		2,725,000	1,435,437	2,700,000
305	Business & Occupation Tax	43,082,465	43,930,000	(968,080)	42,961,920	29,113,051	44,000,000
306	Consumer Sales Tax - Liquor	1,085,930	1,100,000		1,100,000	452,146	1,025,000
307	Animal Control	5,931	6,000		6,000	5,284	6,000
308	Hotel Occupancy Tax	2,932,414	3,100,000		3,100,000	1,830,119	3,150,000
309	Amusement Tax	94,134	150,000		150,000	70,733	150,000
320-02	Loading Zone Fees	29,175	21,000		21,000	3,475	25,000
320-06	Property Citations	300	5,000		5,000	-	2,000
325	Licenses	95,156	97,000		97,000	92,841	100,000
326	Building Permits	372,917	300,000		300,000	242,589	350,000
327	Miscellaneous Permits	3,015	3,000		3,000	3,756	5,000
328	Franchise Fees	744,240	750,000		750,000	364,207	715,000
329	Inspection Fees	78,442	75,000		75,000	34,636	70,000
330	IRP Fees	1,016,703	700,000		700,000	260,613	675,000
335	Liquor & Wine Licenses	49,070	55,000		55,000	28,781	60,000
336	Cemetery Revenues	151,927	175,000		175,000	65,234	125,000
337	Dog Fees	50	-		-	-	100
340	Parks & Recreation	92,862	100,000		100,000	65,037	100,000
341	City Service Fee	7,696,517	7,775,000		7,775,000	2,986,873	7,825,000
345	Rents, Concessions, Leases	1,102,810	1,000,000		1,000,000	391,433	1,000,000
347	Jail Fees	6,229	2,500		2,500	-	2,500
348	Plan Review Fees	24,781	25,000		25,000	14,861	25,000
352	Fire Protection Fees	1,991,484	2,000,000		2,000,000	1,234,935	2,050,000
353	Planning - Permit Appl. Fee	9,605	10,000		10,000	9,095	10,000
355	Street Closure Fees	2,674	2,000		2,000	11,685	6,000
362	Processing Fees	730	1,000		1,000	288	1,000
363-00	Ambulance Levy	2,702,699	3,000,000		3,000,000	1,941,278	3,000,000
363-02	Ambulance Fees	2,499,883	2,400,000		2,400,000	1,440,058	2,700,000
365	Federal Grants	96,835	100,000		100,000	-	100,000
366	State Grants	-	-	45,000	45,000	-	-
367	Other Grants	-	-		-	994	-
368	Contributions from Others	310,187	225,000	120,000	345,000	129,918	240,000
372	PILOT	84,975	75,000		75,000	-	90,000
376	Gaming Revenue	210,149	190,000		190,000	99,963	200,000
377	Lease Proceeds	2,996,209	2,553,319		2,553,319	2,459,208	994,500
380	Interest	174,757	135,000		135,000	133,643	150,000
383	Sale of Fixed Assets	258,564	250,000		250,000	22,362	250,000
386	Insurance Claims	35,985	50,000		50,000	8,729	50,000
387	Election Filing Fees	1,250	-		-	-	-
391	Recycling Revenue	12,853	15,000		15,000	6,550	15,000
397	Video Lottery	169,429	170,000		170,000	84,460	170,000
399	Miscellaneous Revenue	288,125	140,000	1,781,312	1,921,312	1,927,521	150,000
	Taxes, Fees & Permits	88,513,025	89,375,819	978,232	90,354,051	57,575,559	88,912,100

**City of Charleston
Municipal Budget
FY 2021
General Fund Revenue Summary**

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD Jan Actual FY 2020	Estimated FY 2021
Transfers from Other Funds							
369	Transfers from Other Funds	6,743,376	4,553,000		4,553,000	2,458,161	5,130,000
369-03	Landfill/Incinerator Fees	3,150,000	3,500,000		3,500,000	1,750,000	3,500,000
369-06	Municipal Court Fund	350,347	300,000		300,000	130,054	300,000
Total Transfers from Other Funds		10,243,722	8,353,000	-	8,353,000	4,338,215	8,930,000
Reimbursements and Other							
370	Charges to Other Funds	591,714	622,000		622,000	150,442	410,000
381	Other Reimbursements	518,657	450,000	200,000	650,000	134,112	650,000
Total Reimbursements & Other		1,110,370	1,072,000	200,000	1,272,000	284,553	1,060,000
Total Revenue		99,867,117	98,800,819	1,178,232	99,979,051	62,198,328	98,902,100
Total Available			98,900,819	10,692,120	109,592,939	62,198,328	99,402,100

**City of Charleston
Municipal Budget
FY 2021
General Fund Expenditure Summary**

Exp. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD Jan Actual FY 2020	Proposed FY 2021
	Elected Officials	29	29		29		29
	Regular Employees	752	731	5	736		725
	Total Employees	781	760	5	765		754
Personal Services							
101	Salaries Elected Officials	320,797	352,000		352,000	182,327	352,000
103	Salaries & Wages: Regular	32,035,260	31,668,019	2,206,260	33,874,279	19,282,430	32,981,027
103	Salaries & Wages: Part-Time	392,561	467,500	23,223	490,723	247,780	464,000
103	Salaries & Wages: Overtime	3,799,238	3,475,658	69,264	3,544,922	1,873,245	4,127,448
103	Salaries & Wages: Non-Elect	36,227,059	35,611,177	2,298,747	37,909,924	21,403,455	37,572,474
	<i>Total Salaries & Wages</i>	<i>36,547,856</i>	<i>35,963,177</i>	<i>2,298,747</i>	<i>38,261,924</i>	<i>21,585,782</i>	<i>37,924,474</i>
104	FICA	1,530,229	1,572,929	47,701	1,620,630	836,217	1,617,190
105	Medical & Life Insurance	17,075,328	16,981,724	58,797	17,040,521	9,942,835	15,241,039
106	Retirement- P.E.R.S.	1,684,441	1,649,160	20,850	1,670,010	881,045	1,674,184
107	Cont. to Uniform Pension	12,545,910	14,747,337	70,977	14,818,314	8,923,504	14,907,300
110	Uniform Allowance	232,541	240,250		240,250	231,543	240,250
111	Dental/Optical Insurance	640,445	589,237	2,019	591,256	370,326	635,150
112	Ins. - Employee Contribution	(2,850,315)	(2,371,180)	(8,719)	(2,379,899)	(1,587,048)	(1,888,852)
	TOTAL PERSONAL SERVICES	67,406,435	69,372,634	2,490,372	71,863,006	41,184,204	70,350,735
Contractual Services							
211	Telephone	462,907	528,630	1,200	529,830	301,675	506,950
212	Printing	1,731	3,000	2,000	5,000	808	4,000
213	Utilities	1,546,145	1,706,700		1,706,700	858,970	1,688,700
214	Travel	48,560	88,850	8,000	96,850	34,548	95,950
215	Mtce. & Repair - Bldg/Grnd	187,492	256,500		256,500	23,374	248,500
216	Mtce. & Repair - Equipment	1,035,162	1,000,450		1,000,450	623,385	1,227,438
217	Mtce. & Repair - Auto/Truck	77,311	69,200		69,200	23,597	71,800
218	Postage	87,875	75,000		75,000	39,694	75,300
219	Building & Equipment Rents	394,739	312,500	106,000	418,500	249,775	455,750
220	Advertising/Legal Publ.	11,022	29,600		29,600	5,261	20,000
221	Training	158,205	216,350	5,500	221,850	74,507	211,650
222	Dues & Subscriptions	83,514	92,790		92,790	62,281	93,330
223	Professional Services	335,662	569,900		569,900	211,278	616,600
224	Audit Costs	81,350	70,000		70,000	77,760	80,000
226	Insurance - WC & UC	918,439	736,144	6,138	742,282	557,436	736,658
227	Insurance Liability	752,198	750,000		750,000	402,255	850,000
229	Court Costs & Damages	261,819	400,000	800,000	1,200,000	517,613	400,000
230	Contracted Services	2,315,556	2,244,170	529,000	2,773,170	1,308,401	2,738,964
232	Bank Fees	676	100		100	84	100
234	Fire Hydrant Rental	150,629	153,000		153,000	76,272	153,000
237	Other Taxes & Fees	11,022	22,500		22,500	4,533	24,000
239	Fine Supported Training	1,773	-	21,153	21,153	-	-
	TOTAL CONTRACTUAL	8,923,787	9,325,384	1,478,991	10,804,375	5,453,507	10,298,690

**City of Charleston
Municipal Budget
FY 2021
General Fund Expenditure Summary**

Exp. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD Jan Actual FY 2020	Proposed FY 2021
Commodities							
341	Materials & Supplies	2,818,191	2,699,250	40,395	2,739,645	1,039,243	2,747,695
342	Fire Investigation	2,054	2,000		2,000	-	2,500
343	Gas, Oil & Tires	1,005,085	895,800		895,800	515,741	895,800
344	Prisoner Costs	92,254	100,000		100,000	27,454	90,000
345	Uniforms	207,214	300,800		300,800	60,612	302,600
346	Resale Food	10,780	10,000		10,000	4,222	10,000
347	Resale Merchandise	14,432	15,750		15,750	2,037	15,750
351	Athletic Supplies	9,966	12,000		12,000	1,535	12,000
353	Computer Software	26,790	175,900		175,900	3,436	2,500
354	Special Events Supplies	16,561	16,500		16,500	10,053	16,500
356	Fire Prevention	5,887	6,000		6,000	4,779	6,000
358	Commissions	11,444	12,000		12,000	7,325	12,000
359	Street & Road Treatment	165,710	200,000		200,000	-	200,000
	TOTAL COMMODITIES	4,386,368	4,446,000	40,395	4,486,395	1,676,437	4,313,345
Capital Outlay							
458	C/O - Major Improvements	162,943	-	75,000	75,000	12,969	-
459	C/O - Equipment	2,314,882	3,193,444	2,805,875	5,999,319	795,770	1,588,325
461	C/O - Lease Purch. Payments	2,794,327	3,024,802		3,024,802	1,474,788	2,741,878
	TOTAL CAPITAL OUTLAY	5,272,152	6,218,246	2,880,875	9,099,121	2,283,527	4,330,203
Contributions & Other							
566	Trf. & Cont. to Other Funds	5,366,412	5,337,904	3,494,228	8,832,132	3,115,173	5,518,000
567	Cont. to Other Govt Units	1,058,226	1,033,226		1,033,226	602,715	1,056,202
568	Other Contributions	2,554,723	2,550,000	107,259	2,657,259	1,043,854	2,593,000
572	Interest on Bonds	81,425	70,675		70,675	42,991	60,175
598	Contingency	-	-	200,000	200,000	-	375,000
671	Principal on Bonds	530,000	545,000		545,000	584,793	505,000
674	Bond Service Charges	1,750	1,750		1,750	1,750	1,750
	TOTAL CONTRIBUTIONS & OTH.	9,592,536	9,538,555	3,801,487	13,340,042	5,391,276	10,109,127
TOTAL EXPENDITURES		95,581,278	98,900,819	10,692,120	109,592,939	55,988,951	99,402,100

**City of Charleston
Municipal Budget
FY 2021
Coal Severance Fund**

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD Jan Actual FY 2020	Estimated FY 2021
	Fund Balance	42,211	-	52,103	52,103		40,000
310	Coal Severance Tax	159,332	135,000		135,000	77,411	100,000
380	Interest	-	25		25	-	25
Total Available		201,543	135,025	52,103	187,128	77,411	140,025
Exp. Code							
566	Trf. & Cont. to Other Funds	149,376	135,025	52,103	187,128	129,532	140,025

**City of Charleston
Municipal Budget
FY 2021
General Fund
Summary of Transfers, Support, and Contributions**

Exp. Code	Receiving Organization/Entity	Budget FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	Proposed FY 2021
566	Trf. & Cont. to Other Funds					
	General Maintenance Fund	535,000	535,000	100,000	635,000	535,000
	Facilities Maintenance Fund	430,000	610,000		610,000	610,000
	City Service Fee Capital Projects Fund	2,000,000	2,000,000	624,734	2,624,734	3,000,000
	Charleston Land Reuse Agency	-	-	250,000	250,000	-
	Sister Cities	5,000	-		-	-
	Public Arts Grant Fund	-	30,000		30,000	30,000
	Stadium Maintenance Fund	25,000	25,000		25,000	25,000
	Cemetery Endowment Fund	18,000	18,000		18,000	18,000
	Municipal Stabilization Fund	-	-	388,182	388,182	-
	IT Infrastructure Fund	89,377	-	450,000	450,000	
	Tourism & Promotions Fund	-	-	500,000	500,000	-
	Business & Economic Incentives Fund	-	-	751,312	751,312	-
	Community Participation Grant Program	-	-	130,000	130,000	-
	Charleston Civic Center (support)	1,727,000	1,800,000	300,000	2,100,000	1,300,000
	Total Trf. & Cont. to Other Funds	4,829,377	5,018,000	3,494,228	8,512,228	5,518,000

567	Cont. to Other Govt Units					
	Kanawha-Charleston Health Department	125,000	100,000		100,000	100,000
	Library	933,226	933,226		933,226	956,202
	Total Cont. to Other Govt Units	1,058,226	1,033,226	-	1,033,226	1,056,202

568	Other Contributions					
	Mayors Discretionary Contributions	35,000	35,000		35,000	35,000
	Mayors Economic Incentives	130,000	290,000	162,259	452,259	290,000
	Kanawha-Charleston Humane Association	48,000	38,400		38,400	60,000
	Charleston Leadership Council on Public Safety	5,000	4,000		4,000	4,000
	Charleston Main Street, Inc.	80,000	64,000		64,000	75,000
	Stadium Maintenance Reimbursement	100,000	100,000		100,000	100,000
	Prestera Center (Homeless)	75,000	60,000	(55,000)	5,000	-
	Convention & Visitors Bureau (Hotel/Motel Tax)	1,500,000	1,550,000		1,550,000	1,575,000
	Fund for the Arts	77,000	61,600		61,600	70,000
	Charleston Area Alliance	125,000	100,000		100,000	100,000
	WV Symphony	10,000	8,000		8,000	10,000
	Festivals:	239,000	239,000	-	239,000	274,000
	<i>July 4th Celebration</i>	50,000	50,000		50,000	75,000
	<i>Festivall</i>	150,000	150,000		150,000	150,000
	<i>Chili Cookoff</i>	2,000	2,000		2,000	2,000
	<i>Green Chili Cookoff</i>	2,000	2,000		2,000	2,000
	<i>MultiFest</i>	15,000	15,000		15,000	20,000
	<i>Rod Run & Doo Wop</i>	20,000	20,000		20,000	25,000
	Total Other Contributions	2,424,000	2,550,000	107,259	2,657,259	2,593,000

	Total Transfers, Support, and Contributions	8,311,603	8,601,226	3,601,487	12,202,713	9,167,202
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City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 2

Pay Grade Schedules

City of Charleston
Municipal Budget
FY 2021
Table of Civilian Pay Grades

Grade	Annual Minimum	Annual Maximum
001	Mayor	125,000
002	City Council	7,000
003	City Treasurer	18,000
004	Municipal Judge	40,000
005	Appointed Part Time Clerks	35,000
104	22,467	37,907
105	23,590	39,702
106	24,770	41,587
107	26,008	43,566
108	27,309	45,645
109	28,674	47,827
110	30,108	50,118
111	31,613	52,524
112	33,194	55,050
113	34,854	57,703
114	36,596	60,488
115	38,426	63,413
116	40,347	66,483
117	42,365	69,707
119	46,707	76,647
120	49,043	80,380
121	51,495	84,299
123	56,773	92,734
124	59,611	97,271
125	62,592	102,035
126	65,722	107,036
127	69,008	112,288
128	72,458	117,803
129	76,081	123,593
130	79,885	129,672
132	88,073	142,759
135	101,956	164,946
139	123,928	200,062

**City of Charleston
Municipal Budget
FY 2021**

Police Wage Progression Schedule

Yrs. Of Service	Patrolman Hourly	Corporal Hourly	Sergeant Hourly	Lieutenant Hourly	Captain Hourly
0	18.885	22.010	23.734	25.761	28.060
1	20.636	22.076	23.800	25.827	28.126
2	20.702	22.142	23.866	25.893	28.192
3	20.768	22.209	23.933	25.960	28.259
4	20.835	22.275	23.999	26.026	28.325
5	20.901	22.341	24.065	26.092	28.391
6	20.967	22.408	24.132	26.159	28.458
7	21.034	22.474	24.198	26.225	28.524
8	21.100	22.540	24.264	26.291	28.590
9	21.166	22.607	24.331	26.358	28.657
10	21.233	22.673	24.397	26.424	28.723
11	21.299	22.739	24.463	26.490	28.789
12	21.365	22.806	24.530	26.557	28.856
13	21.432	22.872	24.596	26.623	28.922
14	21.498	22.938	24.662	26.689	28.988
15	21.564	23.005	24.729	26.756	29.055
16	21.631	23.071	24.795	26.822	29.121
17	21.697	23.137	24.861	26.888	29.187
18	21.763	23.204	24.928	26.955	29.254
19	21.830	23.270	24.994	27.021	29.320
20	21.896	23.336	25.060	27.087	29.386
21	21.962	23.403	25.127	27.154	29.453
22	22.029	23.469	25.193	27.220	29.519
23	22.095	23.536	25.260	27.287	29.586
24	22.162	23.602	25.326	27.353	29.652
25	22.228	23.668	25.392	27.419	29.718
26	22.294	23.735	25.459	27.486	29.785
27	22.361	23.801	25.525	27.552	29.851
28	22.427	23.867	25.591	27.618	29.917
29	22.493	23.934	25.658	27.685	29.984
30	22.560	24.000	25.724	27.751	30.050

Each Patrol Officer receives an additional \$1.00 per hour when working night shift.

City of Charleston
Municipal Budget
FY 2021
Fire/EMT 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	19.549	22.010	23.734	28.060
1	19.615	22.076	23.800	28.126
2	19.681	22.142	23.866	28.192
3	19.748	22.209	23.933	28.259
4	19.814	22.275	23.999	28.325
5	19.880	22.341	24.065	28.391
6	19.947	22.408	24.132	28.458
7	20.013	22.474	24.198	28.524
8	20.079	22.540	24.264	28.590
9	20.146	22.607	24.331	28.657
10	20.212	22.673	24.397	28.723
11	20.278	22.739	24.463	28.789
12	20.345	22.806	24.530	28.856
13	20.411	22.872	24.596	28.922
14	20.477	22.938	24.662	28.988
15	20.544	23.005	24.729	29.055
16	20.610	23.071	24.795	29.121
17	20.676	23.137	24.861	29.187
18	20.743	23.204	24.928	29.254
19	20.809	23.270	24.994	29.320
20	20.875	23.336	25.060	29.386
21	20.942	23.403	25.127	29.453
22	21.008	23.469	25.193	29.519
23	21.075	23.536	25.260	29.586
24	21.141	23.602	25.326	29.652
25	21.207	23.668	25.392	29.718
26	21.274	23.735	25.459	29.785
27	21.340	23.801	25.525	29.851
28	21.406	23.867	25.591	29.917
29	21.473	23.934	25.658	29.984
30	21.539	24.000	25.724	30.050

**City of Charleston
Municipal Budget
FY 2021**

Fire/EMT Advanced 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly
0	20.126	22.587	24.311
1	20.192	22.653	24.377
2	20.259	22.720	24.444
3	20.325	22.786	24.510
4	20.391	22.852	24.576
5	20.458	22.919	24.643
6	20.524	22.985	24.709
7	20.590	23.051	24.775
8	20.657	23.118	24.842
9	20.723	23.184	24.908
10	20.789	23.250	24.974
11	20.856	23.317	25.041
12	20.922	23.383	25.107
13	20.989	23.450	25.174
14	21.055	23.516	25.240
15	21.121	23.582	25.306
16	21.188	23.649	25.373
17	21.254	23.715	25.439
18	21.320	23.781	25.505
19	21.387	23.848	25.572
20	21.453	23.914	25.638
21	21.519	23.980	25.704
22	21.586	24.047	25.771
23	21.652	24.113	25.837
24	21.718	24.179	25.903
25	21.785	24.246	25.970
26	21.851	24.312	26.036
27	21.917	24.378	26.102
28	21.984	24.445	26.169
29	22.050	24.511	26.235
30	22.116	24.577	26.301

Each certified EMT-Advanced receives \$1,200 annually in addition to the rank & service rate.
This table reflects that pay.

**City of Charleston
Municipal Budget
FY 2021**

Fire/Paramedic 8 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly
0	20.703	23.164	24.888
1	20.769	23.230	24.954
2	20.836	23.297	25.021
3	20.902	23.363	25.087
4	20.968	23.429	25.153
5	21.035	23.496	25.220
6	21.101	23.562	25.286
7	21.167	23.628	25.352
8	21.234	23.695	25.419
9	21.300	23.761	25.485
10	21.366	23.827	25.551
11	21.433	23.894	25.618
12	21.499	23.960	25.684
13	21.566	24.027	25.751
14	21.632	24.093	25.817
15	21.698	24.159	25.883
16	21.765	24.226	25.950
17	21.831	24.292	26.016
18	21.897	24.358	26.082
19	21.964	24.425	26.149
20	22.030	24.491	26.215
21	22.096	24.557	26.281
22	22.163	24.624	26.348
23	22.229	24.690	26.414
24	22.295	24.756	26.480
25	22.362	24.823	26.547
26	22.428	24.889	26.613
27	22.494	24.955	26.679
28	22.561	25.022	26.746
29	22.627	25.088	26.812
30	22.693	25.154	26.878

Each certified Paramedic receives \$2,400 annually in addition to the rank & service rate. This table reflects that pay.

City of Charleston
Municipal Budget
FY 2021
Fire/EMT 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly	Asst Chief Hourly
0	15.958	17.967	19.374	22.906
1	16.012	18.021	19.428	22.960
2	16.066	18.075	19.482	23.014
3	16.120	18.129	19.536	23.068
4	16.175	18.184	19.591	23.123
5	16.229	18.238	19.645	23.177
6	16.283	18.292	19.699	23.231
7	16.337	18.346	19.753	23.285
8	16.391	18.400	19.807	23.339
9	16.445	18.454	19.861	23.393
10	16.500	18.509	19.916	23.448
11	16.554	18.563	19.970	23.502
12	16.608	18.617	20.024	23.556
13	16.662	18.671	20.078	23.610
14	16.716	18.725	20.132	23.664
15	16.770	18.779	20.186	23.718
16	16.824	18.833	20.240	23.772
17	16.879	18.888	20.295	23.827
18	16.933	18.942	20.349	23.881
19	16.987	18.996	20.403	23.935
20	17.041	19.050	20.457	23.989
21	17.095	19.104	20.511	24.043
22	17.149	19.158	20.565	24.097
23	17.204	19.213	20.620	24.152
24	17.258	19.267	20.674	24.206
25	17.312	19.321	20.728	24.260
26	17.366	19.375	20.782	24.314
27	17.420	19.429	20.836	24.368
28	17.474	19.483	20.890	24.422
29	17.529	19.538	20.945	24.477
30	17.583	19.592	20.999	24.531

EMT receives an additional \$1.00 per hour when riding ambulance.

**City of Charleston
Municipal Budget
FY 2021**

Fire/EMT Advanced 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly
0	16.429	18.438	19.845
1	16.483	18.492	19.899
2	16.537	18.546	19.953
3	16.591	18.600	20.007
4	16.646	18.655	20.062
5	16.700	18.709	20.116
6	16.754	18.763	20.170
7	16.808	18.817	20.224
8	16.862	18.871	20.278
9	16.916	18.925	20.332
10	16.971	18.980	20.387
11	17.025	19.034	20.441
12	17.079	19.088	20.495
13	17.133	19.142	20.549
14	17.187	19.196	20.603
15	17.241	19.250	20.657
16	17.296	19.305	20.712
17	17.350	19.359	20.766
18	17.404	19.413	20.820
19	17.458	19.467	20.874
20	17.512	19.521	20.928
21	17.566	19.575	20.982
22	17.621	19.630	21.037
23	17.675	19.684	21.091
24	17.729	19.738	21.145
25	17.783	19.792	21.199
26	17.837	19.846	21.253
27	17.891	19.900	21.307
28	17.945	19.954	21.361
29	18.000	20.009	21.416
30	18.054	20.063	21.470

Each certified EMT-Advanced receives \$1,200 annually in addition to the rank & service rate.
This table reflects that pay.
EMT Advanced receives an additional \$2.00 per hour when riding ambulance.

City of Charleston
Municipal Budget
FY 2021
Fire/Paramedic 24 Hour Shift

Yrs. Of Service	Firefighter Hourly	Lieutenant Hourly	Captain Hourly
0	16.900	18.909	20.316
1	16.954	18.963	20.370
2	17.008	19.017	20.424
3	17.062	19.071	20.478
4	17.117	19.126	20.533
5	17.171	19.180	20.587
6	17.225	19.234	20.641
7	17.279	19.288	20.695
8	17.333	19.342	20.749
9	17.387	19.396	20.803
10	17.442	19.451	20.858
11	17.496	19.505	20.912
12	17.550	19.559	20.966
13	17.604	19.613	21.020
14	17.658	19.667	21.074
15	17.712	19.721	21.128
16	17.767	19.776	21.183
17	17.821	19.830	21.237
18	17.875	19.884	21.291
19	17.929	19.938	21.345
20	17.983	19.992	21.399
21	18.037	20.046	21.453
22	18.092	20.101	21.508
23	18.146	20.155	21.562
24	18.200	20.209	21.616
25	18.254	20.263	21.670
26	18.308	20.317	21.724
27	18.362	20.371	21.778
28	18.416	20.425	21.832
29	18.471	20.480	21.887
30	18.525	20.534	21.941

Each certified Paramedic receives \$2,400 annually in addition to the rank & service rate. This table reflects that pay.

Paramedic receives an additional \$3.00 per hour when riding ambulance.

City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 3

Department Staffing

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

409-00 Mayor's Office		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
Total		3

409-00 Mayor's Office		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
Total		3

409-02 CARE Office		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
CARE Coordinator	E/115	1
QRT Project Coordinator	E/114	1
Total		2

409-02 CARE Office		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
CARE Coordinator	E/115	1
QRT Project Coordinator	E/114	1
Total		2

410-00 City Council		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Council Member	E/002	26
Total		26

410-00 City Council		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Council Member	E/002	26
Total		26

412-00 City Manager		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

412-00 City Manager		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	0
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

413-00 City Treasurer		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
City Treasurer	E/121	1
Assistant Treasurer	N-COMP/116	1
Treasury Technician	N-COMP/113	1
Total		3

413-00 City Treasurer		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
City Treasurer	E/121	1
Assistant Treasurer	N-COMP/116	1
Treasury Technician	N-COMP/113	1
Total		3

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

414-00 City Collector			FY 2020 Current Approved
Title	FLSA/Paygrade	FTE	
City Collector	E/125	1	
Taxpayer Services Manager	E/119	1	
Compliance Manager	E/119	1	
Tax Compliance - Rental	N-COMP/112	1	
Tax Compliance - Contract	N-COMP/115	1	
Senior Audit Technician	N-COMP/116	1	
Audit Technician	N-COMP/115	4	
Administrative Assistant II	N-COMP/114	2	
Chief Cashier	N-COMP/110	1	
Accounting Clerk	N-OT/106	2	
Total		15	

414-00 City Collector			FY 2021 Proposed
Title	FLSA/Paygrade	FTE	
City Collector	E/125	1	
Taxpayer Services Manager	E/119	1	
Compliance Manager	E/119	1	
Tax Compliance - Rental	N-COMP/112	0	
Tax Compliance - Contract	N-COMP/115	1	
Senior Audit Technician	N-COMP/116	1	
Audit Technician	N-COMP/115	4	
Administrative Assistant II	N-COMP/114	3	
Chief Cashier	N-COMP/110	1	
Accounting Clerk	N-OT/106	1	
Total		14	

415-00 City Clerk			FY 2020 Current Approved
Title	FLSA/Paygrade	FTE	
City Clerk	N-COMP/005	1	
Council Clerk	N-COMP/114	1	
Administrative Assistant II	N-COMP/114	1	
Total		3	

415-00 City Clerk			FY 2021 Proposed
Title	FLSA/Paygrade	FTE	
City Clerk	N-COMP/005	1	
Council Clerk	N-COMP/114	1	
Administrative Assistant II	N-COMP/114	1	
Total		3	

416-00 Municipal Court			FY 2020 Current Approved
Title	FLSA/Paygrade	FTE	
Municipal Judge	E/004	1	
Chief Deputy Clerk	E/117	1	
Municipal Court Clerk	N-COMP/005	1	
Deputy Clerk	N-OT/109	3	
Assistant Deputy Clerk	N-OT/108	2	
Total		8	

416-00 Municipal Court			FY 2021 Proposed
Title	FLSA/Paygrade	FTE	
Municipal Judge	E/004	1	
Chief Deputy Clerk	E/117	1	
Municipal Court Clerk	N-COMP/005	1	
Deputy Clerk	N-OT/109	3	
Assistant Deputy Clerk	N-OT/108	2	
Total		8	

417-00 Legal			FY 2020 Current Approved
Title	FLSA/Paygrade	FTE	
City Attorney	E/135	1	
Assistant, City Attorney	E/125	2	
Senior Staff Associate	E/119	1	
Legal Assistant	N-COMP/112	1	
Total		5	

417-00 Legal			FY 2021 Proposed
Title	FLSA/Paygrade	FTE	
City Attorney	E/135	1	
Assistant, City Attorney	E/125	2	
Senior Staff Associate	E/119	1	
Legal Assistant	N-COMP/112	1	
Total		5	

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

418-00 Accounting		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
Total		5

418-00 Accounting		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
Total		5

420-00 Engineering		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Landfill Engineer	E/123	1
Field Engineer	E/123	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Administrative Assistant I	N-COMP/109	1
Total		7

420-00 Engineering		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Landfill Engineer	E/123	1
Field Engineer	E/123	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Administrative Assistant I	N-COMP/109	0
Engineering Inspection Tech.	N-COMP/114	1
Total		7

420-01 Engineering - Stormwater		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
MS4 Environmental Ed. Spec.	N-COMP/114	1
Engineering Inspection Tech.	N-COMP/114	1
Total		4

420-01 Engineering - Stormwater		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
MS4 Environmental Ed. Spec.	N-COMP/114	0
Engineering Inspection Tech.	N-COMP/114	0
Total		2

421-00 MOECD		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

421-00 MOECD		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

422-00 Human Resources		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Benefits and Comp. Mngr.	E/120	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
Total		7

422-00 Human Resources		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Benefits and Comp. Mngr.	E/120	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
Total		7

431-00 Mail Room		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Office Support Specialist	N-OT/107	1
Total		1

431-00 Mail Room		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Office Support Specialist	N-OT/107	1
Total		1

436-00 Building Commission		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Building Commissioner	E/126	1
Deputy Building Code Official	N-COMP/119	1
Building Inspector	N-COMP/115	2
Property and Mtce. Inspector	N-COMP/114	7
Permit Coordinator	N-COMP/114	1
Permit Technician	N-COMP/109	1
Total		13

436-00 Building Commission		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Building Commissioner	E/126	1
Deputy Building Code Official	N-COMP/119	1
Building Inspector	N-COMP/115	2
Property and Mtce. Inspector	N-COMP/114	7
Permit Coordinator	N-COMP/114	1
Permit Technician	N-COMP/109	1
Total		13

437-00 Planning		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Director of Planning	E/129	1
Planner	N-COMP/119	2
Plans Reviewer II	N-COMP/119	1
Zoning Compliance Technician	N-COMP/116	2
Zoning Specialist	N-COMP/109	1
Total		7

437-00 Planning		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Director of Planning	E/129	1
Planner	N-COMP/119	2
Plans Reviewer II	N-COMP/119	1
Zoning Compliance Technician	N-COMP/116	2
Zoning Specialist	N-COMP/109	0
Planning Specialist	N-COMP/116	1
Total		7

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

439-00 Information Systems		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
IT Operations/Projects Mngr.	E/124	1
GIS Manager	E/123	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	4
Electronic Media Specialist	E/119	1
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
Total		10

439-00 Information Systems		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
IT Operations/Projects Mngr.	E/124	1
GIS Manager	E/123	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	4
Electronic Media Specialist	E/119	1
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
Total		10

440-00 General Services		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Electrician	N-COMP/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
Total		11

440-00 General Services		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Electrician	N-COMP/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
Total		11

442-00 Strategy Management		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Director of Strategy Mngt.	E/127	1
Strategic Operations Analyst	E/119	1
Senior Program Coordinator	N-COMP/114	1
Total		3

442-00 Strategy Management		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Director of Strategy Mngt.	E/127	0
Strategic Operations Analyst	E/119	0
Senior Program Coordinator	N-COMP/114	0
Total		0

442-01 Constituent Services		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Constituent Services Assistant	N-OT/109	2
Total		2

442-01 Constituent Services		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Communications Specialist	E/119	1
Constituent Services Assistant	N-OT/109	2
Total		3

500-00 Morris Square		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Custodian	N-OT/104	1
Total		1

500-00 Morris Square		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Custodian	N-OT/104	1
Total		1

**City of Charleston
Municipal Budget
FY 2021
General Fund**

Authorized Full Time Positions

566-00 Public Works FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Public Works	E/132	1
Total		1

566-00 Public Works FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Public Works	E/132	1
Administrative Assistant I	N-COMP/109	2
Total		3

567-00 Public Grounds FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Deputy Director Public Grounds	E/121	1
Supervisor - Public Grounds	E/116	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	17
Total		27

567-00 Public Grounds FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Deputy Director Public Grounds	E/121	1
Supervisor - Public Grounds	E/116	0
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	17
Total		26

567-01 Public Grounds - Carriage Trail FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Trail Specialist	N-OT/106	1
Grounds Maintenance Worker	N-OT/104	1
Total		2

567-01 Public Grounds - Carriage Trail FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Trail Specialist	N-OT/106	1
Grounds Maintenance Worker	N-OT/104	1
Total		2

700-00 Police - Uniformed FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
Total		173

700-00 Police - Uniformed FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
Total		173

**City of Charleston
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General Fund**

Authorized Full Time Positions

700-01 Police - Civilian		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Administrative Assistant II	N-COMP/114	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-COMP/110	2
Police Supply Technician	N-OT/107	1
Evidence Technician	N-OT/110	1
Office Support Specialist	N-OT/107	16
Administrative Assistant I	N-COMP/109	1
Outreach Coordinator	N-COMP/114	1
Total		24

700-01 Police - Civilian		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Assistant to the Chief	E/119	1
Administrative Assistant II	N-COMP/114	0
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-COMP/110	2
Police Supply Technician	N-OT/107	1
Evidence Technician	N-OT/110	1
Office Support Specialist	N-OT/107	16
Administrative Assistant I	N-COMP/109	1
Outreach Coordinator	N-COMP/114	1
Total		24

706-00 Fire - Uniformed		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Fire Chief	E/132	1
Uniformed Members	var	168
Total		169

706-00 Fire - Uniformed		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Fire Chief	E/132	1
Uniformed Members	var	168
Total		169

706-00 Fire - Civilian		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Administrative Assistant II	N-COMP/114	1
Office Support Specialist	N-OT/107	1
Total		2

706-00 Fire - Civilian		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Assistant to the Chief	E/119	1
Administrative Assistant II	N-COMP/114	0
Office Support Specialist	N-OT/107	1
Total		2

712-00 Traffic Engineering		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Director - Traffic Operations	E/119	1
Mobility Planner	E/121	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
Total		11

712-00 Traffic Engineering		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Director - Traffic Operations	E/119	1
Mobility Planner	E/121	0
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
Total		10

716-00 Homeland Security		FY 2020 Current Approved
Title	FLSA/Paygrade	FTE
Dir. of Emergency Mgmt.	E/129	1
Administrative Assistant II	N-COMP/114	1
Total		2

716-00 Homeland Security		FY 2021 Proposed
Title	FLSA/Paygrade	FTE
Dir. of Emergency Mgmt.	E/129	1
Administrative Assistant II	N-COMP/114	0
Total		1

**City of Charleston
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Authorized Full Time Positions

750-00 Streets FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Street	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/105	17
Vactor Truck Operator	N-OT/105	1
Street Maintenance Worker	N-OT/104	21
Total		73

750-00 Streets FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Street	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	0
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/105	18
Vactor Truck Operator	N-OT/105	0
Street Maintenance Worker	N-OT/104	21
Total		72

754-00 Equipment Maintenance FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	13
Inventory Technician	N-OT/106	1
Total		21

754-00 Equipment Maintenance FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Operations Manager	E/116	0
Office Support Specialist	N-OT/107	0
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Total		18

800-00 Refuse & Recycling FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Office Support Specialist	N-OT/107	1
Sanitation Crew Leader	N-OT/113	3
Sanitation Driver	N-OT/107	25
Sanitation Worker	N-OT/105	36
Total		67

800-00 Refuse & Recycling FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Office Support Specialist	N-OT/107	0
Sanitation Crew Leader	N-OT/113	3
Sanitation Driver	N-OT/107	25
Sanitation Worker	N-OT/105	36
Total		66

**City of Charleston
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Authorized Full Time Positions

900-00 Parks & Recreation			FY 2020 Current Approved
Title	FLSA/Paygrade		FTE
Dir. of Parks and Recreation	E/129		1
Manager Leisure Services	E/119		1
Maintenance Manager	E/119		1
Recreation Center Manager	N-COMP/114		3
Program Coordinator	N-COMP/113		4
Neighborhood Center Mngr.	N-COMP/112		1
Office Support Specialist	N-OT/107		4
Parks and Rec Crew Leader	N-OT/113		2
Maintenance Worker	N-OT/107		6
Parks Maintenance Worker	N-OT/104		3
Custodian	N-OT/104		5
Total			31

900-00 Parks & Recreation			FY 2021 Proposed
Title	FLSA/Paygrade		FTE
Dir. of Parks and Recreation	E/129		1
Manager Leisure Services	E/119		1
Maintenance Manager	E/119		1
Recreation Facilities Manager	E/119		1
Program Coordinator	N-COMP/113		6
Neighborhood Center Mngr.	N-COMP/112		1
Assistant Program Coordinator	N-OT/107		3
Office Support Specialist	N-OT/107		1
Parks and Rec Crew Leader	N-OT/113		2
Maintenance Worker	N-OT/107		6
Parks Maintenance Worker	N-OT/104		3
Custodian	N-OT/104		5
Total			31

906-01 Office of Public Art			FY 2020 Current Approved
Title	FLSA/Paygrade		FTE
Director of Public Art	E/119		1
Total			1

906-01 Office of Public Art			FY 2021 Proposed
Title	FLSA/Paygrade		FTE
Director of Public Art	E/119		1
Total			1

910-00 Municipal Auditorium			FY 2020 Current Approved
Title	FLSA/Paygrade		FTE
Events Coordinator	N-COMP/112		1
Facility Support Technician	N-OT/106		2
Total			3

910-00 Municipal Auditorium			FY 2021 Proposed
Title	FLSA/Paygrade		FTE
Events Coordinator	N-COMP/112		1
Facility Support Technician	N-OT/106		2
Total			3

952-00 Spring Hill Cemetery			FY 2020 Current Approved
Title	FLSA/Paygrade		FTE
Superintendent	E/116		1
Business Manager	E/114		1
Cemetery Crew Leader	N-OT/113		1
Grounds Maintenance Worker	N-OT/104		3
Office Support Specialist	N-OT/107		2
Total			8

952-00 Spring Hill Cemetery			FY 2021 Proposed
Title	FLSA/Paygrade		FTE
Superintendent	E/119		1
Business Manager	E/114		1
Cemetery Crew Leader	N-OT/113		1
Grounds Maintenance Worker	N-OT/104		4
Office Support Specialist	N-OT/107		1
Total			8

TOTAL POSITIONS			765
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TOTAL POSITIONS			754
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City of Charleston
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Salaries & Wages

409-00 Mayor's Office		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	125,000	
Regular Wages & Salaries	164,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	289,000	

409-00 Mayor's Office		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	125,000	
Regular Wages & Salaries	168,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	293,000	

409-02 CARE Office		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	107,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	107,000	

409-02 CARE Office		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	111,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	111,000	

410-00 City Council		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	169,000	
Regular Wages & Salaries		
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	169,000	

410-00 City Council		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	169,000	
Regular Wages & Salaries		
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	169,000	

412-00 City Manager		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	501,494	
Irregular Part Time (IPT)	23,223	
Overtime	-	
Tool Allowance	-	
Total	524,717	

412-00 City Manager		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	488,193	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	488,193	

City of Charleston
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General Fund

Salaries & Wages

413-00 City Treasurer		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	18,000	
Regular Wages & Salaries	105,211	
Irregular Part Time (IPT)	9,000	
Overtime	-	
Tool Allowance	-	
Total	132,211	

413-00 City Treasurer		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	18,000	
Regular Wages & Salaries	109,211	
Irregular Part Time (IPT)	9,000	
Overtime	-	
Tool Allowance	-	
Total	136,211	

414-00 City Collector		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	684,750	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	684,750	

414-00 City Collector		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	640,553	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	640,553	

415-00 City Clerk		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	124,014	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	124,014	

415-00 City Clerk		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	128,014	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	128,014	

416-00 Municipal Court		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	40,000	
Regular Wages & Salaries	250,232	
Irregular Part Time (IPT)	18,000	
Overtime	22,400	
Tool Allowance	-	
Total	330,632	

416-00 Municipal Court		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	40,000	
Regular Wages & Salaries	250,873	
Irregular Part Time (IPT)	18,000	
Overtime	23,520	
Tool Allowance	-	
Total	332,393	

City of Charleston
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Salaries & Wages

417-00 Legal		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	366,485	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	366,485	

417-00 Legal		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	374,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	374,000	

418-00 Accounting		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	287,157	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	287,157	

418-00 Accounting		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	297,157	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	297,157	

420-00 Engineering		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	460,841	
Irregular Part Time (IPT)	3,500	
Overtime	-	
Tool Allowance	-	
Total	464,341	

420-00 Engineering		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	484,505	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	484,505	

420-01 Engineering - Stormwater		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	216,976	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	216,976	

420-01 Engineering - Stormwater		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	133,254	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	133,254	

City of Charleston
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Salaries & Wages

421-00 MOECD		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	394,272	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	394,272	

421-00 MOECD		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	408,272	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	408,272	

422-00 Human Resources		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	410,538	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	410,538	

422-00 Human Resources		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	401,277	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	401,277	

431-00 Mail Room		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	32,136	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	32,136	

431-00 Mail Room		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	34,136	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	34,136	

436-00 Building Commission		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	623,050	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	623,050	

436-00 Building Commission		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	649,482	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	649,482	

City of Charleston
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Salaries & Wages

437-00 Planning		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	394,587	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	394,587	

437-00 Planning		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	404,171	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	404,171	

439-00 Information Systems		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	556,420	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	556,420	

439-00 Information Systems		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	580,179	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	580,179	

440-00 General Services		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	380,550	
Irregular Part Time (IPT)	45,000	
Overtime	62,400	
Tool Allowance	-	
Total	487,950	

440-00 General Services		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	416,455	
Irregular Part Time (IPT)	45,000	
Overtime	65,520	
Tool Allowance	-	
Total	526,975	

442-00 Strategy Management		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	174,910	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	174,910	

442-00 Strategy Management		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	-	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	-	

City of Charleston
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Salaries & Wages

442-01 Constituent Services		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	51,500	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	51,500	

442-01 Constituent Services		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	121,207	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	121,207	

500-00 Morris Square		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	23,814	
Irregular Part Time (IPT)	-	
Overtime	9,600	
Tool Allowance	-	
Total	33,414	

500-00 Morris Square		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	25,814	
Irregular Part Time (IPT)	-	
Overtime	10,080	
Tool Allowance	-	
Total	35,894	

566-00 Public Works		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	104,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	104,000	

566-00 Public Works		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	192,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	192,000	

567-00 Public Grounds		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	860,277	
Irregular Part Time (IPT)	-	
Overtime	24,000	
Tool Allowance	-	
Total	884,277	

567-00 Public Grounds		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	861,586	
Irregular Part Time (IPT)	-	
Overtime	25,200	
Tool Allowance	-	
Total	886,786	

City of Charleston
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Salaries & Wages

567-01 Public Grounds - Carriage Trail FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	61,464
Irregular Part Time (IPT)	-
Overtime	4,000
Tool Allowance	-
Total	65,464

567-01 Public Grounds - Carriage Trail FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	65,464
Irregular Part Time (IPT)	-
Overtime	4,200
Tool Allowance	-
Total	69,664

700-00 Police - Uniformed FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,086,136
Irregular Part Time (IPT)	-
Overtime	1,738,138
Tool Allowance	-
Total	9,824,274

700-00 Police - Uniformed FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,406,933
Irregular Part Time (IPT)	-
Overtime	1,869,756
Tool Allowance	-
Total	10,276,690

700-01 Police - Civilian FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	834,320
Irregular Part Time (IPT)	50,000
Overtime	89,600
Tool Allowance	-
Total	973,920

700-01 Police - Civilian FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	886,993
Irregular Part Time (IPT)	50,000
Overtime	94,080
Tool Allowance	-
Total	1,031,073

706-00 Fire - Uniformed FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,319,058
Irregular Part Time (IPT)	-
Overtime	1,002,784
Tool Allowance	-
Total	9,321,842

706-00 Fire - Uniformed FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	9,019,847
Irregular Part Time (IPT)	-
Overtime	1,413,691
Tool Allowance	-
Total	10,433,539

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Salaries & Wages

706-00 Fire - Civilian		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	85,356	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	85,356	

706-00 Fire - Civilian		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	89,356	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	89,356	

712-00 Traffic Engineering		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	427,459	
Irregular Part Time (IPT)	-	
Overtime	11,200	
Tool Allowance	-	
Total	438,659	

712-00 Traffic Engineering		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	396,001	
Irregular Part Time (IPT)	-	
Overtime	11,760	
Tool Allowance	-	
Total	407,761	

716-00 Homeland Security		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	143,301	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	143,301	

716-00 Homeland Security		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	83,689	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	83,689	

750-00 Streets		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	2,325,810	
Irregular Part Time (IPT)	-	
Overtime	240,000	
Tool Allowance	-	
Total	2,565,810	

750-00 Streets		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	2,355,472	
Irregular Part Time (IPT)	-	
Overtime	252,000	
Tool Allowance	-	
Total	2,607,472	

City of Charleston
Municipal Budget
FY 2021
General Fund

Salaries & Wages

754-00 Equipment Maintenance		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	788,893	
Irregular Part Time (IPT)	-	
Overtime	52,000	
Tool Allowance	8,400	
Total	849,293	

754-00 Equipment Maintenance		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	704,077	
Irregular Part Time (IPT)	-	
Overtime	54,600	
Tool Allowance	8,400	
Total	767,077	

800-00 Refuse & Recycling		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	1,972,004	
Irregular Part Time (IPT)	-	
Overtime	224,000	
Tool Allowance	-	
Total	2,196,004	

800-00 Refuse & Recycling		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	2,013,624	
Irregular Part Time (IPT)	-	
Overtime	235,200	
Tool Allowance	-	
Total	2,248,824	

900-00 Parks & Recreation		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	1,163,808	
Irregular Part Time (IPT)	280,000	
Overtime	51,200	
Tool Allowance	-	
Total	1,495,008	

900-00 Parks & Recreation		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	1,208,723	
Irregular Part Time (IPT)	280,000	
Overtime	53,760	
Tool Allowance	-	
Total	1,542,483	

906-01 Office of Public Art		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	50,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	50,000	

906-01 Office of Public Art		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	52,000	
Irregular Part Time (IPT)	-	
Overtime	-	
Tool Allowance	-	
Total	52,000	

City of Charleston
Municipal Budget
FY 2021
General Fund

Salaries & Wages

910-00 Municipal Auditorium		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	96,695	
Irregular Part Time (IPT)	-	
Overtime	4,000	
Tool Allowance	-	
Total	100,695	

910-00 Municipal Auditorium		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	102,695	
Irregular Part Time (IPT)	-	
Overtime	4,000	
Tool Allowance	-	
Total	106,695	

952-00 Spring Hill Cemetery		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	323,666	
Irregular Part Time (IPT)	62,000	
Overtime	9,600	
Tool Allowance	-	
Total	395,266	

952-00 Spring Hill Cemetery		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	-	
Regular Wages & Salaries	308,413	
Irregular Part Time (IPT)	62,000	
Overtime	10,080	
Tool Allowance	-	
Total	380,493	

Total General Fund		FY 2020 Current Approved
Pay Type	Amount	
Elected Wages & Salaries	352,000	
Regular Wages & Salaries	31,952,184	
Irregular Part Time (IPT)	490,723	
Overtime	3,544,922	
Tool Allowance	8,400	
Total	36,348,229	

Total General Fund		FY 2021 Proposed
Pay Type	Amount	
Elected Wages & Salaries	352,000	
Regular Wages & Salaries	32,972,627	
Irregular Part Time (IPT)	464,000	
Overtime	4,127,448	
Tool Allowance	8,400	
Total	37,924,474	

City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 4

Capital Expenditure Schedules

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

General Government								
			FY 2021				FY 2022	FY 2023
				Direct	Lease	Lease		
Dept.	Equipment	Unit #	Requested	Purchase	Purchase	Payment	Estimated	Estimated
General Services								
	Admin. Vehicle	556	28,000	-	-	-	28,000	-
Total General Services			28,000	-	-	-	28,000	-
Engineering								
	Utility Vehicle	501	28,000	-	-	-	28,000	-
Total Engineering			28,000	-	-	-	28,000	-
Building Commission								
	Utility Vehicle	545	-	-	-	-	28,000	-
	Admin. Vehicle	551	-	-	-	-	28,000	-
Total Building Commission			-	-	-	-	56,000	-
Information Services								
	PCs, Servers, Misc. Equip		140,000	140,000	-	-	240,300	206,300
	Utility Vehicle	10	-	-	-	-	-	25,000
Total Information Services			140,000	140,000	-	-	240,300	231,300
Public Grounds								
	Pickup, Reg Cab	359	29,000	-	29,000	3,064	-	-
	Pickup, Reg Cab	363	30,000	-	30,000	3,170	-	-
	Pickup, Reg Cab	367	37,000	-	37,000	3,909	-	-
	Pickup, Crew Cab	374	30,000	-	30,000	3,170	-	-
	Mower Attachment	376-M	32,000	-	32,000	3,381	-	-
	Trailer	T-12	1,800	1,800	-	-	-	-
	Water Sprayer	W-2	3,600	-	-	-	3,600	-
	Mower, Zero Turn	M1	-	-	-	-	15,000	-
	Mower, Zero Turn	M3	-	-	-	-	15,000	-
	Mower, Zero Turn	M4	-	-	-	-	15,000	-
	Pickup, Crew Cab	366	-	-	-	-	-	33,000
	Trailer	T-6	-	-	-	-	-	1,600
	Mower Attachment	378-M	-	-	-	-	-	42,000
Total Public Grounds			163,400	1,800	158,000	16,694	48,600	76,600

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

Public Safety								
			FY 2021				FY 2022	FY 2023
				Direct	Lease	Lease		
Dept.	Equipment	Unit #	Requested	Purchase	Purchase	Payment	Estimated	Estimated
Police Department								
	Administrative SUV (5)		130,500	-	130,500	13,788	130,500	-
	Admin Vehicle Equipment		4,500	4,500	-	-	4,500	-
	Admin. Equipment Install		2,500	2,500	-	-	2,500	-
	Handheld IRP Radios		21,000	21,000	-	-	21,000	21,000
	Mobile Data Terminals		65,000	65,000	-	-	-	65,000
	AFIS Machine		22,000	22,000	-	-	-	-
	Interceptor SUV - line (12)		431,000	-	-	-	443,000	455,000
	Interceptor SUV - Supv. (3)		-	-	-	-	-	114,000
	Light Bar Package		16,600	-	-	-	17,200	22,250
	Other Vehicle Equipment		26,400	-	-	-	27,100	34,700
	Equipment Install		14,400	-	-	-	14,400	18,000
	Mobile Analog Radios		4,350	-	-	-	4,350	5,400
	IRP Mobile Radios		11,550	-	-	-	11,550	14,400
	Police Bicycles (2)		-	-	-	-	3,800	3,800
	Motorcycles (5)		-	-	-	-	-	45,000
Total Police Department			749,800	115,000	130,500	13,788	679,900	798,550
Fire Department								
	Ambulance		120,000	-	120,000	12,679	120,000	120,000
	Fire Hose & Nozzles		20,000	20,000	-	-	20,000	20,000
	Air Packs (5)		32,500	32,500	-	-	33,000	33,000
	Radios		20,000	20,000	-	-	20,000	20,000
	Spare Air Cylinders (10)		8,000	8,000	-	-	8,000	8,000
	Patient Lift		35,000	35,000	-	-	-	-
	Heart Monitor/Amb. Equip.		40,000	40,000	-	-	40,000	40,000
	Power Cot		22,000	22,000	-	-	-	22,000
	Lucas Device		16,000	16,000	-	-	-	16,000
	Bunker Gear Washer & Racks		19,000	19,000	-	-	-	-
	Mobile Data Terminals		22,000	22,000	-	-	22,000	22,000
	Stair Chair (5)		10,000	10,000	-	-	-	-
	Thermal Image Camera		12,000	12,000	-	-	-	-
	Training Mannequin (2)		3,600	3,600	-	-	-	-
	Fire Safety House		75,000	-	-	-	-	-
	Fire Boat		400,000	-	-	-	-	-
	Responder Pickup	408	-	-	-	-	37,000	-
	Responder Pickup	450	-	-	-	-	37,000	-
	Rescue Truck	482	-	-	-	-	300,000	-
Total Fire Department			855,100	260,100	120,000	12,679	637,000	301,000
Traffic Engineering								
	Traffic Signal Equipment		10,000	10,000	-	-	10,000	21,600
Total Traffic Engineering			10,000	10,000	-	-	10,000	21,600
Homeland Security								
			-	-	-	-	-	-
Total Homeland Security			-	-	-	-	-	-
Total Public Safety			1,614,900	385,100	250,500	26,467	1,326,900	1,121,150

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

Streets & Transportation								
			FY 2021				FY 2022	FY 2023
			Requested	Direct Purchase	Lease Purchase	Lease Payment	Estimated	Estimated
Dept.	Equipment	Unit #						
Street Department								-
	End Loader	85	156,000	-	156,000	16,483	-	-
	Truck, Chipper Body	62	140,000	-	140,000	14,792	-	-
	Grader	88	267,000	-	-	-	-	-
	Leaf Machine	55	40,000	-	40,000	4,226	-	-
	Leaf Machine	60	40,000	-	40,000	4,226	-	-
	Leaf Machine	66	40,000	-	40,000	4,226	-	-
	Trailer	T67	7,500	7,500	-	-	-	-
	Light Plants		11,225	11,225	-	-	-	-
	Arrow Board	A1	5,500	5,500	-	-	-	-
	Arrow Board	A6	5,500	5,500	-	-	-	-
	Gradeall	82	-	-	-	-	385,000	-
	Chipper	Ch7	-	-	-	-	35,000	-
	Message Board (2)		-	-	-	-	15,000	-
	Arrow Board	A7	-	-	-	-	5,500	
	Arrow Board	A8	-	-	-	-	5,500	-
	Trailer	T79	-	-	-	-	15,000	-
	Trailer	T69	-	-	-	-	1,200	-
	Leaf Machine	56	-	-	-	-	-	42,000
	Leaf Machine	57	-	-	-	-	-	42,000
	Leaf Machine	59	-	-	-	-	-	42,000
	Leaf Machine	74	-	-	-	-	-	42,000
	Truck, Dump	43	-	-	-	-	-	140,000
	Truck, Dump	30	-	-	-	-	-	117,000
	Truck, Dump	49	-	-	-	-	-	89,000
	Truck, Dump	50	-	-	-	-	-	89,000
Total Street Department			712,725	29,725	416,000	43,953	462,200	603,000
Equipment Maintenance			-	-	-	-	-	-
Total Equipment Maintenance			-	-	-	-	-	-

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

Health & Sanitation								
			FY 2021				FY 2022	FY 2023
				Direct	Lease	Lease		
Dept.	Equipment	Unit #	Requested	Purchase	Purchase	Payment	Estimated	Estimated
Refuse Department								
	Truck, Packer	152	142,000	-	142,000	15,004	-	-
	Truck, Stake Body	128	-	-	-	-	76,000	-
	Truck, Packer	156	-	-	-	-	142,000	-
	Truck, Packer	151	-	-	-	-	142,000	-
	Truck, Packer	153	-	-	-	-	-	142,000
	Truck, Packer	157	-	-	-	-	-	142,000
	Truck, Packer	141	-	-	-	-	-	142,000
	Truck, Packer	143	-	-	-	-	-	142,000
Total Refuse Department			142,000	-	142,000	15,004	360,000	568,000

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

Culture & Recreation

[illegible]

City of Charleston
Municipal Budget
FY 2021
Capital Outlay - Equipment Schedule

Social Services

[illegible]

City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 5

General Fund Department Budgets

City of Charleston
Municipal Budget
FY 2021
Section 5 Index

OPERATING DEPARTMENTS			OTHER BUDGET ENTITIES		
Name	Budget Code	Page No.	Description	Budget Code	Page No.
Accounting	418-00	58	Contingency	699-00	106
Appalachian Power Park	919-00	143	Contributions - Charleston Area Alliance	911-00	171
Building Commission	436-00	74	Contributions - Civic Center Support	910-01	140
CARE Office	409-02	42	Contributions - CVB, Hotel/Motel Tax	901-00	133
City Clerk	415-00	52	Contributions - Festivals	903-00	134
City Collector	414-00	50	Contributions - Fund for the Arts	906-00	135
City Council	410-00	44	Contributions - Intergovernment Council	435-00	73
City Manager - Administrative	412-00	46	Contributions - Kanawha/Chas. Health	803-00	129
City Treasurer	413-00	48	Contributions - Library	916-00	142
Constituent Services	442-01	86	Contributions - Main Street Programs	424-00	69
Elections	438-00	78	Contributions - Prestera (Homeless)	804-00	130
Engineering	420-00	60	Contributions - Public Safety Council	700-03	111
Equipment Maintenance	754-00	125	Contributions -WV Symphony	906-00	135
Fire - Civilian	706-01	115	Debt Service	427-00	70
Fire - Uniformed	706-00	113	Health Care - Retirees, Fire	706-93	117
General Services	440-00	81	Health Care - Retirees, Police	700-93	112
Homeland Security/Emerg. Svcs.	716-00	120	Health Care - Retirees, Regular	440-93	83
Human Resources	422-00	66	Transfers - Ball Park Maintenance Fund	444-06	91
Human Resources - Wellness	422-01	68	Transfer - Business Economic Impact Fund	444-14	96
Information Systems	439-00	79	Transfers - Charleston Land Reuse Agency	444-11	93
Legal	417-00	56	Transfers - City Service Fee Projects Fund	444-04	89
Mail Room	431-00	71	Transfers - Community Participation	444-13	95
Mayor's Office	409-00	40	Transfers - Facilities Maintenance Fund	444-07	92
MOECD	421-00	64	Transfers - General Maintenance Fund	444-00	88
Morris Square Property	500-00	97	Transfers - Municipal Stabilization Fund	444-05	90
Municipal Auditorium	910-00	138	Transfers - Tourism & Promotions	444-12	94
Municipal Court	416-00	54			
Parks & Recreation	900-00	131			
Planning	437-00	76			
Police - Civilian	700-01	109			
Police - Uniformed	700-00	107			
Public Arts	906-01	136			
Public Grounds	567-00	102			
Public Grounds - Carriage Trail	567-01	104			
Public Works	566-00	100			
Refuse & Recycling	800-00	127			
Spring Hill Cemetery	952-00	144			
Storm Water Management	420-01	62			
Strategy Management	442-00	84			
Street	750-00	122			
Traffic, Parking & Transportation	712-00	118			
Wellness Center	501-00	99			

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 409 Mayor's Office
Unit 00 Administrative

Full Time Employees	3
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Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services						
000-1-101 Elected Officials Salaries	127,259	125,000		125,000	72,115	125,000
000-1-103 Salaries & Wages	229,806	164,000		164,000	94,615	168,000
000-1-104 FICA	26,208	22,109		22,109	12,132	22,415
000-1-105 Medical & Life Insurance	68,304	40,619		40,619	33,082	24,306
000-1-106 PERS	32,524	28,900		28,900	16,673	29,300
000-1-111 Dental & Optical Insurance	2,145	1,398		1,398	985	1,425
000-1-112 Employee Insurance Cont.	(11,168)	(6,038)		(6,038)	(5,674)	(4,014)
Total Personal Services	475,078	375,988	-	375,988	223,928	366,432
Contractual Services						
000-2-211 Telephone	4,207	4,000		4,000	1,873	4,000
000-2-214 Travel	-	8,000		8,000	-	5,000
000-2-219 Building & Equipment Rent	-	-		-	702	1,500
000-2-221 Training	465	-		-	600	3,000
000-2-222 Dues & Subscriptions	280	3,500		3,500	286	4,000
000-2-226 Insurance - WC & UC	2,118	2,905		2,905	1,807	2,931
000-2-230 Contracted Services	46,166	100,000		100,000	42,725	100,000
Total Contractual Services	53,236	118,405	-	118,405	47,993	120,431
Commodities						
000-3-341 Materials & Supplies	4,376	5,000		5,000	3,495	9,000
Total Commodities	4,376	5,000	-	5,000	3,495	9,000
Contributions & Other						
000-5-568 Other Contributions	301,124	325,000	162,259	487,259	67,491	325,000
Total Contributions & Other	301,124	325,000	162,259	487,259	67,491	325,000
Total Mayor's Office	833,814	824,393	162,259	986,652	342,907	820,863

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 409 Mayor's Office
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
Total		3

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Mayor	E/001	1
Sr. Assistant to Mayor	E/127	1
Assistant to Mayor	E/119	1
Total		3

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	125,000
Regular Wages & Salaries	164,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	289,000

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	125,000
Regular Wages & Salaries	168,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	293,000

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 409 Mayor's Office
Unit 02 CARE Office

Full Time Employees	2
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	-	-	107,000	107,000	8,115	111,000
000-1-104	FICA	-	-	8,186	8,186	606	8,492
000-1-105	Medical & Life Insurance	-	-	27,078	27,078	1,713	16,204
000-1-106	PERS	-	-	10,700	10,700	812	11,100
000-1-111	Dental & Optical Insurance	-	-	932	932	112	950
000-1-112	Employee Insurance Cont.	-	-	(4,024)	(4,024)	(199)	(2,676)
Total Personal Services		-	-	149,872	149,872	11,159	145,070
Contractual Services							
000-2-211	Telephone	-	-	1,200	1,200	-	1,200
000-2-212	Printing	-	-	2,000	2,000	-	2,000
000-2-214	Travel	-	-	8,000	8,000	-	8,000
000-2-219	Building & Equipment Rent	-	-	-	-	-	4,000
000-2-221	Training	-	-	5,000	5,000	1,582	5,000
000-2-226	Insurance - WC & UC	-	-	1,938	1,938	746	1,954
000-2-230	Contracted Services	-	-	37,000	37,000	6,500	37,000
Total Contractual Services		-	-	55,138	55,138	8,828	59,154
Commodities							
000-3-341	Materials & Supplies	-	-	16,895	16,895	768	16,895
Total Commodities		-	-	16,895	16,895	768	16,895
Total CARE Office		-	-	221,905	221,905	20,755	221,119

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 409 Mayor's Office
Unit 02 CARE Office

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
CARE Coordinator	E/115	1
QRT Project Coordinator	E/114	1
Total		2

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
CARE Coordinator	E/115	1
QRT Project Coordinator	E/114	1
Total		2

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	107,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	107,000

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	111,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	111,000

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 410 City Council
Unit 00 Administrative

Full Time Employees	26
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-101	Elected Officials Salaries	137,978	169,000		169,000	76,750	169,000
000-1-104	FICA	10,494	12,929		12,929	5,832	12,929
000-1-105	Medical & Life Insurance	443,647	352,026		352,026	215,031	210,652
000-1-106	PERS	10,672	16,900		16,900	6,250	16,900
000-1-111	Dental & Optical Insurance	13,941	12,119		12,119	6,403	12,350
000-1-112	Employee Insurance Cont.	(33,166)	(52,323)		(52,323)	(19,355)	(34,788)
Total Personal Services		583,566	510,651	-	510,651	290,911	387,043
Contractual Services							
000-2-226	Insurance - WC & UC	13,767	25,182		25,182	11,745	25,402
Total Contractual Services		13,767	25,182	-	25,182	11,745	25,402
Commodities							
000-3-341	Materials & Supplies	1,156	500		500	-	500
Total Commodities		1,156	500	-	500	-	500
Total City Council		598,489	536,333	-	536,333	302,656	412,945

Fund 001 General Fund
Department 410 City Council
Unit 00 Administrative

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Council Member	E/002	26
Total		26

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Council Member	E/002	26
Total		26

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	169,000
Regular Wages & Salaries	
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	169,000

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	169,000
Regular Wages & Salaries	
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	169,000

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Unit #	Equipment						
Total		-	-	-	-	-	-

City of Charleston - FY 2021

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 412 City Manager
Unit 00 Administrative

Full Time Employees	7
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	551,547	501,494	23,223	524,717	289,272	488,193
000-1-104	FICA	38,205	38,364	1,777	40,141	20,620	37,347
000-1-105	Medical & Life Insurance	153,684	94,776		94,776	74,434	56,714
000-1-106	PERS	50,327	50,149		50,149	28,469	48,819
000-1-111	Dental & Optical Insurance	4,826	3,263		3,263	2,216	3,325
000-1-112	Employee Insurance Cont.	(15,368)	(14,087)		(14,087)	(10,135)	(9,366)
Total Personal Services		783,221	673,959	25,000	698,959	404,876	625,032
Contractual Services							
000-2-211	Telephone	6,486	6,500		6,500	3,382	6,500
000-2-214	Travel	-	3,500		3,500	66	3,000
000-2-219	Building & Equipment Rent	94,969	-	105,000	105,000	51,673	100,000
000-2-220	Advertising & Legal Pub	5,915	10,000		10,000	3,891	7,000
000-2-221	Training	440	3,500		3,500	895	3,000
000-2-222	Dues & Subscriptions	10,831	14,250		14,250	10,121	14,000
000-2-223	Professional Services	29,842	150,000		150,000	70,473	220,000
000-2-224	Audit Costs	(2,750)	-		-	-	-
000-2-226	Insurance - WC & UC	4,765	6,780		6,780	4,066	6,839
000-2-227	Insurance - Liability	752,198	750,000		750,000	402,255	850,000
000-2-230	Contracted Services	35,202	60,000	75,000	135,000	33,941	207,964
000-2-237	Other Taxes & Fees	2,706	2,500		2,500	3,477	4,000
Total Contractual Services		940,604	1,007,030	180,000	1,187,030	584,240	1,422,303
Commodities							
000-3-341	Materials & Supplies	7,847	22,850		22,850	1,022	20,000
Total Commodities		7,847	22,850	-	22,850	1,022	20,000
Contributions & Other							
000-5-566	Contributions to Other Funds	634,706	-		-	-	-
Total Contributions & Other		634,706	-	-	-	-	-
Total City Manager		2,366,378	1,703,839	205,000	1,908,839	990,138	2,067,335

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 412 City Manager
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	1
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Manager	E/139	1
Director of Finance	E/132	1
Projects Administrator	E/124	0
Director of Purchasing	E/123	1
Budget Officer - Public Safety	E/121	1
Assistant to the City Manager	E/119	1
Grant Coordinator	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	501,494
Irregular Part Time (IPT)	23,223
Overtime	-
Tool Allowance	-
Total	524,717

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	488,193
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	488,193

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 413 City Treasurer
Unit 00 Administrative

Full Time Employees	3
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Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services						
000-1-101 Elected Officials Salaries	18,049	18,000		18,000	10,385	18,000
000-1-103 Salaries & Wages	105,991	114,211		114,211	64,224	118,211
000-1-104 FICA	8,457	10,114		10,114	5,104	10,420
000-1-105 Medical & Life Insurance	51,228	40,618		40,618	24,811	24,306
000-1-106 PERS	12,354	12,321		12,321	7,108	12,721
000-1-111 Dental & Optical Insurance	1,609	1,398		1,398	739	1,425
000-1-112 Employee Insurance Cont.	(8,433)	(6,037)		(6,037)	(4,868)	(4,014)
Total Personal Services	189,255	190,625	-	190,625	107,503	181,069
Contractual Services						
000-2-211 Telephone	-	1,000		1,000	-	800
000-2-216 Mtce & Repair - Equipment	-	500		500	-	400
000-2-219 Building & Equipment Rent	881	1,500		1,500	430	1,200
000-2-226 Insurance - WC & UC	1,588	2,906		2,906	1,355	2,931
000-2-232 Bank Fees	508	-		-	-	-
Total Contractual Services	2,977	5,906	-	5,906	1,785	5,331
Commodities						
000-3-341 Materials & Supplies	1,200	1,400		1,400	488	1,400
Total Commodities	1,200	1,400	-	1,400	488	1,400
Total City Treasurer	193,432	197,931	-	197,931	109,776	187,800

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 413 City Treasurer
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Treasurer	E/121	1
Assistant Treasurer	N-COMP/116	1
Treasury Technician	N-COMP/113	1
Total		3

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Treasurer	E/121	1
Assistant Treasurer	N-COMP/116	1
Treasury Technician	N-COMP/113	1
Total		3

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	18,000
Regular Wages & Salaries	105,211
Irregular Part Time (IPT)	9,000
Overtime	-
Tool Allowance	-
Total	132,211

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	18,000
Regular Wages & Salaries	109,211
Irregular Part Time (IPT)	9,000
Overtime	-
Tool Allowance	-
Total	136,211

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 414 City Collector
Unit 00 Administrative

Full Time Employees	14
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	681,514	673,445		673,445	339,852	640,553
000-1-104	FICA	49,567	51,519		51,519	24,725	49,002
000-1-105	Medical & Life Insurance	239,065	203,092		203,092	115,786	113,428
000-1-106	PERS	68,126	67,345		67,345	32,484	64,055
000-1-111	Dental & Optical Insurance	7,507	6,992		6,992	3,448	6,650
000-1-112	Employee Insurance Cont.	(31,325)	(30,186)		(30,186)	(16,211)	(18,732)
Total Personal Services		1,014,454	972,207	-	972,207	500,084	854,956
Contractual Services							
000-2-211	Telephone	2,681	3,000		3,000	1,334	3,000
000-2-214	Travel	24	100		100	16	100
000-2-216	Mtce & Repair - Equipment	279	500		500	-	500
000-2-217	Mtce & Repair - Auto/Truck	16	-		-	-	-
000-2-219	Building & Equipment Rent	33,440	32,000		32,000	21,458	32,000
000-2-221	Training	687	500		500	368	500
000-2-222	Dues & Subscriptions	224	300		300	224	300
000-2-226	Insurance - WC & UC	7,413	14,528		14,528	6,324	13,678
000-2-230	Contracted Services	26,842	20,000	200,000	220,000	68,610	220,000
000-2-232	Bank Fees	168	100		100	84	100
000-2-237	Other Taxes & Fees	8,316	20,000		20,000	1,045	20,000
Total Contractual Services		80,090	91,028	200,000	291,028	99,463	290,178
Commodities							
000-3-341	Materials & Supplies	8,158	8,000		8,000	1,839	8,000
Total Commodities		8,158	8,000	-	8,000	1,839	8,000
Total City Collector		1,102,702	1,071,235	200,000	1,271,235	601,386	1,153,134

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 414 City Collector
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Tax Compliance - Rental	N-COMP/112	1
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	2
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	2
Total		15

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Collector	E/125	1
Taxpayer Services Manager	E/119	1
Compliance Manager	E/119	1
Tax Compliance - Rental	N-COMP/112	0
Tax Compliance - Contract	N-COMP/115	1
Senior Audit Technician	N-COMP/116	1
Audit Technician	N-COMP/115	4
Administrative Assistant II	N-COMP/114	3
Chief Cashier	N-COMP/110	1
Accounting Clerk	N-OT/106	1
Total		14

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	684,750
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	684,750

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	640,553
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	640,553

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 415 City Clerk
Unit 00 Administrative

Full Time Employees	3
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	123,808	124,014		124,014	71,547	128,014
000-1-104	FICA	9,080	9,487		9,487	5,251	9,793
000-1-105	Medical & Life Insurance	51,228	40,618		40,618	24,811	24,306
000-1-106	PERS	12,381	12,401		12,401	7,155	12,801
000-1-111	Dental & Optical Insurance	1,609	1,398		1,398	739	1,425
000-1-112	Employee Insurance Cont.	(4,691)	(6,037)		(6,037)	(2,733)	(4,014)
Total Personal Services		193,415	181,881	-	181,881	106,770	172,325
Contractual Services							
000-2-211	Telephone	1,531	1,300		1,300	986	1,600
000-2-219	Building & Equipment Rent	1,658	4,000		4,000	868	2,000
000-2-222	Dues & Subscriptions	185	380		380	-	380
000-2-226	Insurance - WC & UC	1,588	2,906		2,906	1,355	2,931
Total Contractual Services		4,962	8,586	-	8,586	3,209	6,911
Commodities							
000-3-341	Materials & Supplies	891	1,500		1,500	102	1,200
Total Commodities		891	1,500	-	1,500	102	1,200
Total City Clerk		199,268	191,967	-	191,967	110,081	180,436

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 415 City Clerk
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
Total		3

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Clerk	N-COMP/005	1
Council Clerk	N-COMP/114	1
Administrative Assistant II	N-COMP/114	1
Total		3

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	124,014
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	124,014

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	128,014
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	128,014

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 416 Municipal Court
Unit 00 Administrative

Full Time Employees	8
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-101	Elected Officials Salaries	37,511	40,000		40,000	23,077	40,000
000-1-103	Salaries & Wages	283,546	290,633		290,633	153,403	292,393
000-1-104	FICA	23,382	25,294		25,294	12,919	25,428
000-1-105	Medical & Life Insurance	136,608	108,316		108,316	66,164	64,816
000-1-106	PERS	30,418	31,263		31,263	16,710	31,439
000-1-111	Dental & Optical Insurance	4,290	3,729		3,729	1,970	3,800
000-1-112	Employee Insurance Cont.	(14,292)	(16,099)		(16,099)	(7,411)	(10,704)
Total Personal Services		501,463	483,136	-	483,136	266,832	447,172
Contractual Services							
000-2-211	Telephone	2,913	3,100		3,100	1,532	3,100
000-2-214	Travel	-	2,000		2,000	-	300
000-2-216	Mtce & Repair - Equipment	-	1,700		1,700	-	1,700
000-2-219	Building & Equipment Rent	3,692	3,000		3,000	1,789	3,000
000-2-221	Training	1,400	2,000		2,000	1,400	2,000
000-2-222	Dues & Subscriptions	50	1,000		1,000	-	300
000-2-226	Insurance - WC & UC	4,236	7,748		7,748	3,614	7,816
000-2-230	Contracted Services	280	500		500	40	500
Total Contractual Services		12,571	21,048	-	21,048	8,375	18,716
Commodities							
000-3-341	Materials & Supplies	3,365	6,500		6,500	2,678	4,000
Total Commodities		3,365	6,500	-	6,500	2,678	4,000
Total Municipal Court		517,399	510,684	-	510,684	277,885	469,888

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 416 Municipal Court
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
Total		8

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Municipal Judge	E/004	1
Chief Deputy Clerk	E/117	1
Municipal Court Clerk	N-COMP/005	1
Deputy Clerk	N-OT/109	3
Assistant Deputy Clerk	N-OT/108	2
Total		8

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	40,000
Regular Wages & Salaries	250,232
Irregular Part Time (IPT)	18,000
Overtime	22,400
Tool Allowance	-
Total	330,632

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	40,000
Regular Wages & Salaries	250,873
Irregular Part Time (IPT)	18,000
Overtime	23,520
Tool Allowance	-
Total	332,393

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 417 Legal
Unit 00 Administrative

Full Time Employees	5
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	374,800	366,485		366,485	210,000	374,000
000-1-104	FICA	26,959	28,036		28,036	14,689	28,611
000-1-105	Medical & Life Insurance	85,466	67,697		67,697	41,352	40,510
000-1-106	PERS	35,677	36,649		36,649	21,000	37,400
000-1-111	Dental & Optical Insurance	2,681	2,331		2,331	1,231	2,375
000-1-112	Employee Insurance Cont.	(13,304)	(10,062)		(10,062)	(10,634)	(6,690)
Total Personal Services		512,279	491,136	-	491,136	277,638	476,206
Contractual Services							
000-2-211	Telephone	1,672	1,300		1,300	1,017	1,300
000-2-214	Travel	12	500		500	60	500
000-2-219	Building & Equipment Rent	1,554	4,000		4,000	734	1,500
000-2-220	Advertising & Legal Pub	501	500		500	813	1,500
000-2-221	Training	820	2,000		2,000	1,215	2,000
000-2-222	Dues & Subscriptions	14,854	12,000		12,000	14,285	12,000
000-2-223	Professional Services	84,204	200,000		200,000	42,048	200,000
000-2-226	Insurance - WC & UC	2,647	4,843		4,843	2,259	4,885
000-2-229	Court Costs & Damages	261,819	400,000	800,000	1,200,000	517,613	400,000
000-2-230	Contracted Services	581	-		-	1,286	1,500
000-2-237	Other Taxes & Fees	-	-		-	11	-
Total Contractual Services		368,664	625,143	800,000	1,425,143	581,341	625,185
Commodities							
000-3-341	Materials & Supplies	4,509	3,500		3,500	497	3,500
Total Commodities		4,509	3,500	-	3,500	497	3,500
Total Legal		885,452	1,119,779	800,000	1,919,779	859,476	1,104,891

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 417 Legal
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Attorney	E/135	1
Assistant. City Attorney	E/125	2
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
Total		5

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Attorney	E/135	1
Assistant. City Attorney	E/125	2
Senior Staff Associate	E/119	1
Legal Assistant	N-COMP/112	1
Total		5

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	366,485
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	366,485

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	374,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	374,000

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 418 Accounting
Unit 00 Administrative

Full Time Employees	5
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	287,930	287,157		287,157	165,786	297,157
000-1-104	FICA	21,045	21,967		21,967	12,055	22,733
000-1-105	Medical & Life Insurance	85,295	67,697		67,697	41,352	40,510
000-1-106	PERS	28,793	28,716		28,716	16,579	29,716
000-1-111	Dental & Optical Insurance	2,681	2,331		2,331	1,231	2,375
000-1-112	Employee Insurance Cont.	(9,371)	(10,062)		(10,062)	(6,239)	(6,690)
Total Personal Services		416,373	397,806	-	397,806	230,764	385,801
Contractual Services							
000-2-211	Telephone	1,622	2,000		2,000	881	2,000
000-2-214	Travel	-	500		500	24	500
000-2-219	Building & Equipment Rent	3,164	4,000		4,000	1,551	4,000
000-2-221	Training	2,342	1,500		1,500	285	2,500
000-2-222	Dues & Subscriptions	2,049	2,000		2,000	1,169	2,100
000-2-223	Professional Services	2,928	4,500		4,500	2,500	3,500
000-2-224	Audit Costs	84,100	70,000		70,000	77,760	80,000
000-2-226	Insurance - WC & UC	2,647	4,843		4,843	2,259	4,885
Total Contractual Services		98,852	89,343	-	89,343	86,429	99,485
Commodities							
000-3-341	Materials & Supplies	4,658	5,000		5,000	2,640	5,000
Total Commodities		4,658	5,000	-	5,000	2,640	5,000
Total Accounting		519,883	492,149	-	492,149	319,833	490,286

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 418 Accounting
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
Total		5

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Auditor	E/128	1
Assistant City Auditor	E/124	1
Accountant - Senior	N-COMP/116	1
Accountant	N-COMP/115	1
Accounting Technician	N-COMP/113	1
Total		5

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	287,157
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	287,157

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	297,157
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	297,157

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 420 Engineering
Unit 00 Administrative

Full Time Employees	7
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	462,021	464,341		464,341	259,490	484,505
000-1-104	FICA	33,467	35,522		35,522	18,822	37,065
000-1-105	Medical & Life Insurance	119,532	94,776		94,776	57,893	56,714
000-1-106	PERS	46,202	46,084		46,084	25,949	48,451
000-1-111	Dental & Optical Insurance	3,753	3,263		3,263	1,724	3,325
000-1-112	Employee Insurance Cont.	(23,637)	(14,087)		(14,087)	(13,194)	(9,366)
Total Personal Services		641,338	629,899	-	629,899	350,684	620,694
Contractual Services							
000-2-211	Telephone	7,965	6,800		6,800	3,973	6,800
000-2-214	Travel	-	500		500	-	500
000-2-216	Mtce & Repair - Equipment	3,016	3,000		3,000	1,194	3,000
000-2-219	Building & Equipment Rent	41,609	43,000		43,000	20,975	43,000
000-2-221	Training	1,225	2,000		2,000	888	2,000
000-2-222	Dues & Subscriptions	1,794	2,000		2,000	1,298	2,000
000-2-223	Professional Services	25,503	15,000		15,000	2,382	15,000
000-2-226	Insurance - WC & UC	3,706	6,780		6,780	3,162	6,839
Total Contractual Services		84,818	79,080	-	79,080	33,872	79,139
Commodities							
000-3-341	Materials & Supplies	5,596	6,000		6,000	1,882	6,000
000-3-345	Uniforms	670	1,000		1,000	495	1,000
Total Commodities		6,266	7,000	-	7,000	2,377	7,000
Total Engineering		732,422	715,979	-	715,979	386,933	706,833

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 420 Engineering
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Landfill Engineer	E/123	1
Field Engineer	E/123	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Administrative Assistant I	N-COMP/109	1
Total		7

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
City Engineer	E/127	1
Assistant City Engineer	E/125	1
Landfill Engineer	E/123	1
Field Engineer	E/123	1
Design Technician	N-COMP/114	1
Surveyor	N-COMP/117	1
Administrative Assistant I	N-COMP/109	0
Engineering Inspection Tech.	N-COMP/114	1
Total		7

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	460,841
Irregular Part Time (IPT)	3,500
Overtime	-
Tool Allowance	-
Total	464,341

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	484,505
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	484,505

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
501	Utility Vehicle	-	-	-	-	28,000	-
Total		-	-	-	11,597	28,000	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 420 Engineering
Unit 01 Stormwater

Full Time Employees	2
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	217,560	216,976		216,976	125,178	133,254
000-1-104	FICA	15,929	16,599		16,599	9,169	10,194
000-1-105	Medical & Life Insurance	68,304	54,158		54,158	33,082	16,204
000-1-106	PERS	21,756	21,698		21,698	12,518	13,325
000-1-111	Dental & Optical Insurance	2,145	1,864		1,864	985	950
000-1-112	Employee Insurance Cont.	(7,502)	(8,050)		(8,050)	(4,330)	(2,676)
Total Personal Services		318,192	303,245	-	303,245	176,602	171,251
Contractual Services							
000-2-214	Travel	-	500		500	-	500
000-2-216	Mtce & Repair - Equipment	908	1,000		1,000	-	1,000
000-2-221	Training	366	2,000		2,000	493	2,000
000-2-222	Dues & Subscriptions	115	500		500	-	500
000-2-223	Professional Services	267	5,000		5,000	433	5,000
000-2-226	Insurance - WC & UC	2,118	3,874		3,874	1,807	1,954
000-2-230	Contracted Services	-	1,000		1,000	-	1,000
Total Contractual Services		3,774	13,874	-	13,874	2,733	11,954
Commodities							
000-3-341	Materials & Supplies	1,832	10,000		10,000	2,284	10,000
000-3-345	Uniforms	374	800		800	384	800
000-3-353	Computer Software	789	2,000		2,000	-	2,000
Total Commodities		2,995	12,800	-	12,800	2,668	12,800
Total Engineering		324,961	329,919	-	329,919	182,003	196,005

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 420 Engineering
Unit 01 Stormwater

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
MS4 Environmental Ed. Spec.	N-COMP/114	1
Engineering Inspection Tech.	N-COMP/114	1
Total		4

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
MS4 General Permit Manager	E/124	1
MS4 Permit Compliance Spec.	N-COMP/116	1
MS4 Environmental Ed. Spec.	N-COMP/114	0
Engineering Inspection Tech.	N-COMP/114	0
Total		2

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	216,976
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	216,976

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	133,254
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	133,254

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 421 Mayor's Office of Economic and Community Development
Unit 00 Administrative

Full Time Employees	7
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	396,090	394,272		394,272	226,776	408,272
000-1-104	FICA	28,546	30,162		30,162	16,413	31,233
000-1-105	Medical & Life Insurance	119,532	94,776		94,776	57,893	56,714
000-1-106	PERS	39,372	39,427		39,427	22,677	40,827
000-1-111	Dental & Optical Insurance	3,753	3,263		3,263	1,724	3,325
000-1-112	Employee Insurance Cont.	(21,315)	(14,087)		(14,087)	(10,571)	(9,366)
Total Personal Services		565,978	547,813	-	547,813	314,912	531,005
Contractual Services							
000-2-211	Telephone	1,022	1,400		1,400	529	1,400
000-2-214	Travel	-	-		-	-	1,500
000-2-219	Building & Equipment Rent	2,704	3,000		3,000	1,650	3,000
000-2-221	Training	2,379	-		-	-	-
000-2-222	Dues & Subscriptions	55	500		500	500	1,000
000-2-226	Insurance - WC & UC	3,706	6,780		6,780	3,162	6,839
Total Contractual Services		9,866	11,680	-	11,680	5,841	13,739
Commodities							
000-3-341	Materials & Supplies	1,500	500		500	388	1,500
Total Commodities		1,500	500	-	500	388	1,500
Total Mayor's Office of Economic and Community Development		577,344	559,993	-	559,993	321,141	546,244

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 421 Mayor's Office of Economic and Community Development
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Dir. of Community & Eco. Dev.	E/129	1
Program Manager	N-COMP/119	1
Housing Program Supervisor	N-COMP/119	1
Grants Specialist	N-COMP/114	1
Housing Program Coord.	N-COMP/116	1
Housing Applications Coord.	N-COMP/112	1
Administrative Assistant I	N-COMP/109	1
Total		7

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	394,272
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	394,272

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	408,272
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	408,272

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 422 Human Resources
Unit 00 Administrative

Full Time Employees	7
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	469,817	410,538		410,538	232,606	401,277
000-1-104	FICA	33,842	31,406		31,406	16,655	30,698
000-1-105	Medical & Life Insurance	136,608	94,777		94,777	66,164	56,714
000-1-106	PERS	45,061	41,054		41,054	22,148	40,128
000-1-111	Dental & Optical Insurance	4,290	3,263		3,263	1,970	3,325
000-1-112	Employee Insurance Cont.	(20,587)	(14,087)		(14,087)	(7,654)	(9,366)
Total Personal Services		669,031	566,951	-	566,951	331,889	522,776
Contractual Services							
000-2-211	Telephone	1,921	2,600		2,600	1,090	2,200
000-2-214	Travel	-	1,000		1,000	-	1,000
000-2-216	Mtce & Repair - Equipment	30	500		500	-	500
000-2-219	Building & Equipment Rent	3,188	6,000		6,000	1,692	4,500
000-2-220	Advertising & Legal Pub	160	1,000		1,000	-	1,000
000-2-221	Training	23,056	20,000		20,000	-	20,000
000-2-222	Dues & Subscriptions	1,410	3,000		3,000	3,090	6,090
000-2-223	Professional Services	-	-		-	35	-
000-2-226	Insurance - WC & UC	4,236	6,779		6,779	3,614	6,839
000-2-230	Contracted Services	101,208	90,000		90,000	41,940	90,000
Total Contractual Services		135,209	130,879	-	130,879	51,461	132,129
Commodities							
000-3-341	Materials & Supplies	3,601	5,000		5,000	915	5,000
Total Commodities		3,601	5,000	-	5,000	915	5,000
Total Human Resources		807,841	702,830	-	702,830	384,265	659,905

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 422 Human Resources
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Benefits and Comp. Mngr.	E/120	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
Total		7

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Human Resources	E/129	1
Assistant Director HR	E/121	1
Benefits and Comp. Mngr.	E/120	1
Payroll Administrator	N-COMP/119	1
Safety Coordinator	N-COMP/116	1
Benefits Coordinator	N-COMP/115	1
Administrator Assistant I	N-COMP/109	1
Total		7

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	410,538
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	410,538

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	401,277
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	401,277

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 422 Human Resources
Unit 01 Wellness Program

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contractual Services							
000-2-214	Travel	238	1,000		1,000	-	250
000-2-216	Mtce & Repair - Equipment	1,728	-		-	241	1,500
000-2-221	Training	200	300		300	(100)	300
000-2-222	Dues & Subscriptions	2,444	3,000		3,000	-	300
000-2-230	Contracted Services	-	250		250	-	1,000
Total Contractual Services		4,610	4,550	-	4,550	141	3,350
Commodities							
000-3-341	Materials & Supplies	908	1,500		1,500	-	2,700
Total Commodities		908	1,500	-	1,500	-	2,700
Total Human Resources		5,518	6,050	-	6,050	141	6,050

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 424 Main Street Program
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	80,000	64,000		64,000	48,000	75,000
Total Contributions & Other	80,000	64,000	-	64,000	48,000	75,000
Total Main Street Program	80,000	64,000	-	64,000	48,000	75,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 427 Debt Service
Unit 00 Administrative

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Contributions to Other Funds	325,274	319,904		319,904	78,778	-
000-5-572	Interest on Bonds	81,425	70,675		70,675	42,991	60,175
000-6-671	Principal on Bonds	530,000	545,000		545,000	584,793	505,000
000-6-674	Bond Service Charges	1,750	1,750		1,750	1,750	1,750
Total Contributions & Other		938,449	937,329	-	937,329	708,312	566,925
Total Debt Service		938,449	937,329	-	937,329	708,312	566,925

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 431 Mail Room
Unit 00 Administrative

Full Time Employees	1
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	43,764	32,136		32,136	18,540	34,136
000-1-104	FICA	3,072	2,459		2,459	1,305	2,611
000-1-105	Medical & Life Insurance	34,152	13,540		13,540	15,388	8,102
000-1-106	PERS	4,330	3,213		3,213	1,854	3,414
000-1-111	Dental & Optical Insurance	1,072	466		466	455	475
000-1-112	Employee Insurance Cont.	(4,102)	(2,013)		(2,013)	(1,486)	(1,338)
Total Personal Services		82,288	49,801	-	49,801	36,056	47,400
Contractual Services							
000-2-211	Telephone	411	800		800	240	800
000-2-216	Mtce & Repair - Equipment	5,382	10,500		10,500	-	400
000-2-218	Postage	87,709	75,000		75,000	39,494	75,000
000-2-219	Building & Equipment Rent	29,169	31,000		31,000	18,097	32,600
000-2-226	Insurance - WC & UC	1,059	969		969	904	977
Total Contractual Services		123,730	118,269	-	118,269	58,735	109,777
Commodities							
000-3-341	Materials & Supplies	24,896	26,000		26,000	14,390	26,000
Total Commodities		24,896	26,000	-	26,000	14,390	26,000
Total Mail Room		230,914	194,070	-	194,070	109,181	183,177

Fund	001 General Fund
Department	431 Mail Room
Unit	00 Administrative

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Office Support Specialist	N-OT/107	1
Total		1

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	32,136
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	32,136

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 435 Regional Intergovernmental Council
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contractual Services						
000-2-222 Dues & Subscriptions	20,299	20,000		20,000	20,073	20,500
Total Contractual Services	20,299	20,000	-	20,000	20,073	20,500

Total Regional Intergovernmental Council	20,299	20,000	-	20,000	20,073	20,500
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 436 Building Commission
Unit 00 Administrative

Full Time Employees	13
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	625,171	623,050		623,050	354,513	649,482
000-1-104	FICA	44,665	47,663		47,663	25,261	49,685
000-1-105	Medical & Life Insurance	221,989	176,013		176,013	107,516	105,326
000-1-106	PERS	62,490	62,305		62,305	35,452	64,948
000-1-111	Dental & Optical Insurance	6,971	6,059		6,059	3,202	6,175
000-1-112	Employee Insurance Cont.	(40,476)	(26,161)		(26,161)	(24,441)	(17,394)
Total Personal Services		920,810	888,929	-	888,929	501,503	858,222
Contractual Services							
000-2-211	Telephone	6,143	8,500		8,500	4,488	8,500
000-2-214	Travel	3,863	5,000		5,000	1,753	5,000
000-2-217	Mtce & Repair - Auto/Truck	-	-		-	54	200
000-2-219	Building & Equipment Rent	46,206	43,000		43,000	29,245	43,000
000-2-220	Advertising & Legal Pub	-	1,000		1,000	156	1,000
000-2-221	Training	3,359	4,000		4,000	1,559	4,000
000-2-222	Dues & Subscriptions	4,195	2,500		2,500	430	2,500
000-2-223	Professional Services	7,186	3,000		3,000	4,830	10,000
000-2-226	Insurance - WC & UC	6,883	12,591		12,591	5,873	12,701
000-2-230	Contracted Services	295,129	225,000	217,000	442,000	251,976	300,000
Total Contractual Services		372,964	304,591	217,000	521,591	300,364	386,901
Commodities							
000-3-341	Materials & Supplies	19,981	25,000		25,000	2,417	10,000
000-3-347	Resale Merchandise	485	750		750	(113)	750
Total Commodities		20,466	25,750	-	25,750	2,304	10,750
Total Building Commission		1,314,240	1,219,270	217,000	1,436,270	804,171	1,255,873

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 436 Building Commission
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Building Commissioner	E/126	1
Deputy Building Code Official	N-COMP/119	1
Building Inspector	N-COMP/115	2
Property and Mtce. Inspector	N-COMP/114	7
Permit Coordinator	N-COMP/114	1
Permit Technician	N-COMP/109	1
Total		13

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Building Commissioner	E/126	1
Deputy Building Code Official	N-COMP/119	1
Building Inspector	N-COMP/115	2
Property and Mtce. Inspector	N-COMP/114	7
Permit Coordinator	N-COMP/114	1
Permit Technician	N-COMP/109	1
Total		13

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	623,050
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	623,050

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	649,482
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	649,482

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
545	Utility Vehicle	-	-	-	-	28,000	-
551	Utility Vehicle	-	-	-	-	28,000	-
Total		-	-	-	12,268	56,000	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 437 Planning
Unit 00 Administrative

Full Time Employees	7
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	383,973	394,587		394,587	221,032	404,171
000-1-104	FICA	27,724	30,186		30,186	16,005	30,919
000-1-105	Medical & Life Insurance	119,532	94,776		94,776	57,893	56,714
000-1-106	PERS	38,196	39,459		39,459	22,103	40,417
000-1-111	Dental & Optical Insurance	3,753	3,263		3,263	1,724	3,325
000-1-112	Employee Insurance Cont.	(17,869)	(14,087)		(14,087)	(9,532)	(9,366)
Total Personal Services		555,309	548,184	-	548,184	309,225	526,180
Contractual Services							
000-2-211	Telephone	2,797	3,300		3,300	1,578	3,000
000-2-214	Travel	310	1,000		1,000	-	1,000
000-2-216	Mtce & Repair - Equipment	-	250		250	-	250
000-2-217	Mtce & Repair - Auto/Truck	-	-		-	14	100
000-2-219	Building & Equipment Rent	29,959	31,000		31,000	20,383	31,000
000-2-220	Advertising & Legal Pub	1,397	2,000		2,000	401	2,000
000-2-221	Training	345	1,500		1,500	-	1,500
000-2-222	Dues & Subscriptions	1,972	3,700		3,700	655	3,000
000-2-223	Professional Services	450	500		500	300	500
000-2-226	Insurance - WC & UC	3,731	6,780		6,780	3,162	6,839
000-2-230	Contracted Services	696	1,000		1,000	108	1,000
Total Contractual Services		41,657	51,030	-	51,030	26,601	50,189
Commodities							
000-3-341	Materials & Supplies	2,274	5,000		5,000	1,642	5,000
Total Commodities		2,274	5,000	-	5,000	1,642	5,000
Total Planning		599,240	604,214	-	604,214	337,468	581,369

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 437 Planning
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Planning	E/129	1
Planner	N-COMP/119	2
Plans Reviewer II	N-COMP/119	1
Zoning Compliance Technician	N-COMP/116	2
Zoning Specialist	N-COMP/109	1
Total		7

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Planning	E/129	1
Planner	N-COMP/119	2
Plans Reviewer II	N-COMP/119	1
Zoning Compliance Technician	N-COMP/116	2
Zoning Specialist	N-COMP/109	0
Planning Specialist	N-COMP/116	1
Total		7

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	394,587
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	394,587

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	404,171
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	404,171

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	4,821	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 438 Elections
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contractual Services						
000-2-230 Contracted Services	40,687	-		-	-	-
Total Contractual Services	40,687	-	-	-	-	-
Total Elections	40,687	-	-	-	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 439 Information Systems
Unit 00 Administrative

Full Time Employees	10
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Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services						
000-1-103 Salaries & Wages	691,828	556,420		556,420	317,545	580,179
000-1-104 FICA	49,329	42,566		42,566	22,654	44,384
000-1-105 Medical & Life Insurance	136,298	135,395		135,395	66,164	81,020
000-1-106 PERS	69,075	55,642		55,642	31,547	58,018
000-1-111 Dental & Optical Insurance	4,290	4,661		4,661	1,970	4,750
000-1-112 Employee Insurance Cont.	(33,105)	(20,125)		(20,125)	(15,797)	(13,380)
Total Personal Services	917,715	774,559	-	774,559	424,083	754,971
Contractual Services						
000-2-211 Telephone	226,103	225,480		225,480	146,516	214,200
000-2-214 Travel	1,681	2,000		2,000	-	2,000
000-2-216 Mtce & Repair - Equipment	406,288	346,000		346,000	377,635	606,000
000-2-219 Building & Equipment Rent	-	-		-	362	750
000-2-220 Advertising & Legal Pub	400	-		-	-	-
000-2-221 Training	13,671	9,000		9,000	5,667	9,200
000-2-222 Dues & Subscriptions	519	400		400	149	300
000-2-223 Professional Services	52,939	28,000		28,000	24,836	16,000
000-2-226 Insurance - WC & UC	4,236	9,684		9,684	3,614	9,770
000-2-230 Contracted Services	94,800	67,420		67,420	37,870	50,000
Total Contractual Services	800,637	687,984	-	687,984	596,649	908,220
Commodities						
000-3-341 Materials & Supplies	22,569	48,000		48,000	1,810	16,000
000-3-353 Computer Software	26,001	173,900		173,900	3,436	500
Total Commodities	48,570	221,900	-	221,900	5,246	16,500
Contributions & Other						
000-5-566 Contributions to Other Funds	89,377	-	450,000	450,000	-	-
Total Contributions & Other	89,377	-	450,000	450,000	-	-
Total Information Systems	1,856,299	1,684,443	450,000	2,134,443	1,025,978	1,679,691

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 439 Information Systems
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
IT Operations/Projects Mngr.	E/124	1
GIS Manager	E/123	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	4
Electronic Media Specialist	E/119	1
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
Total		10

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
IT Operations/Projects Mngr.	E/124	1
GIS Manager	E/123	1
Apps. & Reporting Analyst	E/121	1
Network Administrator	E/119	4
Electronic Media Specialist	E/119	1
Info. Services Coordinator	E/113	1
PC Technician	E/113	1
Total		10

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	556,420
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	556,420

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	580,179
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	580,179

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
	PCs, Servers, Other	140,000	-	-	-	240,300	206,300
10	Utility Vehicle	-	-	-	-	-	25,000
Total		140,000	-	-	-	240,300	206,300

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 440 General Services*
Unit 00 Administrative

Full Time Employees	11
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	753,684	487,950		487,950	259,750	526,975
000-1-104	FICA	58,916	37,328		37,328	18,678	40,314
000-1-105	Medical & Life Insurance	266,113	148,932		148,932	83,409	89,122
000-1-106	PERS	77,119	44,296		44,296	25,861	48,198
000-1-111	Dental & Optical Insurance	8,653	5,127		5,127	2,745	5,225
000-1-112	Employee Insurance Cont.	(46,040)	(22,135)		(22,135)	(17,795)	(14,718)
Total Personal Services		1,118,445	701,498	-	701,498	372,648	695,116
Contractual Services							
000-2-211	Telephone	19,499	22,000		22,000	11,646	18,500
000-2-213	Utilities	228,818	241,500		241,500	108,926	241,500
000-2-214	Travel	132	-		-	-	-
000-2-215	Mtce & Repair - Bldg/Ground	51,995	50,000		50,000	3,295	50,000
000-2-216	Mtce & Repair - Equipment	62,787	61,000		61,000	3,076	60,000
000-2-219	Building & Equipment Rent	1,495	4,000		4,000	833	25,000
000-2-221	Training	461	3,000		3,000	-	3,000
000-2-222	Dues & Subscriptions	1,180	1,700		1,700	180	400
000-2-223	Professional Services	374	600		600	14	-
000-2-226	Insurance - WC & UC	16,832	10,656		10,656	4,831	10,747
000-2-230	Contracted Services	16,774	15,500		15,500	16,725	50,000
Total Contractual Services		400,347	409,956	-	409,956	149,526	459,147
Commodities							
000-3-341	Materials & Supplies	120,113	134,000		134,000	30,557	88,000
000-3-345	Uniforms	2,503	12,000		12,000	4,723	7,000
Total Commodities		122,616	146,000	-	146,000	35,280	95,000
Total General Services*		1,641,408	1,257,454	-	1,257,454	557,454	1,249,263

*Actuals include former City Manager-Construction (412-50) activity.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 440 General Services*
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Electrician	N-COMP/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
Total		11

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Electrician	N-COMP/112	1
HVAC Technician	N-COMP/111	1
Carpenter	N-OT/110	4
Maintenance Foreman	N-OT/108	1
Maintenance Worker	N-OT/107	2
Custodian	N-OT/104	2
Total		11

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	380,550
Irregular Part Time (IPT)	45,000
Overtime	62,400
Tool Allowance	-
Total	487,950

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	416,455
Irregular Part Time (IPT)	45,000
Overtime	65,520
Tool Allowance	-
Total	526,975

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
556	Utility Vehicle	-	-	-	-	28,000	-
Total		-	-	-	44,427	28,000	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 440 City Hall
Unit 93 Regular Retiree Health Benefits

Regular Retiree Count	179
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-105	Medical & Life Insurance	1,720,716	1,787,594		1,787,594	1,061,081	1,825,677
000-1-111	Dental & Optical Insurance	61,565	50,000		50,000	44,527	75,000
000-1-112	Employee Insurance Cont.	(185,083)	(149,000)		(149,000)	(102,667)	(175,000)
Total Personal Services		1,597,198	1,688,594	-	1,688,594	1,002,941	1,725,677

Total City Hall	1,597,198	1,688,594	-	1,688,594	1,002,941	1,725,677
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 442 Strategy Management
Unit 00 Administrative

Full Time Employees	0
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	167,653	174,910		174,910	84,748	-
000-1-104	FICA	11,908	13,380		13,380	6,198	-
000-1-105	Medical & Life Insurance	34,152	40,618		40,618	16,541	-
000-1-106	PERS	15,671	17,491		17,491	8,475	-
000-1-111	Dental & Optical Insurance	1,072	1,398		1,398	493	-
000-1-112	Employee Insurance Cont.	(9,057)	(6,037)		(6,037)	(3,743)	-
Total Personal Services		221,399	241,760	-	241,760	112,712	-
Contractual Services							
000-2-211	Telephone	341	500		500	215	-
000-2-214	Travel	-	500		500	-	-
000-2-219	Building & Equipment Rent	1,171	2,400		2,400	2,173	-
000-2-221	Training	5,705	1,000		1,000	54	-
000-2-222	Dues & Subscriptions	760	2,000		2,000	27	-
000-2-226	Insurance - WC & UC	1,059	2,906		2,906	904	-
000-2-230	Contracted Services	-	-		-	25	-
Total Contractual Services		9,036	9,306	-	9,306	3,398	-
Commodities							
000-3-341	Materials & Supplies	1,231	500		500	263	-
Total Commodities		1,231	500	-	500	263	-
Total Strategy Management		231,666	251,566	-	251,566	116,373	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 442 Strategy Management
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Strategy Mngt.	E/127	1
Strategic Operations Analyst	E/119	1
Senior Program Coordinator	N-COMP/114	1
Total		3

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Strategy Mngt.	E/127	0
Strategic Operations Analyst	E/119	0
Senior Program Coordinator	N-COMP/114	0
Total		0

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	174,910
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	174,910

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	-
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	-

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 442 Strategy Management
Unit 01 Constituent Services

Full Time Employees	3
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	-	-	51,500	51,500	-	121,207
000-1-104	FICA	-	-	3,940	3,940	-	9,272
000-1-105	Medical & Life Insurance	-	-	18,180	18,180	-	24,306
000-1-106	PERS	-	-	5,150	5,150	-	12,121
000-1-111	Dental & Optical Insurance	-	-	621	621	-	1,425
000-1-112	Employee Insurance Cont.	-	-	(2,683)	(2,683)	-	(4,014)
Total Personal Services		-	-	76,708	76,708	-	164,317
Contractual Services							
000-2-211	Telephone	-	-		-	-	500
000-2-214	Travel	-	-		-	-	500
000-2-219	Building & Equipment Rent	-	-	1,000	1,000	-	3,000
000-2-221	Training	-	-	500	500	-	2,000
000-2-222	Dues & Subscriptions	-	-		-	-	2,000
000-2-226	Insurance - WC & UC	-	-	1,292	1,292	-	2,931
Total Contractual Services		-	-	2,792	2,792	-	10,931
Commodities							
000-3-341	Materials & Supplies	-	-	500	500	99	1,000
Total Commodities		-	-	500	500	99	1,000
Total Strategy Management		-	-	80,000	80,000	99	176,248

Fund	001 General Fund
Department	442 Strategy Management
Unit	01 Constituent Services

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Constituent Services Assistant	N-OT/109	2
Total		2

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	51,500
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	51,500

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Unit #	Equipment						
Total		-	-	-	-	-	-

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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 00 General Engineering Maintenance

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Contributions to Other Funds	535,000	535,000	100,000	635,000	535,000	535,000
Total Contributions & Other		535,000	535,000	100,000	635,000	535,000	535,000
Total Transfers to Other Funds		535,000	535,000	100,000	635,000	535,000	535,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 04 City Service Fee Capital Projects Fund

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Contributions to Other Funds	2,000,000	2,000,000	624,734	2,624,734	1,000,000	3,000,000
Total Contributions & Other		2,000,000	2,000,000	624,734	2,624,734	1,000,000	3,000,000
Total Transfers to Other Funds		2,000,000	2,000,000	624,734	2,624,734	1,000,000	3,000,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 05 Municipal Stabilization

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	-	-	388,182	388,182	-	-
Total Contributions & Other	-	-	388,182	388,182	-	-
Total Transfers to Other Funds	-	-	388,182	388,182	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 06 Ball Park Maintenance Fund

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	25,000	25,000		25,000	-	25,000
Total Contributions & Other	25,000	25,000	-	25,000	-	25,000
Total Transfers to Other Funds	25,000	25,000	-	25,000	-	25,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 07 Facilities Maintenance Fund

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Contributions to Other Funds	430,000	610,000		610,000	610,000	610,000
Total Contributions & Other		430,000	610,000	-	610,000	610,000	610,000
Total Transfers to Other Funds		430,000	610,000	-	610,000	610,000	610,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 11 Land Reuse Agency

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	-	-	250,000	250,000	-	-
Total Contributions & Other	-	-	250,000	250,000	-	-
Total Transfers to Other Funds	-	-	250,000	250,000	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 12 Tourism & Promotions Fund

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	-	-	500,000	500,000	-	-
Total Contributions & Other	-	-	500,000	500,000	-	-
Total Transfers to Other Funds	-	-	500,000	500,000	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 13 Community Participation Program

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	-	-	130,000	130,000	-	-
Total Contributions & Other	-	-	130,000	130,000	-	-
Total Transfers to Other Funds	-	-	130,000	130,000	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 444 Transfers to Other Funds
Unit 14 Business Economic Impact Fund

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-566 Contributions to Other Funds	-	-	751,312	751,312	-	-
Total Contributions & Other	-	-	751,312	751,312	-	-
Total Transfers to Other Funds	-	-	751,312	751,312	-	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 500 Morris Square Property
Unit 00 Administrative

Full Time Employees	1
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	71,579	33,414		33,414	19,369	35,894
000-1-104	FICA	4,948	2,556		2,556	1,346	2,746
000-1-105	Medical & Life Insurance	17,076	13,539		13,539	8,270	8,102
000-1-106	PERS	7,078	3,341		3,341	1,616	3,589
000-1-111	Dental & Optical Insurance	536	466		466	246	475
000-1-112	Employee Insurance Cont.	(5,771)	(2,012)		(2,012)	(1,372)	(1,338)
Total Personal Services		95,446	51,304	-	51,304	29,475	49,468
Contractual Services							
000-2-211	Telephone	770	1,500		1,500	117	1,500
000-2-213	Utilities	182,069	225,000		225,000	110,296	225,000
000-2-215	Mtce & Repair - Bldg/Ground	25,539	35,000		35,000	1,763	30,000
000-2-219	Building & Equipment Rent	-	-		-	410	1,000
000-2-226	Insurance - WC & UC	530	969		969	452	977
000-2-230	Contracted Services	27,112	20,000		20,000	2,571	25,000
Total Contractual Services		236,020	282,469	-	282,469	115,609	283,477
Commodities							
000-3-341	Materials & Supplies	26,930	45,000		45,000	4,229	44,000
Total Commodities		26,930	45,000	-	45,000	4,229	44,000
Total Morris Square Property		358,396	378,773	-	378,773	149,313	376,945

Fund	001 General Fund
Department	500 Morris Square Property
Unit	00 Administrative

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Custodian	N-OT/104	1
Total		1

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	23,814
Irregular Part Time (IPT)	-
Overtime	9,600
Tool Allowance	-
Total	33,414

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 501 Wellness Center
Unit 00 Administrative

Full Time Employees	0
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Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contractual Services						
000-2-211 Telephone	-	1,200		1,200	2,018	4,200
000-2-219 Building & Equipment Rent	320	1,500		1,500	480	1,000
000-2-230 Contracted Services	999,143	897,000		897,000	462,114	954,800
Total Contractual Services	999,463	899,700	-	899,700	464,612	960,000
Commodities						
000-3-341 Materials & Supplies	11	3,000		3,000	23,261	40,000
Total Commodities	11	3,000	-	3,000	23,261	40,000
Total Wellness Center	999,474	902,700	-	902,700	487,873	1,000,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 566 Public Works
Unit 00 Administrative

Full Time Employees	3
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	104,280	104,000		104,000	60,000	192,000
000-1-104	FICA	8,000	7,956		7,956	4,595	14,688
000-1-105	Medical & Life Insurance	34,152	13,539		13,539	16,541	24,306
000-1-106	PERS	10,428	10,400		10,400	6,000	19,200
000-1-111	Dental & Optical Insurance	1,072	466		466	493	1,425
000-1-112	Employee Insurance Cont.	(80)	(2,012)		(2,012)	(54)	(4,014)
Total Personal Services		157,852	134,349	-	134,349	87,575	247,605
Contractual Services							
000-2-211	Telephone	23,854	30,000		30,000	15,104	30,000
000-2-213	Utilities	89,412	100,000		100,000	43,488	100,000
000-2-214	Travel	-	500		500	-	500
000-2-221	Training	-	500		500	-	500
000-2-226	Insurance - WC & UC	1,059	969		969	904	2,931
Total Contractual Services		114,325	131,969	-	131,969	59,496	133,931
Commodities							
000-3-341	Materials & Supplies	720	500		500	-	500
Total Commodities		720	500	-	500	-	500
Total Public Works		272,897	266,818	-	266,818	147,071	382,036

Fund 001 General Fund
Department 566 Public Works
Unit 00 Administrative

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Public Works	E/132	1
Total		1

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Public Works	E/132	1
Administrative Assistant I	N-COMP/109	2
Total		3

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	104,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	104,000

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	192,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	192,000

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Unit #	Equipment						
Total		-	-	-	-	-	-

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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 567 Public Grounds
Unit 00 Administrative

Full Time Employees	26
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	866,107	884,277		884,277	474,028	886,786
000-1-104	FICA	61,774	67,647		67,647	34,070	67,839
000-1-105	Medical & Life Insurance	478,129	365,565		365,565	231,572	210,652
000-1-106	PERS	86,155	88,428		88,428	46,909	88,679
000-1-111	Dental & Optical Insurance	15,013	12,585		12,585	6,895	12,350
000-1-112	Employee Insurance Cont.	(61,749)	(54,335)		(54,335)	(32,461)	(34,788)
Total Personal Services		1,445,429	1,364,167	-	1,364,167	761,013	1,231,518
Contractual Services							
000-2-213	Utilities	1,297	1,200		1,200	849	1,200
000-2-214	Travel	426	1,000		1,000	328	1,000
000-2-215	Mtce & Repair - Bldg/Ground	5,576	10,000		10,000	-	5,000
000-2-216	Mtce & Repair - Equipment	24,883	30,000		30,000	75	5,000
000-2-219	Building & Equipment Rent	806	500		500	407	500
000-2-221	Training	(100)	300		300	90	300
000-2-222	Dues & Subscriptions	10	200		200	-	200
000-2-226	Insurance - WC & UC	14,826	26,150		26,150	12,649	25,402
000-2-230	Contracted Services	1,991	4,000		4,000	-	4,000
Total Contractual Services		49,715	73,350	-	73,350	14,398	42,602
Commodities							
000-3-341	Materials & Supplies	67,333	70,000		70,000	43,170	100,000
000-3-345	Uniforms	10,412	12,000		12,000	1,744	12,000
Total Commodities		77,745	82,000	-	82,000	44,914	112,000
Total Public Grounds		1,572,889	1,519,517	-	1,519,517	820,325	1,386,120

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 567 Public Grounds
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Deputy Director Public Grounds	E/121	1
Supervisor - Public Grounds	E/116	1
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	17
Total		27

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Deputy Director Public Grounds:	E/121	1
Supervisor - Public Grounds	E/116	0
Grounds Crew Leader	N-OT/113	1
Tree Trimmer	N-OT/109	2
Heavy Equipment Operator	N-OT/108	2
Small Engine Mechanic	N-OT/108	1
Tree Crew Leader	N-OT/113	1
Custodian	N-OT/104	1
Grounds Maintenance Worker	N-OT/104	17
Total		26

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	860,277
Irregular Part Time (IPT)	-
Overtime	24,000
Tool Allowance	-
Total	884,277

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	861,586
Irregular Part Time (IPT)	-
Overtime	25,200
Tool Allowance	-
Total	886,786

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
359	Pickup, Regular Cab		29,000	3,064			
363	Pickup, Regular Cab		30,000	3,170			
367	Pickup, Regular Cab		37,000	3,909			
374	Pickup, Crew Cab		30,000	3,170			
376-M	Mower Attachment		32,000	3,381			
T-12	Trailer	1,800					
W-2	Water Sprayer					3,600	
M1	Mower, Zero Turn					15,000	
M3	Mower, Zero Turn					15,000	
M4	Mower, Zero Turn					15,000	
366	Pickup, Crew Cab						33,000
T-6	Trailer						1,600
378-M	Mower Attachment						42,000
Total		1,800	158,000	16,694	145,871	48,600	76,600

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 567 Public Grounds
Unit 01 Carriage Trail

Full Time Employees	2
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	62,447	65,464		65,464	35,723	69,664
000-1-104	FICA	4,387	5,008		5,008	2,529	5,329
000-1-105	Medical & Life Insurance	34,154	27,079		27,079	16,541	16,204
000-1-106	PERS	6,235	6,546		6,546	3,572	6,966
000-1-111	Dental & Optical Insurance	1,071	932		932	493	950
000-1-112	Employee Insurance Cont.	(5,594)	(4,025)		(4,025)	(3,167)	(2,676)
Total Personal Services		102,700	101,004	-	101,004	55,691	96,437
Contractual Services							
000-2-226	Insurance - WC & UC	1,059	1,937		1,937	904	1,954
Total Contractual Services		1,059	1,937	-	1,937	904	1,954
Commodities							
000-3-341	Materials & Supplies	4,552	-		-	912	4,000
000-3-345	Uniforms	785	-		-	199	800
Total Commodities		5,337	-	-	-	1,111	4,800
Total Public Grounds		109,096	102,941	-	102,941	57,706	103,191

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 567 Public Grounds
Unit 01 Carriage Trail

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Trail Specialist	N-OT/106	1
Grounds Maintenance Worker	N-OT/104	1
Total		2

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Trail Specialist	N-OT/106	1
Grounds Maintenance Worker	N-OT/104	1
Total		2

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	61,464
Irregular Part Time (IPT)	-
Overtime	4,000
Tool Allowance	-
Total	65,464

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	65,464
Irregular Part Time (IPT)	-
Overtime	4,200
Tool Allowance	-
Total	69,664

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 699 Contingency
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-598 Contingency	-	-	200,000	200,000	-	375,000
Total Contributions & Other	-	-	200,000	200,000	-	375,000
Total Contingency	-	-	200,000	200,000	-	375,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 700 Police
Unit 00/02 Uniformed

Full Time Employees	173
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	9,985,394	9,717,818	106,456	9,824,274	5,510,290	10,276,690
000-1-104	FICA	139,187	140,908	1,544	142,452	77,639	149,012
000-1-105	Medical & Life Insurance	1,648,026	2,342,327		2,342,327	786,685	1,401,646
001-1-107	MPFRS	302,174	339,000	9,049	348,049	168,577	375,800
000-1-107	Pre-2011 Pension Benefits	4,324,997	5,280,000		5,280,000	3,013,473	4,415,000
003-1-107	Post-2011 Pension Benefits	1,439,888	1,885,000		1,885,000	1,130,550	2,190,000
000-1-110	Uniform Allowance	115,002	121,250		121,250	121,358	121,250
000-1-111	Dental & Optical Insurance	87,917	80,636		80,636	46,319	82,175
000-1-112	Employee Insurance Cont.	(478,753)	(348,148)		(348,148)	(260,562)	(231,474)
Total Personal Services		17,563,832	19,558,791	117,049	19,675,840	10,594,329	18,780,099
Contractual Services							
000-2-211	Telephone	81,877	100,000		100,000	51,236	96,500
000-2-212	Printing	475	1,500		1,500	-	1,000
000-2-213	Utilities	111,325	109,000		109,000	33,258	101,000
000-2-214	Travel	26,516	33,500		33,500	23,821	33,500
000-2-216	Mtce & Repair - Equipment	144,449	183,500		183,500	123,999	179,000
000-2-217	Mtce & Repair - Auto/Truck	72,288	58,700		58,700	23,247	61,000
000-2-219	Building & Equipment Rent	61,151	63,100		63,100	45,915	75,500
000-2-220	Advertising & Legal Pub	511	6,000		6,000	-	2,000
000-2-221	Training	22,497	46,000		46,000	14,075	38,000
000-2-222	Dues & Subscriptions	1,340	4,000		4,000	4,267	4,000
000-2-223	Professional Services	74,645	49,600		49,600	38,627	49,000
000-2-226	Insurance - WC & UC	241,701	167,554	943	168,497	96,814	169,021
000-2-230	Contracted Services	6,898	-		-	913	1,700
000-2-239	Fine Supported Training	1,773	-	21,153	21,153	-	-
Total Contractual Services		847,446	822,454	22,096	844,550	456,172	811,221
Commodities							
000-3-341	Materials & Supplies	91,342	120,000		120,000	69,966	120,000
000-3-343	Gas, Oil & Tires	478	800		800	291	800
000-3-344	Prisoner Other Costs	92,254	100,000		100,000	27,454	90,000
000-3-345	Uniforms	56,027	74,000		74,000	15,507	95,000
Total Commodities		240,101	294,800	-	294,800	113,218	305,800
Contributions & Other							
Total Police - Uniformed		18,651,379	20,676,045	139,145	20,815,190	11,163,719	19,897,120

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 700 Police
Unit 00/02 Uniformed

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
Total		173

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Police Chief	E/132	1
Uniformed Members	var	172
Total		173

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,086,136
Irregular Part Time (IPT)	-
Overtime	1,738,138
Tool Allowance	-
Total	9,824,274

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,406,933
Irregular Part Time (IPT)	-
Overtime	1,869,756
Tool Allowance	-
Total	10,276,690

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
	Administrative SUV (5)		130,500	13,788		130,500	-
	Admin Vehicle Eqpm't.	4,500				4,500	-
	Admin. Equipment Instal	2,500				2,500	-
	Handheld IRP Radios	21,000				21,000	21,000
	Mobile Data Terminals	65,000				-	65,000
	AFIS Machine	22,000				-	-
	Interceptor SUV - line (12)					443,000	455,000
	Interceptor SUV - Supv. (3)					-	114,000
	Light Bar Package					17,200	22,250
	Other Vehicle Equipment					27,100	34,700
	Equipment Install					14,400	18,000
	Mobile Analog Radios					4,350	5,400
	IRP Mobile Radios					11,550	14,400
	Police Bicycles (2)					3,800	3,800
	Motorcycles (5)					-	45,000
Total		115,000	130,500	13,788	472,028	679,900	798,550

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 700 Police
Unit 01 Civilian

Full Time Employees	24
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	937,928	923,920	50,000	973,920	519,561	1,031,073
000-1-104	FICA	67,376	70,680	3,825	74,505	37,329	78,877
000-1-105	Medical & Life Insurance	409,825	311,408	13,539	324,947	198,491	194,448
000-1-106	PERS	89,643	87,392	5,000	92,392	50,831	98,107
000-1-110	Uniform Allowance	597	600	-	600	418	600
000-1-111	Dental & Optical Insurance	12,869	10,720	466	11,186	5,892	11,400
000-1-112	Employee Insurance Cont.	(50,609)	(46,286)	(2,012)	(48,298)	(28,826)	(32,112)
Total Personal Services		1,467,629	1,358,434	70,818	1,429,252	783,696	1,382,393
Contractual Services							
000-2-226	Insurance - WC & UC	12,708	22,276	969	23,245	10,842	23,448
Total Contractual Services		12,708	22,276	969	23,245	10,842	23,448
Contributions & Other							
000-5-568	Other Contributions	40,000	38,400		38,400	22,400	60,000
Total Contributions & Other		40,000	38,400	-	38,400	22,400	60,000
Total Police - Civilian		1,520,337	1,419,110	71,787	1,490,897	816,938	1,465,841

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 700 Police
Unit 01 Civilian

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Administrative Assistant II	N-COMP/114	1
Domestic Violence Coordinator	N-COMP/113	1
Animal Control Officer	N-COMP/110	2
Police Supply Technician	N-OT/107	1
Evidence Technician	N-OT/110	1
Office Support Specialist	N-OT/107	16
Administrative Assistant I	N-COMP/109	1
Outreach Coordinator	N-COMP/114	1
Total		24

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Assitant to the Chief	E/119	1
Administrative Assistant II	N-COMP/114	0
Domestic Violence Coordinato	N-COMP/113	1
Animal Control Officer	N-COMP/110	2
Police Supply Technician	N-OT/107	1
Evidence Technician	N-OT/110	1
Office Support Specialist	N-OT/107	16
Administrative Assistant I	N-COMP/109	1
Outreach Coordinator	N-COMP/114	1
Total		24

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	834,320
Irregular Part Time (IPT)	50,000
Overtime	89,600
Tool Allowance	-
Total	973,920

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	886,993
Irregular Part Time (IPT)	50,000
Overtime	94,080
Tool Allowance	-
Total	1,031,073

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund

Department 700 Police

Unit 03 Charleston Leadership Council on Public Safety

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	5,000	4,000		4,000	4,000	4,000
Total Contributions & Other	5,000	4,000	-	4,000	4,000	4,000

Total Charleston Leadership Council on Public Safety	5,000	4,000	-	4,000	4,000	4,000
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 700 Police - Uniformed
Unit 93 Retiree Health Benefits

Police Retiree Count	181
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-105	Medical & Life Insurance	2,793,662	2,466,207		2,466,207	1,760,839	3,334,954
000-1-111	Dental & Optical Insurance	100,278	90,000		90,000	53,403	92,000
000-1-112	Employee Insurance Cont.	(332,464)	(327,000)		(327,000)	(195,587)	(335,000)
Total Personal Services		2,561,476	2,229,207	-	2,229,207	1,618,655	3,091,954
Total Police - Uniformed		2,561,476	2,229,207	-	2,229,207	1,618,655	3,091,954

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 706 Fire
Unit 00 Uniformed

Full Time Employees	169
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	9,035,493	9,286,274	1,960,568	11,246,842	6,900,258	10,433,539
000-1-104	FICA	125,632	134,651	28,429	163,080	97,521	151,286
000-1-105	Medical & Life Insurance	1,537,002	2,288,168		2,288,168	537,471	1,369,238
001-1-107	MPFRS	225,168	222,960	61,928	284,888	179,968	271,500
000-1-107	Pre-2011 Pension Benefits	4,490,764	4,352,377		4,352,377	3,103,325	4,715,000
003-1-107	Post-2011 Pension Benefits	1,762,919	2,668,000		2,668,000	1,327,611	2,940,000
000-1-110	Uniform Allowance	116,942	118,400		118,400	109,767	118,400
000-1-111	Dental & Optical Insurance	92,803	78,771		78,771	72,686	80,275
000-1-112	Employee Insurance Cont.	(488,255)	(340,098)		(340,098)	(278,542)	(226,122)
Total Personal Services		16,898,468	18,809,503	2,050,925	20,860,428	12,050,065	19,853,116
Contractual Services							
000-2-211	Telephone	42,074	65,000		65,000	27,919	51,000
000-2-212	Printing	1,256	1,500		1,500	808	1,000
000-2-213	Utilities	102,999	165,000		165,000	78,621	155,000
000-2-214	Travel	11,928	21,000		21,000	7,636	21,000
000-2-215	Mtce & Repair - Bldg/Ground	9,390	20,000		20,000	10,809	20,000
000-2-216	Mtce & Repair - Equipment	71,827	89,000		89,000	37,297	95,188
000-2-217	Mtce & Repair - Auto/Truck	4,912	10,000		10,000	282	10,000
000-2-218	Postage	-	-		-	14	-
000-2-219	Building & Equipment Rent	2,053	4,800		4,800	5,719	11,000
000-2-220	Advertising & Legal Pub	-	1,000		1,000	-	500
000-2-221	Training	75,020	110,000		110,000	43,786	100,000
000-2-222	Dues & Subscriptions	8,071	4,400		4,400	1,928	6,000
000-2-223	Professional Services	35,143	68,000		68,000	14,746	56,400
000-2-226	Insurance - WC & UC	171,662	163,741	996	164,737	101,036	165,113
000-2-230	Contracted Services	51,488	60,000		60,000	47,620	41,000
000-2-234	Fire Hydrant Rental	150,629	153,000		153,000	76,272	153,000
Total Contractual Services		738,452	936,441	996	937,437	454,493	886,201
Commodities							
000-3-341	Materials & Supplies	396,982	399,000	8,000	407,000	197,498	399,000
000-3-342	Fire Investigation	2,054	2,000		2,000	-	2,500
000-3-345	Uniforms	72,060	115,000		115,000	20,130	100,000
000-3-356	Fire Prevention	5,887	6,000		6,000	4,779	6,000
Total Commodities		476,983	522,000	8,000	530,000	222,407	507,500
Total Fire - Uniformed		18,113,903	20,267,944	2,059,921	22,327,865	12,726,965	21,246,817

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 706 Fire
Unit 00 Uniformed

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Fire Chief	E/132	1
Uniformed Members	var	168
Total		169

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Fire Chief	E/132	1
Uniformed Members	var	168
Total		169

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	8,319,058
Irregular Part Time (IPT)	-
Overtime	1,002,784
Tool Allowance	-
Total	9,321,842

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	9,019,847
Irregular Part Time (IPT)	-
Overtime	1,413,691
Tool Allowance	-
Total	10,433,539

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
438	Ambulance		120,000	12,679		120,000	120,000
	Fire Hose & Nozzles	20,000				20,000	20,000
	Air Packs (5)	32,500				33,000	33,000
	Radios	20,000				20,000	20,000
	Spare Air Cylinders (10)	8,000				8,000	8,000
	Patient Lift	35,000				-	-
	Heart Monitor/Amb. Equ	40,000				40,000	40,000
	Power Cot	22,000				-	22,000
	Lucas Device	16,000				-	16,000
	Bunker Gear Washer & R	19,000				-	-
	Mobile Data Terminals	22,000				22,000	22,000
	Stair Chair (5)	10,000				-	-
	Thermal Image Camera	12,000				-	-
	Training Mannequin (2)	3,600				-	-
408	Responder Pickup					37,000	-
450	Responder Pickup					37,000	-
482	Rescue Truck					300,000	-
Total		260,100	120,000	12,679	544,766	637,000	301,000

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 706 Fire
Unit 01 Civilian

Full Time Employees	2
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	85,585	85,356		85,356	49,244	89,356
000-1-104	FICA	5,948	6,530		6,530	3,429	6,836
000-1-105	Medical & Life Insurance	34,152	27,079		27,079	16,541	16,204
000-1-106	PERS	8,559	8,536		8,536	4,924	8,936
000-1-111	Dental & Optical Insurance	1,072	932		932	493	950
000-1-112	Employee Insurance Cont.	(6,743)	(4,025)		(4,025)	(3,626)	(2,676)
Total Personal Services		128,573	124,408	-	124,408	71,005	119,606
Contractual Services							
000-2-226	Insurance - WC & UC	1,059	1,937		1,937	904	1,954
Total Contractual Services		1,059	1,937	-	1,937	904	1,954
Total Fire		129,632	126,345	-	126,345	71,909	121,560

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 706 Fire
Unit 01 Civilian

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Administrative Assistant II	N-COMP/114	1
Office Support Specialist	N-OT/107	1
Total		2

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Assistant to the Chief	E/119	1
Administrative Assistant II	N-COMP/114	0
Office Support Specialist	N-OT/107	1
Total		2

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	85,356
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	85,356

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	89,356
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	89,356

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 706 Fire - Uniformed
Unit 93 Retiree Health Benefits

Fire Retiree Count	188
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-105	Medical & Life Insurance	3,333,388	2,437,940		2,437,940	2,506,283	3,971,500
000-1-111	Dental & Optical Insurance	99,279	95,000		95,000	63,333	110,000
000-1-112	Employee Insurance Cont.	(367,042)	(365,746)		(365,746)	(216,039)	(370,000)
Total Personal Services		3,065,625	2,167,194	-	2,167,194	2,353,577	3,711,500

Total Fire - Uniformed		3,065,625	2,167,194	-	2,167,194	2,353,577	3,711,500
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 712 Traffic Engineering
Unit 00 Administrative

Full Time Employees	10
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	480,607	438,659		438,659	258,822	407,761
000-1-104	FICA	34,121	33,558		33,558	18,526	31,194
000-1-105	Medical & Life Insurance	49,377	148,934		148,934	99,118	81,020
000-1-106	PERS	47,027	43,866		43,866	25,873	40,776
000-1-111	Dental & Optical Insurance	8,735	5,127		5,127	4,986	4,750
000-1-112	Employee Insurance Cont.	(36,151)	(22,137)		(22,137)	(18,111)	(13,380)
Total Personal Services		583,716	648,007	-	648,007	389,214	552,121
Contractual Services							
000-2-213	Utilities	188,279	180,000		180,000	97,278	180,000
000-2-214	Travel	1,098	2,000		2,000	-	2,000
000-2-215	Mtce & Repair - Bldg/Ground	-	-		-	625	1,000
000-2-216	Mtce & Repair - Equipment	13,502	15,000		15,000	7,597	15,000
000-2-217	Mtce & Repair - Auto/Truck	95	500		500	-	500
000-2-218	Postage	166	-		-	186	300
000-2-219	Building & Equipment Rent	2,762	3,000		3,000	1,298	3,000
000-2-221	Training	1,994	1,000		1,000	-	1,000
000-2-222	Dues & Subscriptions	489	260		260	43	260
000-2-223	Professional Services	224	200		200	-	200
000-2-226	Insurance - WC & UC	22,369	10,653		10,653	4,207	9,770
000-2-230	Contracted Services	426,593	475,000		475,000	223,407	475,000
Total Contractual Services		657,571	687,613	-	687,613	334,641	688,030
Commodities							
000-3-341	Materials & Supplies	148,001	150,000		150,000	93,951	170,000
000-3-345	Uniforms	800	5,500		5,500	739	5,500
Total Commodities		148,801	155,500	-	155,500	94,690	175,500
Total Traffic Engineering		1,390,088	1,491,120	-	1,491,120	818,545	1,415,651

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 712 Traffic Engineering
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director - Traffic Operations	E/119	1
Mobility Planner	E/121	1
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
Total		11

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director - Traffic Operations	E/119	1
Mobility Planner	E/121	0
Traffic Signal Crew Leader	N-OT/113	1
Traffic Signal Specialist	N-OT/110	3
Traffic Sign Crew Leader	N-OT/113	1
Traffic Sign Specialist	N-OT/108	3
Administrative Assistant I	N-OT/109	1
Total		10

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	427,459
Irregular Part Time (IPT)	-
Overtime	11,200
Tool Allowance	-
Total	438,659

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	396,001
Irregular Part Time (IPT)	-
Overtime	11,760
Tool Allowance	-
Total	407,761

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
	Traffic Signal Eqmt.	10,000				10,000	21,600
	Total	10,000	-	-	42,574	10,000	21,600

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 716 Homeland Security - Emergency Management
Unit 00 Administrative

Full Time Employees	1
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	136,145	143,301		143,301	30,000	83,689
000-1-104	FICA	10,145	10,963		10,963	2,165	6,402
000-1-105	Medical & Life Insurance	34,152	27,079		27,079	16,541	8,102
000-1-106	PERS	12,561	14,330		14,330	3,000	8,369
000-1-111	Dental & Optical Insurance	1,072	932		932	493	475
000-1-112	Employee Insurance Cont.	(2,639)	(4,025)		(4,025)	(1,685)	(1,338)
Total Personal Services		191,436	192,580	-	192,580	50,514	105,699
Contractual Services							
000-2-211	Telephone	990	1,500		1,500	946	1,500
000-2-214	Travel	-	250		250	53	1,000
000-2-216	Mtce & Repair - Equipment	-	500		500	-	500
000-2-219	Building & Equipment Rent	3,432	4,000		4,000	3,432	4,000
000-2-221	Training	-	500		500	-	1,500
000-2-222	Dues & Subscriptions	475	500		500	75	500
000-2-226	Insurance - WC & UC	1,059	1,937		1,937	904	977
Total Contractual Services		5,956	9,187	-	9,187	5,410	9,977
Commodities							
000-3-341	Materials & Supplies	3,343	1,000		1,000	-	1,000
Total Commodities		3,343	1,000	-	1,000	-	1,000
Total Homeland Security - Emergency Management		200,735	202,767	-	202,767	55,924	116,676

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 716 Homeland Security - Emergency Management
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Dir. of Emergency Mgmt	E/129	1
Administrative Assistant II	N-COMP/114	1
Total		2

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Dir. of Emergency Mgmt	E/129	1
Administrative Assistant II	N-COMP/114	0
Total		1

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	143,301
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	143,301

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	83,689
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	83,689

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	5,811	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 750 Streets
Unit 00 Administrative

Full Time Employees	72
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	2,577,579	2,565,810		2,565,810	1,348,577	2,607,472
000-1-104	FICA	184,895	196,284		196,284	96,981	199,472
000-1-105	Medical & Life Insurance	845,876	988,380		988,380	528,469	583,344
000-1-106	PERS	256,996	256,581		256,581	133,768	260,747
000-1-111	Dental & Optical Insurance	26,888	34,025		34,025	14,312	34,200
000-1-112	Employee Insurance Cont.	(169,551)	(146,906)		(146,906)	(91,122)	(96,336)
Total Personal Services		3,722,683	3,894,174	-	3,894,174	2,030,985	3,588,899
Contractual Services							
000-2-219	Building & Equipment Rent	1,341	2,000		2,000	3,711	3,000
000-2-221	Training	-	500		500	-	500
000-2-222	Dues & Subscriptions	325	-		-	303	400
000-2-226	Insurance - WC & UC	74,166	70,702		70,702	69,734	70,344
000-2-230	Contracted Services	-	2,000		2,000	381	1,000
Total Contractual Services		75,832	75,202	-	75,202	74,129	75,244
Commodities							
000-3-341	Materials & Supplies	349,107	380,000		380,000	121,547	380,000
000-3-345	Uniforms	28,033	30,400		30,400	7,052	30,400
000-3-359	Snow Removal Materials	165,710	200,000		200,000	-	200,000
Total Commodities		542,850	610,400	-	610,400	128,599	610,400
Total Streets		4,341,365	4,579,776	-	4,579,776	2,233,713	4,274,543

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 750 Streets
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Street	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	1
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/105	17
Vactor Truck Operator	N-OT/105	1
Street Maintenance Worker	N-OT/104	21
Total		73

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Director of Street	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	0
Street Crew Leader	N-OT/113	9
Welder	N-OT/111	1
Heavy Equipment Operator	N-OT/108	17
Dispatcher	N-OT/106	4
Truck Driver	N-OT/105	18
Vactor Truck Operator	N-OT/105	0
Street Maintenance Worker	N-OT/104	21
Total		72

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	2,325,810
Irregular Part Time (IPT)	-
Overtime	240,000
Tool Allowance	-
Total	2,565,810

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	2,355,472
Irregular Part Time (IPT)	-
Overtime	252,000
Tool Allowance	-
Total	2,607,472

**City of Charleston
Municipal Budget
FY 2021**

Projected Capital Equipment Acquisitions

Unit #	Equipment	FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
85	End Loader		156,000	16,483			
62	Truck, Chipper Body		140,000	14,792			
55	Leaf Machine		40,000	4,226			
60	Leaf Machine		40,000	4,226			
66	Leaf Machine		40,000	4,226			
T67	Trailer	7,500					
	Light Plants	11,225					
A1	Arrow Board	5,500					
A6	Arrow Board	5,500					
82	Gradeall					385,000	
Ch7	Chipper					35,000	
	Message Board (2)					15,000	
A7	Arrow Board					5,500	
A8	Arrow Board					5,500	
T79	Trailer					15,000	
T69	Trailer					1,200	
56	Leaf Machine						42,000
57	Leaf Machine						42,000
59	Leaf Machine						42,000
74	Leaf Machine						42,000
43	Truck, Dump						140,000
30	Truck, Dump						117,000
49	Truck, Dump						89,000
50	Truck, Dump						89,000
Total		29,725	416,000	43,953	791,827	462,200	603,000

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 754 Equipment Maintenance
Unit 00 Administrative

Full Time Employees	18
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	885,004	849,294		849,294	451,983	767,077
000-1-104	FICA	63,445	64,971		64,971	32,233	58,681
000-1-105	Medical & Life Insurance	207,419	284,329		284,329	99,874	145,836
000-1-106	PERS	87,169	84,929		84,929	43,728	75,868
000-1-111	Dental & Optical Insurance	7,793	9,788		9,788	3,853	8,550
000-1-112	Employee Insurance Cont.	(58,291)	(42,261)		(42,261)	(32,571)	(24,084)
Total Personal Services		1,192,539	1,251,050	-	1,251,050	599,100	1,031,928
Contractual Services							
000-2-214	Travel	1,705	1,500		1,500	77	1,000
000-2-215	Mtce & Repair - Bldg/Ground	4,892	3,000		3,000	2,497	3,000
000-2-216	Mtce & Repair - Equipment	265,776	226,000		226,000	69,603	226,000
000-2-219	Building & Equipment Rent	5,319	4,200		4,200	1,663	4,200
000-2-221	Training	988	3,000		3,000	40	2,000
000-2-222	Dues & Subscriptions	7,806	8,000		8,000	1,554	8,000
000-2-223	Professional Services	16,328	10,000		10,000	3,234	10,000
000-2-226	Insurance - WC & UC	20,147	20,339		20,339	9,430	17,586
000-2-230	Contracted Services	10,206	13,000		13,000	4,124	13,000
Total Contractual Services		333,167	289,039	-	289,039	92,222	284,786
Commodities							
000-3-341	Materials & Supplies	791,487	950,000		950,000	300,645	950,000
000-3-343	Gas, Oil & Tires	1,004,607	895,000		895,000	515,450	895,000
000-3-345	Uniforms	7,210	8,900		8,900	1,095	8,900
Total Commodities		1,803,304	1,853,900	-	1,853,900	817,190	1,853,900
Contributions & Other							
Total Equipment Maintenance		3,329,010	3,393,989	-	3,393,989	1,508,512	3,170,614

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 754 Equipment Maintenance
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Operations Manager	E/116	1
Office Support Specialist	N-OT/107	1
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	13
Inventory Technician	N-OT/106	1
Total		21

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Dep. Dir. of Fleet Services	E/121	1
Operations Manager	E/116	0
Office Support Specialist	N-OT/107	0
Vehicle Mtce Crew Leader	N-OT/113	3
Service Writer	N-OT/108	1
Mechanic	N-OT/111	12
Inventory Technician	N-OT/106	1
Total		18

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	788,893
Irregular Part Time (IPT)	-
Overtime	52,000
Tool Allowance	8,400
Total	849,293

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	704,077
Irregular Part Time (IPT)	-
Overtime	54,600
Tool Allowance	8,400
Total	767,077

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	45,914	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 800 Refuse & Recycling
Unit 00 Administrative

Full Time Employees	66
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	2,142,159	2,196,004		2,196,004	1,143,103	2,248,824
000-1-104	FICA	153,991	167,994		167,994	82,240	172,035
000-1-105	Medical & Life Insurance	729,565	907,143		907,143	472,904	534,732
000-1-106	PERS	212,505	219,600		219,600	113,871	224,882
000-1-111	Dental & Optical Insurance	25,321	31,229		31,229	7,790	31,350
000-1-112	Employee Insurance Cont.	(135,950)	(134,832)		(134,832)	(73,742)	(88,308)
Total Personal Services		3,127,591	3,387,138	-	3,387,138	1,746,166	3,123,515
Contractual Services							
000-2-214	Travel	33	-		-	300	800
000-2-216	Mtce & Repair - Equipment	381	2,000		2,000	-	2,000
000-2-219	Building & Equipment Rent	2,380	1,500		1,500	657	1,500
000-2-222	Dues & Subscriptions	94	-		-	-	100
000-2-226	Insurance - WC & UC	225,681	64,891		64,891	150,593	64,482
000-2-230	Contracted Services	3,608	7,500		7,500	2,000	7,500
Total Contractual Services		232,177	75,891	-	75,891	153,550	76,382
Commodities							
000-3-341	Materials & Supplies	452,166	65,000	15,000	80,000	15,279	65,000
000-3-345	Uniforms	24,144	29,200		29,200	4,344	29,200
Total Commodities		476,310	94,200	15,000	109,200	19,623	94,200
Total Refuse & Recycling		3,836,078	3,557,229	15,000	3,572,229	1,919,339	3,294,097

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 800 Refuse & Recycling
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Office Support Specialist	N-OT/107	1
Sanitation Crew Leader	N-OT/113	3
Sanitation Driver	N-OT/107	25
Sanitation Worker	N-OT/105	36
Total		67

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Deputy Director of Refuse	E/121	1
Supervisor - Sanitation Services	E/116	1
Office Support Specialist	N-OT/107	0
Sanitation Crew Leader	N-OT/113	3
Sanitation Driver	N-OT/107	25
Sanitation Worker	N-OT/105	36
Total		66

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	1,972,004
Irregular Part Time (IPT)	-
Overtime	224,000
Tool Allowance	-
Total	2,196,004

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	2,013,624
Irregular Part Time (IPT)	-
Overtime	235,200
Tool Allowance	-
Total	2,248,824

Projected Capital Equipment Acquisitions

Unit # Equipment	FY 2021				FY 2022	FY 2023
	Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
152 Truck, Packer		142,000	15,004			
128 Truck, Stake Body					76,000	
156 Truck, Packer					142,000	
151 Truck, Packer					142,000	
153 Truck, Packer						142,000
157 Truck, Packer						142,000
141 Truck, Packer						142,000
143 Truck, Packer						142,000
Total	-	142,000	15,004	515,510	360,000	568,000

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 803 Kanawha-Charleston Health Department
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-567 Contributions to Other Govt	125,000	100,000		100,000	58,333	100,000
Total Contributions & Other	125,000	100,000	-	100,000	58,333	100,000

Total Kanawha- Charleston Health Department	125,000	100,000	-	100,000	58,333	100,000
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 804 Other Health Program
Unit 00 Homeless Outreach

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	75,000	60,000	(55,000)	5,000	5,000	-
Total Contributions & Other	75,000	60,000	(55,000)	5,000	5,000	-
Total Other Health Program	75,000	60,000	(55,000)	5,000	5,000	-

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 900 Parks & Recreation
Unit 00 Administrative

Full Time Employees	31
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	1,496,831	1,495,008		1,495,008	828,114	1,542,483
000-1-104	FICA	108,943	114,368		114,368	60,577	118,000
000-1-105	Medical & Life Insurance	389,061	419,724		419,724	313,694	251,162
000-1-106	PERS	114,108	121,501		121,501	60,634	126,248
000-1-111	Dental & Optical Insurance	9,300	14,449		14,449	6,134	14,725
000-1-112	Employee Insurance Cont.	(70,157)	(62,386)		(62,386)	(37,768)	(41,478)
Total Personal Services		2,048,086	2,102,664	-	2,102,664	1,231,385	2,011,140
Contractual Services							
000-2-211	Telephone	19,079	27,000		27,000	19,015	34,000
000-2-213	Utilities	388,602	375,000		375,000	231,425	375,000
000-2-214	Travel	-	500		500	-	2,500
000-2-215	Mtce & Repair - Bldg/Ground	44,552	95,000		95,000	-	95,000
000-2-216	Mtce & Repair - Equipment	17,618	15,000		15,000	2,668	15,000
000-2-219	Building & Equipment Rent	14,038	12,000		12,000	4,794	12,000
000-2-220	Advertising & Legal Pub	2,138	8,000		8,000	-	5,000
000-2-221	Training	885	1,500		1,500	1,610	5,000
000-2-222	Dues & Subscriptions	1,004	1,000		1,000	1,375	1,000
000-2-226	Insurance - WC & UC	35,347	30,023		30,023	26,713	30,287
000-2-230	Contracted Services	61,790	100,000		100,000	23,674	60,000
Total Contractual Services		585,053	665,023	-	665,023	311,274	634,787
Commodities							
000-3-341	Materials & Supplies	174,418	121,000		121,000	75,203	151,500
000-3-345	Uniforms	2,217	10,000		10,000	2,480	10,000
000-3-346	Resale Food	10,780	10,000		10,000	4,222	10,000
000-3-351	Athletic Supplies	9,966	12,000		12,000	1,535	12,000
000-3-354	Special Event Supplies	16,561	16,500		16,500	10,053	16,500
Total Commodities		213,942	169,500	-	169,500	93,493	200,000
Total Parks & Recreation		2,847,081	2,937,187	-	2,937,187	1,636,152	2,845,927

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 900 Parks & Recreation
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Dir. of Parks and Recreation	E/129	1
Manager Leisure Services	E/119	1
Maintenance Manager	E/119	1
Recreation Center Manager	N-COMP/114	3
Program Coordinator	N-COMP/113	4
Neighborhood Center Mngr.	N-COMP/112	1
Office Support Specialist	N-OT/107	4
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	3
Custodian	N-OT/104	5
Total		31

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Dir. of Parks and Recreation	E/129	1
Manager Leisure Services	E/119	1
Maintenance Manager	E/119	1
Recreation Facilities Manager	E/119	1
Program Coordinator	N-COMP/113	6
Neighborhood Center Mngr.	N-COMP/112	1
Assistant Program Coordinator	N-OT/107	3
Office Support Specialist	N-OT/107	1
Parks and Rec Crew Leader	N-OT/113	2
Maintenance Worker	N-OT/107	6
Parks Maintenance Worker	N-OT/104	3
Custodian	N-OT/104	5
Total		31

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	1,163,808
Irregular Part Time (IPT)	280,000
Overtime	51,200
Tool Allowance	-
Total	1,495,008

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	1,208,723
Irregular Part Time (IPT)	280,000
Overtime	53,760
Tool Allowance	-
Total	1,542,483

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
342	Mower	12,000					
315	RTV	11,000					
T4	Trailer					9,000	
305	Pickup						26,000
313	RTV						13,000
323	Tractor						25,000
Total		23,000	-	-	59,670	9,000	64,000

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 901 Convention & Visitors Bureau
Unit 00 Hotel/Motel Tax

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	1,519,299	1,550,000		1,550,000	709,697	1,575,000
Total Contributions & Other	1,519,299	1,550,000	-	1,550,000	709,697	1,575,000
Total Convention & Visitors Bureau	1,519,299	1,550,000	-	1,550,000	709,697	1,575,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 903 Festivals
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	222,300	239,000		239,000	35,000	274,000
Total Contributions & Other	222,300	239,000	-	239,000	35,000	274,000
Total Festivals	222,300	239,000	-	239,000	35,000	274,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 906 Arts & Humanities
Unit 00 Contributions

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Contributions to Other Funds	-	30,000		30,000	-	30,000
000-5-568	Other Contributions	87,000	69,600		69,600	43,933	80,000
Total Contributions & Other		87,000	99,600	-	99,600	43,933	110,000
Total Arts & Humanities		87,000	99,600	-	99,600	43,933	110,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 906 Arts & Humanities
Unit 01 Office of Public Art

Full Time Employees	1
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	50,135	50,000		50,000	28,846	52,000
000-1-104	FICA	3,535	3,825		3,825	2,009	3,978
000-1-105	Medical & Life Insurance	17,076	13,539		13,539	8,270	8,102
000-1-106	PERS	5,014	5,000		5,000	2,885	5,200
000-1-111	Dental & Optical Insurance	536	466		466	246	475
000-1-112	Employee Insurance Cont.	(3,863)	(2,012)		(2,012)	(2,586)	(1,338)
Total Personal Services		72,433	70,818	-	70,818	39,670	68,417
Contractual Services							
000-2-211	Telephone	-	600		600	-	600
000-2-214	Travel	594	1,500		1,500	414	2,000
000-2-219	Building & Equipment Rent	4,621	1,000		1,000	2,593	1,000
000-2-221	Training	-	250		250	-	250
000-2-222	Dues & Subscriptions	75	1,000		1,000	-	500
000-2-223	Professional Services	2,100	33,000		33,000	6,800	30,000
000-2-226	Insurance - WC & UC	530	969		969	452	977
Total Contractual Services		7,920	38,319	-	38,319	10,259	35,327
Commodities							
000-3-341	Materials & Supplies	7,061	4,000		4,000	4,033	7,000
Total Commodities		7,061	4,000	-	4,000	4,033	7,000
Total Arts & Humanities		87,414	113,137	-	113,137	53,962	110,744

Fund	001 General Fund
Department	906 Arts & Humanities
Unit	01 Office of Public Art

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Director of Public Art	E/119	1
Total		1

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	50,000
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	50,000

		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 910 Municipal Auditorium/Civic Center
Unit 00 Municipal Auditorium

Full Time Employees	3
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	101,318	100,695		100,695	57,600	106,695
000-1-104	FICA	7,162	7,704		7,704	4,066	8,162
000-1-105	Medical & Life Insurance	51,228	40,618		40,618	24,811	24,306
000-1-106	PERS	10,132	10,070		10,070	5,760	10,670
000-1-111	Dental & Optical Insurance	1,609	1,398		1,398	739	1,425
000-1-112	Employee Insurance Cont.	(7,198)	(6,037)		(6,037)	(4,161)	(4,014)
Total Personal Services		164,251	154,448	-	154,448	88,815	147,244
Contractual Services							
000-2-211	Telephone	2,792	2,250		2,250	1,730	2,250
000-2-213	Utilities	79,349	85,000		85,000	33,236	85,000
000-2-215	Mtce & Repair - Bldg/Ground	887	3,000		3,000	485	3,000
000-2-216	Mtce & Repair - Equipment	15,750	10,500		10,500	-	10,500
000-2-219	Building & Equipment Rent	-	-		-	2,799	-
000-2-226	Insurance - WC & UC	1,588	2,906		2,906	1,355	2,931
Total Contractual Services		100,366	103,656	-	103,656	39,605	103,681
Commodities							
000-3-341	Materials & Supplies	7,396	10,000		10,000	3,052	10,000
Total Commodities		7,396	10,000	-	10,000	3,052	10,000
Total Municipal Auditorium/Civic Center		272,013	268,104	-	268,104	131,472	260,925

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 910 Municipal Auditorium/Civic Center
Unit 00 Municipal Auditorium

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Events Coordinator	N-COMP/112	1
Facility Support Technician	N-OT/106	2
Total		3

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Events Coordinator	N-COMP/112	1
Facility Support Technician	N-OT/106	2
Total		3

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	96,695
Irregular Part Time (IPT)	-
Overtime	4,000
Tool Allowance	-
Total	100,695

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	102,695
Irregular Part Time (IPT)	-
Overtime	4,000
Tool Allowance	-
Total	106,695

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 910 Municipal Auditorium/Civic Center
Unit 01 CCCC Subsidy

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other							
000-5-566	Debt Service Subsidy	528,591	615,000	(52,103)	562,897	356,140	530,000
001-5-566	Health Benefits Subsidy	217,464	212,000		212,000	206,830	200,000
002-5-566	Operational Subsidy	560,000	973,000	52,103	1,025,103	318,000	570,000
004-5-566	Equipment Purchase Subsidy	-	-	300,000	300,000	-	-
Total Contributions & Other		1,306,055	1,800,000	300,000	2,100,000	880,970	1,300,000

Total Municipal Auditorium/Civic Center		1,306,055	1,800,000	300,000	2,100,000	880,970	1,300,000
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**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 911 Charleston Area Alliance
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-568 Other Contributions	125,000	100,000		100,000	58,333	100,000
Total Contributions & Other	125,000	100,000	-	100,000	58,333	100,000
Total Charleston Area Alliance	125,000	100,000	-	100,000	58,333	100,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 916 Library
Unit 00 Administrative

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contributions & Other						
000-5-567 Contributions to Other Govt	933,226	933,226		933,226	544,382	956,202
Total Contributions & Other	933,226	933,226	-	933,226	544,382	956,202
Total Library	933,226	933,226	-	933,226	544,382	956,202

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 919 Appalachain Power Park
Unit 00 Administrative

Full Time Employees	0
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Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Contractual Services							
000-2-213	Utilities	165,563	215,000		215,000	114,293	215,000
000-2-215	Mtce & Repair - Bldg/Ground	44,661	40,000		40,000	2,830	40,000
000-2-230	Contracted Services	15,562	25,000		25,000	1,845	25,000
Total Contractual Services		225,786	280,000	-	280,000	118,968	280,000
Commodities							
000-3-341	Materials & Supplies	24,630	25,000		25,000	6,532	25,000
Total Commodities		24,630	25,000	-	25,000	6,532	25,000
Contributions & Other							
000-5-568	Other Contributions	100,000	100,000		100,000	50,000	100,000
Total Contributions & Other		100,000	100,000	-	100,000	50,000	100,000
Total Appalachain Power Park		350,416	405,000	-	405,000	175,500	405,000

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 952 Spring Hill Cemetery
Unit 00 Administrative

Full Time Employees	8
----------------------------	----------

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	357,965	395,266		395,266	190,945	380,493
000-1-104	FICA	25,945	30,237		30,237	13,869	29,108
000-1-105	Medical & Life Insurance	140,555	108,316		108,316	38,360	64,816
000-1-106	PERS	30,287	33,327		33,327	15,850	31,849
000-1-111	Dental & Optical Insurance	4,675	3,729		3,729	927	3,800
000-1-112	Employee Insurance Cont.	(19,564)	(16,099)		(16,099)	(10,397)	(10,704)
Total Personal Services		539,863	554,776	-	554,776	249,554	499,362
Contractual Services							
000-2-211	Telephone	4,157	6,000		6,000	2,310	6,000
000-2-213	Utilities	8,432	10,000		10,000	7,300	10,000
000-2-214	Travel	-	1,000		1,000	-	1,000
000-2-215	Mtce & Repair - Bldg/Ground	-	500		500	1,070	1,500
000-2-216	Mtce & Repair - Equipment	558	4,000		4,000	-	4,000
000-2-219	Building & Equipment Rent	1,657	3,000		3,000	782	3,000
000-2-220	Advertising & Legal Pub	-	100		100	-	-
000-2-221	Training	-	500		500	-	600
000-2-222	Dues & Subscriptions	609	700		700	249	700
000-2-223	Professional Services	3,529	2,500		2,500	20	1,000
000-2-226	Insurance - WC & UC	4,613	7,748		7,748	2,980	7,816
000-2-230	Contracted Services	52,800	60,000		60,000	38,006	71,000
Total Contractual Services		76,355	96,048	-	96,048	52,717	106,616
Commodities							
000-3-341	Materials & Supplies	32,051	40,000		40,000	9,789	40,000
000-3-345	Uniforms	1,979	2,000		2,000	1,720	2,000
000-3-347	Resale Merchandise	13,947	15,000		15,000	2,150	15,000
000-3-358	Commissions	11,444	12,000		12,000	7,325	12,000
Total Commodities		59,421	69,000	-	69,000	20,984	69,000
Contributions & Other							
000-5-566	Contributions to Other Funds	21,000	18,000		18,000	10,425	18,000
Total Contributions & Other		21,000	18,000	-	18,000	10,425	18,000
Total Spring Hill Cemetery		696,639	737,824	-	737,824	333,680	692,978

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 952 Spring Hill Cemetery
Unit 00 Administrative

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	FLSA/Paygrade	FTE
Superintendent	E/116	1
Business Manager	E/114	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	3
Office Support Specialist	N-OT/107	2
Total		8

FY 2021 Proposed		
Title	FLSA/Paygrade	FTE
Superintendent	E/119	1
Business Manager	E/114	1
Cemetery Crew Leader	N-OT/113	1
Grounds Maintenance Worker	N-OT/104	4
Office Support Specialist	N-OT/107	1
Total		8

FY 2020 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	323,666
Irregular Part Time (IPT)	62,000
Overtime	9,600
Tool Allowance	-
Total	395,266

FY 2021 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	308,413
Irregular Part Time (IPT)	62,000
Overtime	10,080
Tool Allowance	-
Total	380,493

Projected Capital Equipment Acquisitions

Unit # Equipment		FY 2021				FY 2022	FY 2023
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
NEW	Utility Vehicle		28,000	2,958		-	-
T13	Trailer	8,200				-	-
T14	Trailer	6,000				-	-
215	Mower, Walk Behind					8,500	-
213	Mower, Zero Turn					10,000	-
Total		14,200	28,000	2,958	44,795	18,500	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2021.

**City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021**

Section 6

Capital Projects Expenditures

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 975 General Government
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Major Improvement						
412-4-458 City Manager	-	-		-	-	-
440-4-458 General Services	-	-		-	-	-
Total Major Improvements	-	-	-	-	-	-
Direct Purchase Equipment						
412-4-459 City Manager	-	-		-	-	-
416-4-459 Municipal Court	-	-		-	-	-
420-4-459 Engineering - General	-	-		-	-	-
420-4-459 Engineering - Stormwater	-	-		-	-	-
431-4-459 Mail Room	5,445	-		-	-	-
436-4-459 Building Commission	-	-		-	-	-
437-4-459 Planning	-	-		-	-	-
439-4-459 Information Systems	170,559	305,900		305,900	10,485	140,000
567-4-459 Public Grounds	115,218	9,000		9,000	-	1,800
Total Direct Purchase Equipment	291,222	314,900	-	314,900	10,485	141,800
Lease Purchase Equipment						
412-4-459 City Manager	37,568	-		-	-	-
420-4-459 Engineering - General	-	29,600		29,600	-	-
420-4-459 Engineering - Stormwater	-	-		-	-	-
436-4-459 Building Commission	-	-		-	-	-
437-4-459 Planning	-	-		-	-	-
439-4-459 Information System	-	-		-	-	-
440-4-459 General Services	93,028	66,000		66,000	-	-
567-4-459 Public Grounds	1,368	51,000	139,000	190,000	139,000	158,000
Total Lease Purchase Equipment	131,964	146,600	139,000	285,600	139,000	158,000
Lease Payments						
409-4-461 Mayor's Office	1,047	-		-	-	-
412-4-461 City Manager	26,724	70,877		70,877	15,123	-
414-4-461 City Collector	-	-		-	-	-
420-4-461 Engineering - General	13,206	17,281		17,281	5,406	11,597
420-4-461 Engineering - Stormwater	-	8,963		8,963	-	-
421-4-461 MOECD	-	-		-	-	-
436-4-461 Building Commission	29,248	20,538		20,538	13,687	12,268
437-4-461 Planning	9,009	6,859		6,859	4,505	4,821
439-4-461 Information Systems	4,188	2,095		2,095	2,094	-
440-4-461 General Services	25,657	4,586		4,586	12,829	44,427
567-4-461 Public Grounds	198,583	174,601		174,601	112,030	145,871
Total Lease Payments	307,662	305,800	-	305,800	165,674	218,984
Total General Government	730,848	767,300	139,000	906,300	315,159	518,784

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 976 Public Safety
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Major Improvement						
706-4-458 Fire - Uniformed	-	-		-	-	-
Total Major Improvements	-	-	-	-	-	-
Direct Purchase Equipment						
700-4-459 Police - Uniformed	100,188	121,225	296,000	417,225	100,311	115,000
706-4-459 Fire - Uniformed	90,837	194,000	18,875	212,875	45,147	260,100
712-4-459 Traffic Engineering	9,700	10,000		10,000	-	10,000
716-4-459 Emergency Services	-	-		-	-	-
Total Direct Purchase Equipment	200,725	325,225	314,875	640,100	145,458	385,100
Lease Purchase Equipment						
700-4-459 Police - Uniformed	-	502,719	582,000	1,084,719	-	130,500
706-4-459 Fire - Uniformed	-	737,000	982,000	1,719,000	-	120,000
712-4-459 Traffic Engineering	37,568			-	-	-
716-4-459 Emergency Services	-	-		-	-	-
Total Lease Purchase Equipment	37,568	1,239,719	1,564,000	2,803,719	-	250,500
Lease Payments						
700-4-461 Police - Uniformed	468,071	515,764		515,764	227,859	472,028
706-4-461 Fire - Uniformed	488,084	683,633		683,633	273,585	544,766
712-4-461 Traffic Engineering	59,134	49,453		49,453	30,639	42,574
716-4-461 Emergency Services	-	-		-	-	5,811
Total Lease Payments	1,015,289	1,248,850	-	1,248,850	532,083	1,065,179
Total Public Safety	1,253,582	2,813,794	1,878,875	4,692,669	677,541	1,700,779

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 977 Streets & Transportation
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Direct Purchase Equipment						
750-4-459 Street Department	29,130			-		29,725
754-4-459 Equipment Maintenance				-		-
Total Direct Purchase Equipment	29,130	-	-	-	-	29,725
Lease Purchase Equipment						
750-4-459 Street Department	508,854	669,000	630,000	1,299,000	500,827	416,000
754-4-459 Equipment Maintenance	124,683	52,000		52,000	-	-
Total Lease Purchase Equipment	633,537	721,000	630,000	1,351,000	500,827	416,000
Lease Payments						
750-4-461 Street Department	769,226	829,408		829,408	417,830	791,827
754-4-461 Equipment Maintenance	30,176	41,487		41,487	22,037	45,914
Total Lease Payments	799,402	870,895	-	870,895	439,867	837,741
Total Streets & Transportation	1,462,069	1,591,895	630,000	2,221,895	940,694	1,283,466

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 978 Health & Sanitation
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Direct Purchase Equipment						
800-4-459 Reguse & Recycling	-	-		-	-	-
Total Direct Purchase Equipment	-	-	-	-	-	-
Lease Purchase Equipment						
800-4-459 Reguse & Recycling	805,363	300,000	132,000	432,000	-	142,000
Total Lease Purchase Equipment	805,363	300,000	132,000	432,000	-	142,000
Lease Payments						
800-4-461 Reguse & Recycling	582,067	471,188		471,188	286,728	515,510
Total Lease Payments	582,067	471,188	-	471,188	286,728	515,510
Total Health & Sanitation	1,387,430	771,188	132,000	903,188	286,728	657,510

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 979 Culture & Recreation
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Major Improvement						
900-4-458 Parks & Recreation	157,215	-	75,000	75,000	12,969	-
Total Major Improvements	157,215	-	75,000	75,000	12,969	-
Direct Purchase Equipment						
900-4-459 Parks & Recreation	-	-	26,000	26,000	-	23,000
Total Direct Purchase Equipment	-	-	26,000	26,000	-	23,000
Lease Purchase Equipment						
900-4-459 Parks & Recreation	127,420	52,000		52,000	-	-
Total Lease Purchase Equipment	127,420	52,000	-	52,000	-	-
Lease Payments						
900-4-461 Parks & Recreation	68,562	76,989		76,989	35,856	59,669
Total Lease Payments	68,562	76,989	-	76,989	35,856	59,669
Total Culture & Recreation	353,197	128,989	101,000	229,989	48,825	82,669

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 908 Social Services
Unit 00 Capital Outlay

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
Major Improvement						
952-4-458 Spring Hill Cemetery	-	-		-		-
Total Major Improvements	-	-	-	-	-	-
Direct Purchase Equipment						
952-4-459 Spring Hill Cemetery	1,730	-		-	-	14,200
Total Direct Purchase Equipment	1,730	-	-	-	-	14,200
Lease Purchase Equipment						
952-4-459 Spring Hill Cemetery	56,225	94,000		94,000	-	28,000
Total Lease Purchase Equipment	56,225	94,000	-	94,000	-	28,000
Lease Payments						
952-4-461 Spring Hill Cemetery	21,343	51,080		51,080	14,581	44,795
Total Lease Payments	21,343	51,080	-	51,080	14,581	44,795
Total Social Services	79,298	145,080	-	145,080	14,581	86,995

**City of Charleston
Municipal Budget
FY 2021**

Fund 001 General Fund
Department 9** Capital Outlay
Unit 00 Capital Outlay

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD Jan. Actual	FY 2021 Proposed
***-4-458	Major Improvement	157,215	-	75,000	75,000	12,969	-
***-4-459	Direct Purchase Equipment	522,807	640,125	340,875	981,000	155,943	593,825
***-4-459	Lease Purchase Equipment	1,792,077	2,553,319	2,465,000	5,018,319	639,827	994,500
***-4-461	Lease Payments	2,794,325	3,024,802	-	3,024,802	1,474,789	2,741,878
Total Capital Outlay		5,266,424	6,218,246	2,880,875	9,099,121	2,283,528	4,330,203

City of Charleston
MUNICIPAL BUDGET
July 1, 2020 - June 30, 2021

Section 7

Levy Rates

MUNICIPALITY OF CHARLESTON, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2020 - 2021

Current Year	Column E		Taxes Levied
	Certificate of Valuation	Levy	
	Assessed Value for Tax Purposes	Rate/\$100	
Class I			
Personal Property	\$ 0	11.40	\$ 0
Public Utility	0		0
Total Class I	<u>\$ 0</u>		<u>\$ 0</u>
Class II			
Real Estate	\$ 1,307,108,790	22.80	\$ 2,980,208
Personal Property	258,192		589
Total Class II	<u>\$ 1,307,366,982</u>		<u>\$ 2,980,797</u>
Class IV			
Real Estate	\$ 1,114,819,060	45.60	\$ 5,083,575
Personal Property	543,977,674		2,480,538
Public Utility	334,399,302		1,524,861
Total Class IV	<u>\$ 1,993,196,036</u>		<u>\$ 9,088,974</u>
Total Value & Projected Revenue	<u><u>\$ 3,300,563,018</u></u>		<u><u>\$ 12,069,771</u></u>
Less Delinquencies, Exonerations & Uncollectable Taxes		6.00%	724,186
Less Tax Discounts (use Total Proj. Rev. Less Delinquencies to calculate)		1.50%	170,184
Less Allowance for Tax Increment Financing if Applicable - see worksheet (Subtracted from regular current expense taxes levied only)			52,257
Total Projected Property Tax Collection			<u>11,123,144</u>
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	222,463
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Amount carries to #301-01 on GF REV tab)		 \$	<u>10,900,681</u>

MUNICIPALITY OF CHARLESTON, WEST VIRGINIA
ALLOWANCE FOR TAX INCREMENT FINANCING
REGULAR CURRENT EXPENSE LEVY
2020 - 2021

Current Year	Column C Roll Back Value Form	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ <u>0</u>	11.40	\$ <u>0</u>
Public Utility	<u>0</u>		<u>0</u>
Total Class I	\$ <u><u>0</u></u>		\$ <u><u>0</u></u>
Class II			
Real Estate	\$ <u>0</u>	22.80	\$ <u>0</u>
Personal Property	<u>0</u>		<u>0</u>
Total Class II	\$ <u><u>0</u></u>		<u><u>0</u></u>
			\$
Class IV			
Real Estate	\$ <u>0</u>	45.60	\$ <u>0</u>
Personal Property	<u>12,377,018</u>		<u>56,439</u>
Public Utility	<u>0</u>		<u>0</u>
Total Class IV	\$ <u><u>12,377,018</u></u>		<u><u>56,439</u></u>
Total Value & Projected Revenue	\$ <u><u>12,377,018</u></u>	(Gross)	\$ <u><u>56,439</u></u>
Less Delinquencies, Exonerations & Uncollectable Taxes		<u>6.00%.....</u>	<u>3,386</u>
Less Tax Discounts		<u>1.50%.....</u>	<u>796</u>
Allowance For Tax Increment Financing (This amount carries to the worksheet above)			<u><u>52,257</u></u>

MUNICIPALITY OF CHARLESTON, WEST VIRGINIA
EXCESS LEVY PAGE
GENERAL EXCESS LEVY
2020 - 2021

	Column E Certificate of Valuation <u>Assessed Value for Tax Purposes</u>	<u>Levy Rate/\$100</u>	<u>Taxes Levied</u>
Current Year			
Class I			
Personal Property	\$ 0	5.03	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
Class II			
Real Estate	\$ 1,307,108,790	10.06	\$ 1,314,951
Personal Property	258,192		260
Total Class II	\$ 1,307,366,982		\$ 1,315,211
Class IV			
Real Estate	\$ 1,114,819,060	20.12	\$ 2,243,016
Personal Property	543,977,674		1,094,483
Public Utility	334,399,302		672,811
Total Class IV	\$ 1,993,196,036		\$ 4,010,310
Total Value & Projected Revenue	\$ 3,300,563,018		5,325,521
Less Delinquencies, Exonerations & Uncollectable Taxes		6.00% . . .	319,531
Less Tax Discounts		1.50% . . .	75,090
Net Amount to be Raised by Levy For Budget Purposes:			4,930,900
Included in the General Fund "Yes or No"			Yes
IF EXCESS LEVY IS INCLUDED IN GENERAL FUND, (and you enter yes to indicate that)			
this total will carry to the GF REV tab in account # 301-90:			\$ 4,930,900

Resolution No. 304-20

Introduced in Council:

Adopted by Council:

March 16, 2020

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 304-20 – Authorizing the Mayor or City Manager to purchase 10 portable, high durability interlocking colored sports flooring from AIP, at a total price of \$238,500, to be used by the Charleston Coliseum and Convention Center. The purchase price was determined through a competitive bidding process.

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

The Mayor or City Manager is authorized to purchase 10 portable, high durability interlocking colored sports flooring from AIP, at a total price of \$238,500, to be used by the Charleston Coliseum and Convention Center. The purchase price was determined through a competitive bidding process.

Portable Interlocking Competition Sports Flooring for the Charleston Coliseum

Project No. 2020-009

Bid Opening: March 12, 2020 @ 10:30am

	Mateflex	AIP	
	2007 Reechgrove Place	466 Airport Industrial Park Road	
	Utica, NY 13501	Parkersburg, WV 26104	
	P: (315) 733-1412	P: (304) 375-6089	
	kwheelock@mateflex.com	trent@aipinc.biz	
Project Total	\$199,960.00	\$238,500.00	
Local Vendor Preference (\$5,000)	N/A	N/A	
Project Completion	April 27, 2020	April 27, 2020	
Successful Bidder			

Comparing SnapSports Revolution & Mateflex ProGym Sports Tiles
(Data taken from each manufacturer's RFP submission.)

	SPECS REQUESTED	SNAPSPORTS REVOLUTION	MATEFLEX PROGYM
Tile Thickness	5/8"	5/8"	1/2"
Weight of Tile	15 oz.	15 oz.	12.8 oz.
PSI Rating	250 PSI / 36,000 lbs. per sq. in.	250 PSI / 36,000 lbs. per sq. in.	125 PSI / 18,000 lbs. per sq. in.
Locking	6 Interlocks per side	6 Interlocks per side	5 Interlocks per side
Underlayment Thickness	3 mm	3 mm	3 mm
Underlayment Density	60 lbs. per sq. ft.	60 lbs. per sq. ft.	Not Specified

Resolution No. 310-20

Introduced in Council

Passed by Council

March 16, 2020

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 310-20 - Authorizing the Mayor or City Manager to submit an application
2 to the WV Division of Administrative Services under the Victims of Crime Act (VOCA)
3 grant program for the Charleston Police Crime Victims Specialist in the amount of
4 \$39,850 and administer any funds awarded. These funds will partially reimburse the
5 City for Kimberly Eagle's salary, provide travel/training and bus vouchers for crime
6 victims.

7

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

9

10 That the Mayor or City Manager is authorized to submit an application to the WV
11 Division of Administrative Services under the Victims of Crime Act (VOCA) grant program
12 for the Charleston Police Crime Victims Specialist in the amount of \$39,850 and
13 administer any funds awarded. These funds will partially reimburse the City for
14 Kimberly Eagle's salary, provide travel/training and bus vouchers for crime victims.

15

Resolution No. 313-20

Introduced in Council

Passed by Council

March 16, 2020

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 313-20 - Authorizing the Mayor or City Manager to submit an application
2 to the WV Division of Homeland Security in the amount of \$110,000 and administer any
3 funds awarded. These funds will provide travel/training and equipment for the
4 Charleston Fire Department's Regional Response Team.

5

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

7

8 That the Mayor or City Manager is authorized to submit an application to the WV
9 Division of Homeland Security in the amount of \$110,000 and administer any funds
10 awarded. These funds will provide travel/training and equipment for the Charleston
11 Fire Department's Regional Response Team.

12

Resolution No. 315-20

Introduced in Council

Passed by Council

March 16, 2020

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 315-20 - Authorizing the Charleston Coliseum & Convention Center /
2 Municipal Auditorium Board to enter into a contract with Oak View Group, D.B.A. OVG
3 Facilities, for the provision of both on-site and off-site booking and marketing
4 professional services, as detailed in the attached exhibit materials. Any proposed
5 contract must first be reviewed for legal sufficiency by the City Attorney or his/her
6 designee.

7

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

9

10 The Charleston Coliseum & Convention Center / Municipal Auditorium Board is
11 authorized to enter into a contract with Oak View Group, D.B.A. OVG Facilities, for the
12 provision of both on-site and off-site booking and marketing professional services, as
13 proposed in the attached exhibit materials, subject to legal review by the City Attorney
14 or his/her designee.

February 20, 2020

Ms. Carrie Goodwin Fenwick
Chair
Charleston Coliseum and Convention Center Board of Directors
200 Civic Center Drive
Charleston, WV 25301

Dear Ms. Goodwin Fenwick,

On behalf of OVG Facilities and Live Nation Arenas, I am pleased to submit our Proposal for what we hope to be the beginning of a long-term partnership with the Charleston Coliseum and Convention Center (“CCCC”) Board and the City of Charleston. The time we have spent in Charleston speaking with community leaders and members of the local hospitality industry has helped us develop a solid belief in the future of your Coliseum, Convention Center, and Municipal Auditorium. We understand the optimism within your community after the completion of the substantial renovations and improvements to the Coliseum and Convention Center. Combined with the research we have conducted within the sports, entertainment, and hospitality industries, OVG Facilities is prepared to offer a proposition that is based upon our ability to grow the annual net revenues in your venues.

Per our conversations with the Personnel Committee, we are proposing two options for your consideration. One option is for the OVG Facilities/Live Nation Team to focus on the booking, marketing, and sales of events in the CCCC and Municipal Auditorium. With this model, our team will place five full-time professionals in Charleston who will be solely focused on attracting new events to Charleston and maximizing the net revenues to the CCCC. Our Charleston team will book new ticketed events in your venues, assist the CVB in booking new events in the Convention Center, actively market corporate sponsorship opportunities, improve regional marketing and sales efforts for events taking place in the CCCC, and increasing CCCC net revenues from all events. These five new OVG Facilities’ employees will be paid by our team and we will be responsible for generating enough revenue to cover the related expenses.

In the attached document, we propose a partnership formula that challenges OVG Facilities/Live Nation to first generate net revenues equal to your historical financial performance, next grows net revenues to recoup our employee costs, and then creates a large pool of new net revenues to share between the CCCC and the OVG Facilities/Live Nation Team. To be blunt, we have to generate substantial new net revenues in order to be paid. We are confident that the annual results will prove quite profitable for you and the City! If we are fortunate to be selected by you, we will finalize the financial benchmark based on your historical performance. The attached projections are based on the information you have provided us and are subject to verification.

We have also included an option for full management of the CCCC and Municipal Auditorium. Our proposal under this format is very competitive in our industry and complies with the IRS codes dealing with venues that utilized tax exempt bonds in the facility financing. This model would result in all full-time staff becoming employees of OVG Facilities after a smooth transition period determined by both you and our OVG Facilities/Live Nation Team. Per the IRS requirements, our proposal is based on a Fixed Annual Fee plus the ability to earn additional incentives that would be capped at the amount of the Fixed Annual Fee.

Ms. Goodwin Fenwick, we hope that you and your fellow CCCC Board members can sense the excitement that we have about the potential opportunity to work with you. Our OVG Facilities/Live Nation Team fully believes in the significant potential we see in Charleston. We are happy to answer any questions you may have and are willing to negotiate any terms with you upon selection. Thank you for the opportunity to discuss these exciting possibilities!

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Luukko". The signature is fluid and cursive, with the first name "Peter" and last name "Luukko" clearly distinguishable.

Peter Luukko
Chairman

FINANCIAL PROPOSAL

OVG Facilities is offering two customized options for the CCCC and Municipal Auditorium. The first option has OVG Facilities overseeing all Booking, Sales, and Marketing functions for the CCCC and Municipal Auditorium. The second option is a full management solution.

TERM

OVG Facilities proposes a term for either option of Five (5) Years, with a Coliseum and Convention Center Board option to renew for an additional Five (5) Years.

BOOKING AND SALES SERVICES OPTION

OVG Facilities is offering a full-service marketing and event booking solution for the CCCC and Municipal Auditorium. We have the experience, resources, programs, and the talent to ensure that the venues will operate efficiently. OVG Facilities will place an on-site full-time Director of Sales and Booking for the CCCC. Through our corporate team, OVG Facilities will provide oversight and management of the Booking and Salesperson with direct coordination from the City and Auditorium Board. The City and Auditorium Board will approve all booking and sales plans for the venues including the Booking and Sales Policy, Rental Rates, Scheduling Policy, Standard User Agreement, and rules and regulations by which OVG Facilities will coordinate these activities with the City and Auditorium Board.

The OVG Facilities team has conducted a substantial amount of research on the Charleston market to gauge the impact of our potential partnership with the CCCC. We have carefully studied the realistic levels of improvement we believe we can create with you. As outlined in our Proposal, OVG Facilities has the confidence we can achieve the following:

- Increase the number of ticketed events in the Arena, Municipal Auditorium and conventions, meetings, tradeshow, and other events at the Convention Center. Strong leverage with managers, agents, organizers, and promoters will result in solidifying CCCC's role as the leading venue in the region.
- Work with your team to increase the profitability of all ticketed events by capitalizing on the leverage of representing the busiest and most successful venues in the country.
- Create new profitable corporate partnerships.
- Develop new premium hospitality products for concerts and major sporting events.
- Provide the CCCC access to Prevent Advisors, OVG's high-level firm specializing in counterterrorism and intelligence for public venues and large events.

Staffing

OVG Facilities proposes staffing for this solution of Five (5) total positions. All of these positions will be OVG Facilities' employees paid directly by OVG. These people will be officed in the CCCC and will be part of the overall CCCC staff team. The breakdown of proposed staff is as follows.

- Director of Sales & Booking
- Marketing Manager
- Convention Sales Manager (x 2)
- Director of Corporate Partnerships

Financial Proposal

- OVG Facilities will directly cover all staffing costs of the five positions listed above and will be fully at risk for these salaries should we fail to achieve the necessary revenue above the established Revenue Financial Benchmark detailed below.
- OVG Facilities will work with the Coliseum and Convention Center Board to mutually establish a REVENUE FINANCIAL BENCHMARK from which revenue sharing will be based. Using the attached 2020 City Established Budget Revenue Worksheet, the Benchmark would be approximately \$3,467,000 annually. **We will work with Coliseum and Convention Center Board to verify the correct REVENUE FINANCIAL BENCHMARK.**

The Benchmark will include all Sponsorship Revenue AND all NET revenues that the CCCC receives from events, including rent, ticketing commissions, ticketing fees, facility fees, food and beverage sales, ancillary income, parking, merchandise sales, decorating income, any other ancillary income, and event-related premium sales.

- OVG Facilities proposes the following revenue split:
 - CCCC receives One Hundred Percent (100%) of net revenues until the Benchmark has been reached.
 - OVG Facilities receives the first Five Hundred Thousand Dollars (\$500,000) of revenue generated above the Benchmark (to cover the salaries of the Five (5) OVG Facilities positions).

- CCCC and OVG Facilities will split the next Five Hundred Thousand Dollars (\$500,000) Fifty Percent (50%) to CCCC / Fifty Percent (50%) to OVG Facilities.
- CCCC and OVG Facilities will split the next Five Hundred Thousand Dollars (\$500,000) Sixty Percent (60%) to CCCC / Forty Percent (40%) to OVG Facilities.
- CCCC and OVG Facilities will split all other revenue Seventy Percent (70%) to CCCC / Thirty Percent (30%) to OVG Facilities.

A Sample calculation of this Revenue Share is included in this packet.

Executive Director Option

If desired by the Coliseum and Convention Center Board, OVG Facilities will directly hire and oversee the new Executive Director of the CCCC. This salary and benefit costs will be directly reimbursed by the CCCC.

If the Coliseum and Convention Center Board desires to have this employee be an employee of the Board, OVG Facilities will assist in the recruitment and hiring of this position.

FULL MANAGEMENT OPTION

OVG Facilities is offering a full-service marketing and event booking solution for the CCCC and Municipal Auditorium. We have the experience, resources, programs, and the talent to ensure that the venues will operate efficiently. OVG Facilities will place an on-site full-time Director of Sales and Booking for the CCCC. Through our corporate team, OVG Facilities will provide oversight and management of the Booking and Salesperson with direct coordination with the City and Auditorium Board. The City and Auditorium Board will approve all booking and sales plans for the venues including the Booking and Sales Policy, Rental Rates, Scheduling Policy, Standard User Agreement, and rules and regulations by which OVG Facilities will coordinate these activities with the City and Auditorium Board.

OVG Facilities is willing to take bottom line risk and responsibility for the CCCC. However, IRS tax exempt bond regulations prohibit that practice. We are willing to work with the City's Bond Counsel to discuss such options. The following is our traditional management fee proposal which complies with the IRS regulations:

Base Fee

- Twelve Thousand Five Hundred Dollars (\$12,500) per month.
- Subject to annual CPI increases

Management Services Financial Incentive Fees

- Twenty Percent (20%) Operating Revenue \$3.5 Million - \$4.0 Million
- Twenty-Five Percent (25%) Operating Revenue \$4.0 Million - \$4.5 Million
- Thirty Percent (30%) Operating Revenue Over \$4.5 Million

Management Services Qualitative Incentive Fees

- Up to Thirty Thousand Dollars (\$30,000) in incentive fees based on the following:
 - Quality of management and operations services performed as determined by the Coliseum and Convention Center Board
 - Achievement of the Coliseum and Convention Center Board programmatic and fiscal goals
 - Community involvement
 - Customer satisfaction measurements (e.g. results of "mystery shopper" reports, informal and formal audits, inspections, customer surveys, and observations)

INVESTMENT

If desired by the Coliseum and Convention Center Board, OVG Facilities will make an investment in CCCC for mutually agreeable revenue producing facility initiatives.

- The investment will be paid back at ZERO Percent (0%) interest and amortized over the term.
- The investment payback will be considered an operating expense.

Willingness to Negotiate

OVG Facilities is willing to negotiate any fair and reasonable alternative(s) to our "Financial" Proposals.

**CHARLESTON WV COLISEUM AND CONVENTION CENTER
OAK VIEW GROUP
FEE CALCULATION**

As of Feb 20 2020

FOR ILLUSTRATION PURPOSES ONLY

OVG NEW REVENUE PROJECTION		
NEW ARENA & AUDITORIUM REVENUE		
Total New Arena Revenue	\$	550,000
CONVENTION CENTER NEW REVENUE		
CCCC New Revenue	\$	500,000
NEW SPONSORSHIP REVENUE	\$	250,000
TOTAL PROJECTED CCCC NEW REVENUE	\$	1,300,000

OVG BOOKING & SALES SERVICES CALCULATION			
Sample Revenue Financial Benchmark - FY 2020 Budget		\$	3,467,000
Potential Projected Revenue (Benchmark plus Projected New OVG Revenue)		\$	4,767,000
Total Revenue	CCCC	OVG	
Amount Equal to Revenue Financial Benchmark	3,467,000	-	
First \$500,000 Over Benchmark to OVG		500,000	
Next \$500,000 Revenue 50% to CCCC / 50% to OVG Facilities	250,000	250,000	
Next \$500,000 Revenue 60% to CCCC / 40% to OVG Facilities	180,000	120,000	
All Remaining Revenue 70% to CCCC / 30% to OVG Facilities	-	-	
Total CCCC / OVG	\$ 3,897,000	\$ 870,000	
Less OVG Staffing Costs		\$ (500,000)	
NET REVENUE	\$ 3,897,000	\$ 370,000	

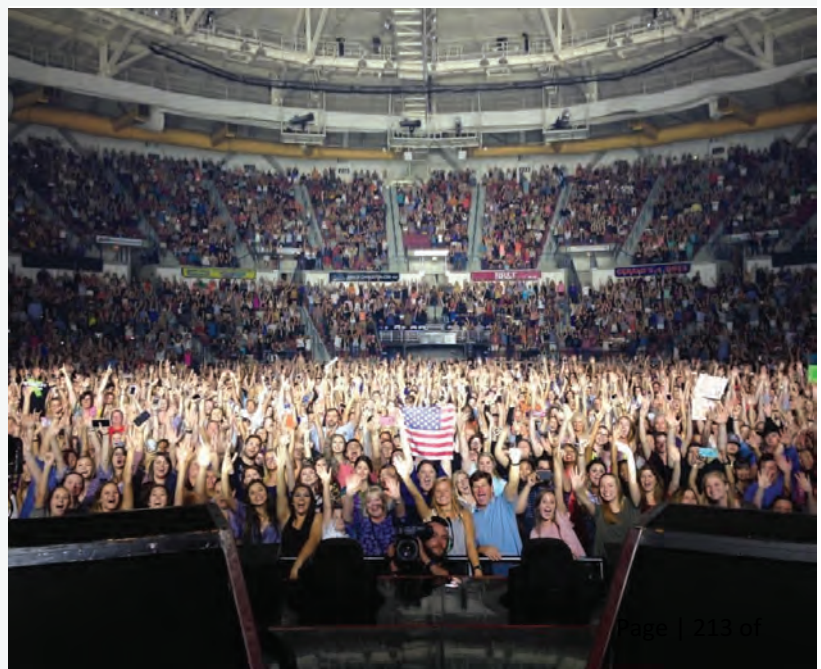
OVG FULL MANAGEMENT CALCULATION		
Potential Projected Revenue (Benchmark plus Projected New OVG Revenue)		\$ 4,767,000
ANNUAL MANAGEMENT FEE	\$	150,000
OVG FINANCIAL INCENTIVE FEE (Based on Potential Projected Revenue)		
20% Operating Revenue \$3.5 Million - \$4.0 Million	\$	100,000
25% Operating Revenue \$4.0 Million - \$4.5 Million	\$	125,000
30% Operating Revenue Over \$4.5 Million	\$	80,100
OVG QUALITATIVE INCENTIVE FEES	\$	30,000
TOTAL OVG MANAGEMENT FEE	\$	485,100

CHARLESTON WV COLISEUM AND CONVENTION CENTER
OAK VIEW GROUP
OPERATING REVENUES
Subject to Verification

	<u>2020 City Budget</u>
Rent	1,290,000
Commissions	265,000
Parking -Buildings & Lots	113,000
Distinctive Gourmet	659,000
Patron Services	170,000
Security	69,000
Advertising	375,000
Spotlight Rental	8,000
Power Usage	58,000
Table Covers/Drapes	36,000
Rent -PA System	15,000
Staging	23,000
Booth Rental	72,000
Interest	5,000
Piano Rental	1,500
Table Rental	30,000
Miscellaneous	19,000
Building Damages	2,000
Telephone Rental	7,000
Audio Visual Equipment	224,000
Teletix	1,500
Carpet Rental	22,000
Drayage	2,000
TOTAL	3,467,000

**OVG FACILITIES RESPONSE TO CITY OF
CHARLESTON, WV RFI FOR FACILITY
MARKETING & EVENT BOOKINGS FOR THE
CHARLESTON COLISEUM & CONVENTION CENTER**

JANUARY 10, 2020



January 10, 2020

Ms. Carrie Goodwin Fenwick

Chair

Charleston Coliseum and Convention Center Board of Directors

200 Civic Center Drive

Charleston, WV 25301

Submitted via e-mail to cgf@goodwingoodwin.com

Dear Ms. Goodwin Fenwick,

OVG Facilities and Live Nation Arenas are pleased to offer our Response to the RFI For Facility Marketing & Event Bookings issued by the City of Charleston's Coliseum & Convention Center/Municipal Board of Director's Personnel Committee. OVG Facilities was created to provide the most innovative programming and operations solutions in our industry to our public and private partners for arenas, convention centers, theaters/auditoriums, stadiums, and amphitheaters. Our partner, Live Nation, is the world's largest producer/promoter of live entertainment events. Currently, Live Nation presents over 85% of all live events that take place in the world! Our team is excited about the opportunity to create a partnership with the Coliseum and Convention Center Board and the City of Charleston that will maximize the substantial investment the community has recently made in this beautiful Charleston Coliseum and Convention Center ("CCCC").

Oak View Group was formed and is led by two of the most creative and influential individuals in the live entertainment, assembly, and event industry – Irving Azoff and Tim Leiweke. For over five decades, Irving Azoff has been regarded as one of the most innovative and powerful figures in our business – managing artists such as Eagles, Bon Jovi, Doobie Brothers, John Mayer, Harry Styles, and countless others. Irving also served as Chair of Live Nation, Ticketmaster, and Global Music Rights. Tim Leiweke is the visionary, while CEO of AEG, he helped create Staples Center, LA Live!, and other major entertainment destinations in London, England; Berlin, Germany; and Kansas City, KS. Together, Irving and Tim founded Oak View Group with the objective to be the most creative and entrepreneurial enterprise in the development, programming, and operation of convention, entertainment, and sports venues worldwide.

OVG Facilities and Live Nation Arenas believe we can create a successful and profitable partnership with you for the marketing and booking of your Coliseum and Convention Center. Charleston is a vibrant market that has not yet received the attention it deserves for the major investment your citizens have made in your entertainment, assembly, and sports venues. The OVG – Live Nation partnership has proven highly successful, increasing event activity in other convention center/arena complexes and we are confident we can do the same in Charleston. In January of 2017, OVG Facilities assumed management of the operations for the Two Rivers Convention Center and the Avalon Theater in Grand Junction, CO and reduced its annual shortfall by half (\$200,000) in the first year and has continued to do so year-over-year. In 2018 the Avalon Theater had 11 sold out shows, more than the city of Grand Junction has seen since opening the venue. As a result of this success, we now also manage their 4,100-seat Amphitheater at Las Colonias Park. We are not a "cookie-cutter" company – we will work with you to create a financial partnership that best fits your goals and expectations.

OVG Facilities and Live Nation have a proven track record of successfully booking and marketing public entertainment facilities. Our team began a partnership with Lexington Center Corporation ("LCC") to revitalize event activity in the iconic 20,545-seat Rupp Arena in Lexington, KY. In just two years, our partnership has delivered two record years of event activity and related revenues.

Major event totals have doubled in both 2018 and 2019 (despite being closed four months for renovations). Such major artists as Paul McCartney, Eagles, Justin Timberlake, and Pink generated record revenues for Lexington Center Corporation and created substantial economic impact for Downtown Lexington hotels, restaurants, and retail establishments. In the first two years of our partnership with LCC, we have generated over \$2 Million in new net revenues for Rupp Arena. This year (2020) promises to be even bigger with concerts already on sale for KISS, Elton John, Justin Bieber, Sturgill Simpson, and many more. In addition, Live Nation has made a substantial commitment to the Lexington market by creating the now annual Railbird Festival at Keeneland and is producing the first-ever concert at University of Kentucky's Kroger Field featuring Chris Stapleton, Willie Nelson, and Sheryl Crow. We are confident we can produce similar results in Charleston. We see strong booking synergies between Charleston and our partners in Lexington, KY and Greenville, SC. Jointly marketing all three venues to promoters, managers, and agents will result in more bookings for the Charleston Coliseum.

Lexington Center Corporation is also the owner of the new Lexington Convention Center that is now under construction and will open in early 2022. Led by Shura Garnett, OVG Facilities' Senior Vice President of Convention Centers, the OVG-Lexington Team has developed a very close relationship with Visit LEX (CVB) to develop a sales and marketing plan that will maximize event bookings in the new center. The joint effort will allow for the hosting of the proper balance of conventions, conferences, trade shows, consumer shows, and ticketed events. We are also working closely to present new high-quality event management services to all prospective Convention Center patrons and clients. Shura previously served as Chairperson of the International Association of Venue Managers ("IAVM"), oversaw convention center operations for Spectra, and has managed both CVB teams and Chambers of Commerce. Our Response to you includes many more successful stories of the innovative partnerships across the county in communities and venues of all sizes. We will take advantage of our relationships within the world of amateur sports to market the Coliseum and Convention Center to leading producers of sports tourism and also pursue NCAA and collegiate tournaments. If needed, we will consider investing in the courts and equipment necessary to host these lucrative events.

Most importantly, our team understands Charleston and the opportunities that are available if your venues are marketed and booked aggressively. Live Nation is the predominant promoter of major concerts in West Virginia and currently books the majority of their events in Huntington. We believe we can shift that very profitable dynamic to Charleston, resulting in strong financial improvements within the first year of our partnership. We will also aggressively market your Municipal Auditorium and increase the activity of ticketed events booked into this historic venue. The OVG Facilities-Live Nation team also includes the expertise and oversight of Jeff Nickler, Executive Vice President of the OVG Arena Alliance – a consortium of 28 major arenas across North America. Jeff graduated from West Virginia University and considers the state to be his family home. Brian Sipe, OVG Marketing and Booking Director, is currently based in Lexington and previously operated the Big Sandy Center in Huntington. We will be committed to the success of your venues both professionally and personally.

We will also make your new Convention Center a major priority for our company as OVG Facilities moves aggressively into the marketing, booking, and operations of convention and conference venues. In fact, we have just finalized an agreement to operate and market the 120,000 square foot Fredericksburg Expo and Convention Center in Fredericksburg, VA. We have also expanded our role in Omaha, NE to pursue major events that will utilize both their arena and convention center together – a concept we believe is viable in Charleston. One of our first priorities will be meaningful discussions with your Board and the Charleston CVB Team to create a vision plan for the realization of the significant opportunities to book more conventions, conferences, and trade shows into this beautiful facility. The resources, level of commitment, and expertise OVG Facilities and Live Nation can offer the City of Charleston cannot be matched. Your City and its CCCC will be an important partner for OVG.

If selected to be your partner, OVG Facilities and Live Nation will create a dynamic and successful sales force for your venues by establishing the booking parameters and marketing plan to aggressively pursue new conventions, tradeshow, consumer shows, meetings, ticketed events, sports, and local events. This strategic plan will reduce your operating deficit and increase your net revenues for all events. We will work closely with the Charleston CVB, hoteliers, and local stakeholders to collaboratively find

the right events for the right space to maximize your occupancy in all your venues and gain national exposure for the City of Charleston.

On behalf of OVG Facilities and Live Nation, I thank you for your time and consideration. We look forward to the next steps of this process and the opportunity to present our credentials in person. Please do not hesitate to contact me directly with any questions and/or comments.

Sincerely,

A handwritten signature in dark ink, reading "Hank Abate". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hank Abate
President, OVG Facilities

A handwritten signature in dark ink, reading "Michael Evans". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Evans
President, Live Nation Arenas

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COVER LETTER

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APPENDICES

Appendix A	<i>Two Rivers Convention Center & Avalon Theatre Sample Marketing Plan</i>
Appendix B	<i>Annual Report – Kovalchick Complex at IUP</i>

Company Overview

COMPANY BACKGROUND

OVG FACILITIES ORGANIZATIONAL OVERVIEW

Date of Incorporation: 2015

Ownership:

The firm's legal name is OVG Facilities, LLC, a Delaware Limited Liability Company. OVG Facilities is the wholly-owned facility management subsidiary of Oak View Group, a global advisory, development, and investment company for the sports and live entertainment industries based in Los Angeles, CA.

Oak View Group, LLC is structured as a holding company comprised of subsidiary service companies, strategic investments, and partnerships. Those subsidiaries and divisions include: OVG Facilities, OVG Media and Conferences, OVG Business Development, OVG Arena and Stadium Alliances, OVG Global Partnerships, OVG College, and Prevent Advisors.

Type:

Delaware Limited Liability Company

Addresses:


OAK VIEW GROUP
Oak View Group
Corporate Office
1100 Glendon Avenue, Suite 2100
Los Angeles, CA 90024


Facilities
OVG Facilities
2501 Seaport Drive
Suite 310
Chester, PA 19103

Number of Years in Business:

5 years

Number of Employees

OVG is comprised of over 550 full-time and part-time employees.

Annual Sales Volume:

Oak View Group's revenue in 2018 was over \$100 Million.

LIVE NATION

Live Nation, the world's largest producer of live entertainment, is a \$10 billion Fortune 500 company that operates in 40 countries worldwide. In 2018, Live Nation generated \$829 million in adjusted operating income, promoting over 35,000 concerts for 93 million fans. Live Nation Worldwide, Inc. is a wholly owned subsidiary of Live Nation Entertainment, Inc.

Live Nation Arenas is a division within Live Nation that oversees all programming activity for an exclusive group of arenas and stadiums and consults on all business aspects of events including booking, marketing, ticket sales, and other event revenue generating programs. Live Nation Arenas also serves a conduit to connect their venue clients with all Live Nation Entertainment divisions and Live Nation-affiliated companies.

LIVE NATION ARENAS IS THE EXCLUSIVE PARTNER OF OVG FACILITIES FOR THE CCCC. NO OTHER COMPANY HAS THIS RELATIONSHIP.

Live Nation owns, operates, and has exclusive booking rights for or has an equity interest in 237 venues, including House of Blues® music venues and prestigious locations such as The Fillmore in San Francisco, the Hollywood Palladium, the Ziggo Dome in Amsterdam, 3Arena in Ireland, Royal Arena in Copenhagen and Spark Arena in New Zealand. Live Nation is the world's leading artist management companies based on the number of artists represented. Their artist management companies manage music artists and acts across all music genres. As of 2018, they have over 110 managers providing services to more than 4,000 artists.

Live Nation has been a leading concert promoter in the Charleston market over the past decade producing many shows with artists including Luke Bryan, Chris Stapleton, Miranda Lambert, Bob Seger, Elton John and Florida Georgia Line. In addition to Live Nation, several Live Nation Affiliates, Frank Productions and NS2, actively produce events at the CCCC. Live Nation believes there is great growth potential in the Charleston market and is excited to work with the city in a closer partnership.

Live Nation Entertainment, Inc. operates and reports through three distinct business segments: Concerts, Ticketing, and Sponsorship.

Ticketing

Their ticketing arm, Ticketmaster, provides ticket sales, ticket resale services, and marketing and distribution globally through www.ticketmaster.com and www.livenation.com and other websites, numerous retail outlets, and call centers, over 500 million tickets in 2018. Ticketmaster serves more than 12,000 clients worldwide across multiple event categories, providing ticketing services for leading arenas, stadiums, festival and concert promoters, professional sports franchises and leagues, college sports teams, performing arts venues, museums, and theaters.

Concerts

Live Nation's Concerts segment provides live music events in owned and/or operated venues and in rented third-party venues. This includes Artist Nation, which offers management services to hundreds of artist clients and sells merchandise at live performances, retail locations, and online.

Sponsorship

Live Nation's Sponsorship segment provides online advertising services and other sponsorship programs for Live Nation's corporate partners and clients. Live Nation has unique resources that are unmatched in the live entertainment industry.



Live Nation is the world's undisputed #1 producer of live music. Live Nation Arenas is the **exclusive** partner of OVG Facilities for the CCCC. Based in Beverly Hills, Live Nation provides a robust pipeline to the top talent performing today. In 2018, Live Nation generated \$829 million in adjusted operating income, promoting over 35,000 concerts for 93 million fans. No other company is working directly with so many top artists to help them realize their creative vision and develop collaborative projects that drive excitement and world-class entertainment. Live Nation also operates over 237 venues worldwide.



SCOPE-OF-SERVICES

OVG Facilities is offering a full-service marketing and event booking solution for the CCCC. We have the experience, resources, programs, and the talent to ensure that the venues will operate efficiently. OVG Facilities will provide marketing and event booking services of the CCCC, under the direction of the City and Convention Center Board. The City and Coliseum and Convention Center Board will establish all policies and standards for the venues including an Operations Manual, Scheduling Policy, Standard User Agreement, Booking Policy, and rules and regulations by which OVG Facilities will maintain and manage the venues on behalf of the City and Auditorium Board. In addition to marketing and booking services, OVG Facilities offers its clients a full, and completely customizable, scope-of-services which includes:

Event and Booking Management

- Aggressive event booking, marketing, and promotion
- Advertising of events (locally, regionally, nationally)
- Weekly booking and production meetings to strategize best use of space and resources (prioritizing transparency and communication)
- Co-promotion and in-house promotion of events
- Event development
- Involvement in national industry meetings
- Pre- and post-convention meetings with planners (when applicable)
- Advance meeting attendance and sit inspection
- Meetings with event producers and meeting organizers and planners
- Monthly sales and marketing calls
- National booking and routing services
- Participation at industry shows
- Securing corporate and media event sponsors

Administration and Finance

- Accounting and Administration
- Budgeting
- Capital improvement programming
- Cash management, rolling forecasts, expense logs, and flash reports
- Event settlements
- Fixed asset inventory and control
- Financial controls and reporting
- Human resources (HR)
- Information technology (IT)
- Internal audits
- Investments and banking relations
- Labor negotiations/relations
- Payroll
- Purchasing
- Risk management/insurance
- National booking and routing services

Sales and Marketing

- Advertising, sales, and marketing for the venue
- Advertising signage sales
- Barter/trade agreements
- Community and media relations
- Monthly corporate sales and marketing call
- Weekly stakeholder sales meetings
- Commercial rights
- Creation of sales materials
- Database marketing
- Development of key media relationships
- Electronic media production
- Event marketing and promotions
- Event sponsorships
- Graphic services
- Grassroots marketing
- Group sales
- Initiating collaborative stakeholder efforts such as FAM tours, sales blitz's, sales missions and tourism and travel writers' tours
- Marketing surveys and research
- Media buying
- Photo opportunities
- Planning of major client functions
- PR campaign development
- Premium seating sales
- Print, radio, and television production
- Revenue creation
- Social media creation and management
- Website development and management
- Attendance at national, regional, state and local and industry trade shows and meetings
- Exhibiting at market appropriate shows creating leads and brand awareness
- Calling on potential event organizers, meeting planners and show producers
- Outbound sales calls
- Venue and destination advertising and promotion
- Tenant relations
- Ticket sales
- Venue publicity
- Website development and management

Ticketing Services

- Box Office management
- Daily sales reports and controls
- Event settlements
- Event information to the ticket buyers
- Services to disabled customers
- Supervision of ticketing service contractor
- VIP services

Guest Services

- Implementation of OVG Facilities' PEAK guest services plan
- Continuous employee training and development
- Employee recognition program/rewards
- Focus group meetings
- Guest services surveys
- VIP service program for premium seat customers and meeting planners

Management of Ancillary Services

- Business services/rentals to tenants
- Food and beverage (catering and concessions)
- Audio Visual
- Telecommunications
- Corporate sponsorship and advertising programs
- Guest services
- Merchandising/novelties
- Parking
- Premium seat/suite management and service
- Management of third-party and union contracts

Operations and Engineering (back-of-the-house)

- ADA compliance
- Building signage
- Capital improvement programs (FF&E)
- Changeovers
- Electromechanical maintenance (preventive and repairs)
- Events management
- Housekeeping and janitorial maintenance
- HVAC/utility management
- Labor management
- Landscaping/exterior maintenance
- OSHA compliance
- Green building (environmentally friendly, energy efficient)
- Parking
- Recycling and conservation
- Repairs and maintenance
- Security/emergency planning and evacuation procedures
- Snow and trash removal
- Stage, lighting, sound, technology
- Warranty management of FF&E

Pre-Opening Services

- Reviewing design plans and making efficient operational recommendations
- Financial forecasting and budgeting
- Event booking and scheduling
- Establishing food and beverage operations plans
- Selecting ticketing service providers
- FF&E list review and development
- Premium and sponsorship seating analysis
- Operational policy development
- Safety, security and emergency procedures review and development
- Venue marketing

OVG FACILITIES CURRENT CLIENT LIST

OVG Facilities currently provides management, booking, and consulting services to 38 venues, consisting of eight conference/convention centers, 16 arenas, five theaters/amphitheaters, four stadiums, three multi-purpose complexes/venue, and two consulting clients. Several of these clients have recently been transitioned from a competitors' management and have experienced their best financial years ever under OVG Facilities' management and operation. They include the Watsco Center at the University of Miami and the Kovalchick Complex at the University of Pennsylvania. We are eager to add the CCCC to our growing list of clients!

OVG Facilities' complete client list is provided below and on the following page.

Management and Booking Clients

Conference & Convention Centers

Venue Name	Location	Time of Service	Venue Capacity
<i>CHI Health Center (exhibition space)</i>	Omaha, NE	2018 – present	366,000 sq. ft.
Frankenmuth Credit Union Event Center	Birch Run, MI	2017 – present	109,000 sq. ft.
Fredericksburg Expo and Convention Center	Fredericksburg, VA	2019 – present	120,000 sq. ft.
Grand Junction Convention Center	Grand Junction, CO	2017 – present	23,000 sq. ft.
Kovalchick Complex at the Indiana University of Pennsylvania	Indiana, PA	2016 - present	23,000 sq. ft.
<i>Lexington Center (meeting space)</i>	Lexington, KY	2018 - present	123,000 sq. ft.
Seminole Theatre Meeting Space	Homestead, FL	2015 - present	2,000 sq. ft.
UPMC Event Center at Robert Morris University (meeting space)	Moon, PA	2018 - present	10,000 sq. ft.
Total Conference & Convention Centers: 8			

Theaters & Amphitheaters

Venue Name	Location	Time of Service	Venue Capacity
Avalon Theater	Grand Junction, CO	2017 - present	1,100 seats
Johnny Mercer Theatre	Savannah, GA	2019 – present	2,650 seats
Las Colonias Park Amphitheater	Grand Junction, CO	2017 - present	4,000 seats
Toretti Auditorium at the Kovalchick Complex	Indiana, PA	2016 - present	632 seats
Seminole Theatre	Homestead, FL	2015 - present	425 seats
Total Theatres & Amphitheaters: 5			

Arenas

Venue Name	Location	Time of Service	Venue Capacity
<i>Bon Secours Wellness Arena</i>	Greenville, SC	2019 - present	16,000 seats
<i>CHI Health Center</i>	Omaha, NE	2018 - present	18,300 seats
Fertitta Center at the University of Houston	Houston, TX	2019 - present	7,100 seats
Kovalchick Complex at the Indiana University of Pennsylvania	Indiana, PA	2016 - present	5,000 seats
Moody Center at University of Texas at Austin	Austin, TX	Pre-opening	16,000 seats
New Arena at Agua Caliente	Palm Springs, CA	Pre-opening	10,000 seats
New Arena at Seattle Center	Seattle, WA	Pre-opening	18,000 seats
New Belmont Park Arena	Belmont, NY	Pre-opening	18,000 seats
New Milan Santa Giulia Arena	Milan, Italy	Pre-opening	17,000 seats
<i>Rupp Arena</i>	Lexington, KY	2018 - present	20,545 seats
Savannah Civic Center	Savannah, GA	2019 - present	9,000 seats
Savannah New Arena	Savannah, GA	Pre-opening	9,000 seats
UMBC Event Center at the University of Maryland Baltimore County	Baltimore, MD	2018 - present	5,000 seats
UPMC Events Center at Robert Morris University	Moon, PA	2018 - present	5,000 seats
Watsco Center at the University of Miami	Coral Gables, FL	2016 - present	8,000 seats
Webster Bank Arena	Bridgeport, CT	2018 - present	10,000 seats
Total Arenas: 16			

Stadiums

Venue Name	Location	Time of Service	Venue Capacity
Cougar Softball Stadium at the University of Houston	Houston, TX	2019 - present	1,200 seats
Darryl and Lori Schroeder Park	Houston, TX	2019 - present	3,500 seats
<i>New Fredericksburg Nationals Ballpark</i>	Fredericksburg, VA	2019 - present	5,000 seats
TDECU Stadium at the University of Houston	Houston, TX	2019 - present	40,000 seats
Total Stadiums: 4			

Multi-Purpose Complexes & Venues

Venue Name	Location	Time of Service	Venue Capacity
The Field House at Watsco Center at the University of Miami	Coral Gables, FL	2016 – present	7,700 sq. ft.
University of Houston Athletics Facilities	Houston, TX	2019 – present	-
Athletics Alumni Centre			220,000 sq. ft.
Barbara Wallace Winston Tennis Facility			150 seats
Carl Lewis International Complex			6,000 seats
CRWC Natatorium			264,000 sq. ft.
Guy V. Lewis Developmental Facility			52,923 sq. ft.
Indoor Practice Facility			100,000 sq. ft.
Yeoman Fieldhouse			6-lane track
Virginia Beach Dome	Virginia Beach, VA	Pre-opening	3,500 seats
Total Multi-Purpose Complexes & Venues: 3			

Consulting Clients

Venue Name	Location	Time of Service	Venue Capacity
High Point University New Arena	High Point, NC	Contract Awarded	5,000 seats
High Point University New Conference Center & Boutique Hotel	High Point, NC	Contract Awarded	100,000 sq. ft.
Total Consulting Clients' Venues: 2			

*Booking client

Venue Profiles for OVG Facilities' clients most similar to the CCCC are provided on the following page of this Response. Included is an overview of the facility, primary points of contact, and notable events and accomplishments achieved by OVG Facilities. The following venues are highlighted:

- Rupp Arena (Lexington, KY)
- Bon Secours Wellness Arena (Greenville, SC)
- CHI Health Center (Omaha, NE)
- Two Rivers Convention Center, Avalon Theatre, and the Amphitheater at Las Colonias Park (Grand Junction, CO)

Since taking over management and operation from Spectra Venue Management, OVG Facilities' leadership and direction of the Kovalchick Complex AND Watsco Center resulted in achieving their two best financial years ever in the venue's history!

BON SECOURS WELLNESS ARENA

CONTACT INFORMATION

Bon Secours Wellness Arena
650 North Academy Street
Greenville, SC 29601
Phone: (864) 241-3800
Website: <http://www.bonsecoursarena.com/>

BOOKING CONTACT

Kevin Grove
Phone: (754) 581-5738
kgrove@oakviewgroup.com

VENUE OVERVIEW

VENUE CAPACITY: 16,000-seat arena

DMA RANKING: Greenville-Spartanburg (#36)

OVG FACILITIES ROLE: Booking, Marketing, and Sponsorship Services

LENGTH OF TIME PROVIDING SERVICE: 2019

FOOD AND BEVERAGE PROVIDER: Centerplate

TICKETING SERVICE PROVIDER: Ticketmaster

TENANTS: Greenville Swamp Rabbits (ECHL)

NOTABLE EVENTS & ACCOMPLISHMENTS:

- NCAA Men's first and second rounds (2017)
- Multi-year home of SEC Women's Basketball Tournaments (2017 – 2021)
- Former home Arena to Clemson University Men's Basketball
- Recognized as one of the top 50 venues in the world
- Offers guests a new Sensory Suite designed to meet unique sensory needs of guests who have difficulty processing sights and sounds of an arena show

CLIENT CONTACT

Beth Paul
650 North Academy Street
Greenville, SC 29601
General Manager
bpaul@bswa.com
(864) 250-4936



SUMMARY:

In 2019 OVG Facilities was selected to provide booking, marketing, and sponsorship services to Bon Secours Wellness Arena. Given the competitive South Carolina marketplace with arenas in Columbia and North Charleston, the Bon Secours Wellness Arena elected to work with OVG Facilities to maintain its prominence as the #1 routings destination in South Carolina. The Bon Secours Wellness Arena is a state-of-the-art 16,000-seat sports and entertainment venue, which hosts more than 400,000 people annually. The Arena consists of 30 luxury suites and over 800 club seats. It is also home to the Greenville Swamp Rabbits of the East Coast Hockey League ("ECHL"). The Bon Secours Wellness Arena has also led to an over \$60 Million impact on the Greenville metro area.

RUPP ARENA & LEXINGTON CENTER

CONTACT INFORMATION

430 West Vine Street
Lexington, KY 40507
Phone: 859.233.4567
Website: <https://www.rupparena.com/>

BOOKING CONTACT

Brian Sipe
Phone: 859.551.3067
bsipe@oakviewgroup.com

VENUE OVERVIEW

VENUE CAPACITY:

- 20,545-seat Arena
- 123,000 sq. ft. Convention Center

DMA RANKING: Lexington (#63)

OVG FACILITIES ROLE: Booking Services

LENGTH OF TIME PROVIDING SERVICE: 2018 - present

FOOD AND BEVERAGE PROVIDER: In-house

TICKETING SERVICE PROVIDER: Ticketmaster

TENANTS: University of Kentucky Wildcats (NCAA Division I Basketball (M/W))

NOTABLE EVENTS:

- Alan Jackson (January 1, 2018)
- Professional Bull Riding (January 17, 2018)
- Miranda Lambert (March 2, 2018)
- WWE (April 1, 2018)
- the Eagles (April 10, 2018)
- Brantley Gilbert (April 19, 2018)
- Cirque du Soleil Corteo (March 24-26, 2018)
- Foo Fighters (May 1, 2018)
- Five Finger Death Punch (May 8, 2018)
- Monster Jam (May 12, 2018)
- Tim and Faith (June 2, 2018)
- WWE (July 21, 2018)
- Justin Timberlake (Sept. 19, 2018) – *highest grossing concert in venue's history*
- Thomas Rhett (October 4, 2018)
- Chris Stapleton (October 27, 2018)
- Jeff Dunham (November 10, 2018)
- Trans-Siberian Orchestra (December 6, 2018)
- Snoop Dogg (December 8, 2018)
- James Taylor/Bonnie Raitt (February 27, 2019)
- Mumford and Sons (March 12, 2019)
- Pink (May 9, 2019)
- Paul McCartney (June 1, 2019)

CLIENT CONTACT

Carl Hall
Director of Arena Management
Rupp Arena
Phone: 859.551.3006



SUMMARY

OVG Facilities provides booking services to Rupp Arena in Lexington, KY, home to the University of Kentucky Wildcats. Since assuming booking responsibilities in 2018 for the arena, OVG Facilities has been able to increase bookings by 100 percent. In just the first eight months of providing this services, Rupp Arena hosted top-tier acts and performers as outlined in the above listing.

RUPP ARENA BOOKING UP 100% OVER LAST YEAR

Rupp Arena is erupting with entertainment thanks to a new partnership between arena owners, the Lexington Center Corp. and Oak View Group Facilities.

Bookings for 2018 have increased 100 percent over last year and with the recent addition of Paul McCartney in 2019, there's no slowing down at Rupp Arena, according to David Farrar, Oak View Group facilities director of booking.

Rupp Arena is currently ranked as the 77th most successful venue in the world and 38th in the United States, according to Pollstar Magazine's Mid-Year rankings which are based on event ticket sales.

"Entering into an agreement with Oak View Group Facilities was clearly the right decision for us," said Bill Owen, president of Lexington Center Corp., owners of Rupp Arena. "Oak View Group Facilities has a clear vision for enriching our event schedule with a diverse lineup that truly creates something for everyone at Rupp Arena."

"Entering into an agreement with Oak View Group Facilities was clearly the right decision for us."

"The community is abuzz with the many different type of acts this partnership is bringing to Rupp," said Owen. "We are excited about the future at Rupp and we look forward to more great events with Oak View Group Facilities as our booking partners."

"We owe a great deal of gratitude to our promoters, particularly Live Nation, Feld Entertainment, WWE, and many others who have helped us create exciting entertainment opportunities for the region," said Farrar, Oak View's director of booking. "In addition, we would like to thank our wonderful partners at Lexington Center Corporation and the staff at Rupp Arena who work tirelessly to help us present these terrific shows."

Farrar joined Oak View Group Facilities after spending the last four years in Reading, Penn. as the general manager of the Santander Arena and Santander Performing Arts Center. He and the company are raising the bar at Rupp Arena to a whole new level.

In addition to McCartney, Rupp Arena has performances scheduled with Marvel Universe (Sept. 6-9), Justin Timberlake (Sept. 17), Thomas Rhett (Oct. 4), Chris Stapleton (Oct. 27), A Perfect Circle (Nov. 3), Paw Patrol Live (Nov. 6-7), Jeff Dunham (Nov. 10), Bad Bunny (Nov. 11), Halestorm (Dec. 5), Transiberian Orchestra (Dec. 6), Alabama (Dec. 7), Snoop Dogg (Dec. 8), the Impractical Jokers (March 26, 2019), and Pink (May 9, 2019).

In the first eight months of Rupp Arena's partnership with Oak View Group, the facility hosted Alan Jackson (Jan. 1, 2018), Professional Bull Riding (Jan. 17, 2018), Miranda Lambert (March 2, 2018), Winter Jam (March 31, 2018), WWE (April 1, 2018), the Eagles (April 10, 2018), Brantley Gilbert (April 19, 2018), Cirque du Soleil Corteo (March 24-26, 2018), Foo Fighters (May 1, 2018), Five Finger Death Punch (May 8, 2018), Monster Jam (May 12, 2018), Tim and Faith (June 2, 2018) and WWE (July 21, 2018).



BY: BETH MUSGRAVE

SEPTEMBER 20, 2018

JUSTIN TIMBERLAKE'S RUPP CONCERT SETS ONE-NIGHT RECORD. BUT HE'S ABOUT TO BE BEAT BY A BEATLE.

Justin Timberlake's Wednesday night concert at Rupp Arena grossed \$2 million, making it the highest-grossing one-night concert in Rupp Arena history.

Timberlake's show bested the previous record set by the Eagles, which grossed \$1.8 million in June 2015.

"But that total will soon be eclipsed by Paul McCartney," said Carl Hall, who oversees Rupp Arena for the Lexington Center Corporation. The totals for the Timberlake show were announced Thursday during a Lexington Center Corp. board meeting.

McCartney's June 2019 concert at Rupp Arena — with ticket prices starting at \$133 and going way up, like well into four figures at Ticketmaster — is expected to gross more than \$2.4 million, Hall said. The former Beatle has not played at Rupp Arena since 1990.

Lexington Center Corp. entered into an agreement with the Oak View Group in 2017 bring more concerts and special events to Rupp Arena. The Oak View Group is a consortium of more than 27 venues. The group also has a partnership with Live Nation, the largest concert and live entertainment venue in the nation. The Timberlake and McCartney shows were booked through Oak View Group.



Justin Timberlake plays to fans during the Man of the Woods tour Wednesday at Rupp Arena in Lexington. Alex Slitz aslitz@herald-leader.com

“Oak View has been able to bring more events and more diverse concerts that span multiple genres”

Hall said Oak View has been able to bring more events and more diverse concerts that span multiple genres — rock, rap, country and family-friendly shows.

“That brings different people to different shows,” Hall said. “Bookings are definitely up.”

But the highest-grossing act ever to play Rupp Arena is Garth Brooks, whose four-show concert series in 2014 generated \$4.2 million.

2019 - A MASSIVE YEAR FOR RUPP ARENA

2019 was a massive year for Rupp Arena. Highlights include numerous major concert touring artists like Pink and Paul McCartney, the installation of new chair back seats in the upper arena and two new records set: the fastest concert sell out in Rupp history (Luke Combs) and the highest number of concerts on sale in a single month (seven in November).

Despite a four month closure (June 15 – Oct. 4) for renovations in 2019, Rupp Arena hosted 33 public ticketed, non UK Basketball events in an 8-month window, with 313,000 tickets sold. By comparison in 2018, Rupp hosted 30 public ticketed, non UK Basketball events, over a full 12-month calendar year with 328,000 tickets sold.

According to Brian Sipe, Oak View Group Facilities' director of booking for Rupp Arena, "While Oak View Group was excited about our second year in Lexington and the 2019 schedule at Rupp Arena, we are even more excited for what's coming in 2020 with what is already announced, and what is slated to be announced."

"The Lexington Center/Oak View Group and Live Nation Arenas partnership, which began in 2018, has produced outstanding results. We are thrilled to end 2019 on such a high note and we are looking forward to a prosperous New Year in 2020!" said Bill Owen, Lexington Center president and CEO.

Video recap of 2019: https://youtu.be/b_qveAJiJi8



"We are thrilled to end 2019 on such a high note and we are looking forward to a prosperous New Year in 2020!"

2020 Events – Concert/Show Dates

- January 13 – WWE Raw @7:30pm
- January 17 – Harlem Globetrotters @7:00pm
- January 25 – Professional Bull Riding @6:45pm
- February 13 – KISS @7:30pm
- February 14 – Luke Combs @7:00pm
- February 28 – Sturgill Simpson w/ special guest Tyler Childers @7:30pm
- March 1 – No Limits Soldier Reunion Tour w/ Master P @7:30pm
- March 6 – Zac Brown Band @7pm
- March 7 – Winter Jam @6pm
- April 11 – Monster Jam @7pm
- April 16 – 19 – Disney On Ice
- April 26 – Nickelodeon's JoJo Siwa D.R.E.A.M The Tour @7:00pm
- April 30 – Lauren Daigle @7:30pm
- June 5 – Elton John @8:00pm
- August 18 – Justin Bieber @TBD
- September 9 – Journey and the Pretenders @7:00pm

CHI HEALTH CENTER OMAHA

CONTACT INFORMATION

455 N. 10th Street
Omaha, NE 68102
Phone: 402.341.1500
<http://www.chihealthcenteromaha.com/>

BOOKING CONTACT

Brian Sipe
Phone: 859.551.3067
bsipe@oakviewgroup.com

VENUE OVERVIEW

VENUE CAPACITY:

- 18,300-seat Arena
- 366,000 sq. ft. Convention Center
- New Downtown Riverfront Development

DMA RANKING: Omaha (#69)

OVG FACILITIES ROLE: Booking Services

LENGTH OF TIME PROVIDING SERVICE: 2018 - present

FOOD AND BEVERAGE PROVIDER: Levy

TICKETING SERVICE PROVIDER: Ticketmaster

TENANTS: Creighton Blue Jays (NCAA Division I Basketball M))

NOTABLE EVENTS & ACCOMPLISHMENTS:

- Travis Scott (December 10, 2018)
- Alan Jackson (September 21, 2018)
- Luke Bryan (August 2, 2018)
- Imagine Dragons (June 24, 2018)
- Kevin Hart (May 17, 2018)
- Kid Rock (March 17, 2018)
- Miranda Lambert (March 17, 2018)
- Ed Sheeran (September 12, 2017)
- Shawn Mendes (August 5, 2018)

CLIENT CONTACT

Roger Dixon
President and CEO, Metropolitan Entertainment & Convention Authority (MECA)
455 N 10th St.
Omaha, NE 68102
Phone: 402.341.1500
Rdixon@omahameca.com



SUMMARY

On September 24, 2018 the Metropolitan Entertainment & Convention Center Authority (MECA) unanimously voted to approve a partnership with OVG Facilities to event booking, sponsorship, marketing, and premium seating sales for the CHI Health Center Omaha, a complex consisting of a 19,000 capacity arena and a 500,000 sq. ft. convention center. OVG Facilities will also work with MECA on the proposed new Downtown Riverfront development and potential opportunities at TD Ameritrade Park - home of the NCAA College World Series.

CHI Health Center Omaha is constantly recognized on a global scale. The October 2017 edition of Pollstar ranked CHI Health Center Omaha 53rd worldwide in arena ticket sales. Also in 2017, the website Buzz Feed declared CHI Health Center Omaha the "most Instagrammed location" in the entire state of Nebraska.

CHI Health Center Omaha is home for the Creighton men's Big East basketball games. It also hosts the annual Berkshire Hathaway shareholders meeting, which welcomes thousands of people from across the world. Additionally, every four years the arena converts into a competition pool for the U.S. Olympic Swimming Trials.

MECA SELECTS OAK VIEW GROUP FACILITIES TO STRENGTHEN BOOKINGS AND MARKETING, ESTABLISH NEW NATIONAL SPONSORSHIPS AND INCREASE PREMIUM SEATING SALES FOR THE CHI HEALTH CENTER OMAHA

The Metropolitan Entertainment & Convention Authority (MECA) today unanimously approved a long-term partnership with Oak View Group Facilities to increase bookings, enhance marketing and create new sponsorship/premium sales opportunities for the CHI Health Center Omaha. Oak View Group Facilities specializes in providing premium content and streamlining venue operations for its clients.

"Oak View Group Facilities is the perfect partner to help us further achieve our goals of attracting high-quality events to the region," said Roger Dixon, President & CEO of MECA. "Oak View Group is an experienced team with extensive resources, contacts, and knowledge of our industry, giving us a competitive edge in Omaha."

"Oak View Group becomes an advocate for our city and our facility," added Dixon. "With an on-going presence in all three of the entertainment meccas – LA, New York, and Nashville – Oak View Group gives CHI Health Center Omaha a voice we wouldn't have otherwise. Oak View Group regularly conducts meetings with agents, managers, and promoters, and will ensure tours route through Omaha when coming through the central states. The Oak View Group will make CHI Health Center Omaha a priority play in the Midwest."

"Oak View Group Facilities is the perfect partner to help us further achieve our goals of attracting high-quality events to the region"

"We will also rely heavily on Oak View Group's Global Partnership division to create new, revenue-generating ideas that attract national partnerships," added Dixon.

"MECA has done an outstanding job in operating the CHI Health Center Omaha, as it is one of the top performing arenas in the Midwest," said Peter Luukko, Chairman, Oak View Group Facilities. "We are excited to partner with Roger and MECA in identifying new and exciting opportunities for the region."

Oak View Group Facilities has helped Rupp Arena in Lexington, KY increase bookings more than 100 percent over last year, including shows with Justin Timberlake and Paul McCartney. Additionally, Oak View Group's Global Partnership team recently helped the Portland Trailblazers (National Basketball Association) secure a national sponsorship with Performance Health for Biofreeze to be on the team's uniforms.

Oak View Group Facilities, a division of the Oak View Group, which was founded by Irving Azoff, Tim Leiweke, with Madison Square Garden Entertainment and supported by Silverlake, specializes in event programming, venue assessments, security and emergency preparedness. Oak View Group Facilities can also provide full management services for arenas, stadiums, convention centers and performing arts centers.

Oak View Group will activate its other divisions to help deliver unprecedented results in Omaha. Global Partners will be instrumental in realizing new sponsorship and sales opportunities, and the Arena Alliance's resources will offer an extension to content and opportunities to which CHI Health Center Omaha previously did not have access. CHI Health Center Omaha can lean on Oak View Group's Arena Alliance to gain insight on best practices and tools to maximize event revenue. Currently, 28 of North America's top performing arenas, 15 National Basketball Association teams, and 18 National Hockey League teams comprise Oak View Group's Arena Alliance.

CHI Health Center Omaha is consistently recognized on a global scale. The October 2017 edition of Pollstar, a concert industry trade publication which is owned by Oak View Group, ranked CHI Health Center Omaha 53rd worldwide in arena ticket sales. Also in 2017, the website Buzz Feed declared CHI Health Center Omaha the "most Instagrammed location" in the entire state of Nebraska.

CHI Health Center Omaha is home court for Creighton men's Big East basketball games. It also hosts the annual Berkshire Hathaway shareholders meeting, which welcomes thousands of people from across the world. Additionally, every four years the arena converts into a competition pool for the U.S. Olympic Swimming Trials.

TWO RIVERS CONVENTION CENTER, AVALON THEATRE, AND THE AMPHITHEATER AT LAS COLONIAS PARK

CONTACT INFORMATION

Two Rivers Convention Center
159 Main St.
Grand Junction, CO 81501
Phone: 970.263.5700
Website: <https://www.tworiversconvention.com/>

Avalon Theater
645 Main Street
Grand Junction, CO 81501
Website: <https://www.AvalonTheatreGJ.com/>

GENERAL MANAGER

Maria Rainsdon
mrainsdon@grandjunctionevents.com
Phone: 970.263.5710

Amphitheater at Las Colonias Park
925 Struthers Avenue
Grand Junction, CO 81501
www.TheAmpGJ.com

VENUE OVERVIEW

VENUE CAPACITY:

- Two Rivers Convention Center: 23,000 sq. ft.
- Avalon Theater: 1,100 seats
- Amphitheater at Las Colonias Park: 4,000 seats (*booking only*)

DMA RANKING: Grand Junction-Montrose (#187)

OVG FACILITIES ROLE: Operator

LENGTH OF TIME PROVIDING SERVICE: 2017 - present

FOOD AND BEVERAGE PROVIDER: In-house

TICKETING SERVICE PROVIDER: Ticketmaster

NOTABLE EVENTS & ACCOMPLISHMENTS:

- Decreased the City's Subsidy by almost \$200,000
- Technology upgrades including building-wide WiFi and High-Speed Internet
- Overhauled and revamped the Food and Beverage operations and improved the quality of food by utilizing local and regional products
- Created and implemented training programs for all event-based employees, resolving inefficiencies and improving employee retention
- Decreased food cost by 7.61%
- Expanded grassroots efforts to include window wraps, posters City, and live-size cutouts and photo frames of upcoming events
- Expanded the marketing mix to include social media advertising
- Increased the frequency and diversity of ticketed and free entertainment by working closely with area promoters and co-promoting concerts and shows
- Created events and event series to increase the variety of entertainment options
- In 2018, there were 11 Sold Out Shows at the Avalon Theatre, more than any year since the City of Grand Junction has owned the facility.
- \$11,600 in monetary donations were made to non-profit organizations on behalf of their volunteers during the 2018 Amp season.

CLIENT CONTACT

Name: Jay Valentine | Phone: 970.244.1517 | Email: JayVa@GJCity.Org
250 N 5th Street
Grand Junction, CO 81501



the historic
**AVALON
THEATRE**



SUMMARY

On January 30, 2017, The City of Grand Junction, CO selected Oak View Group Facilities (formerly Pinnacle Venues Services) to manage the 23,000 square foot Two Rivers Convention Center and 1,100-seat Avalon Theatre. OVG Facilities was hired because of their industry experience and relationships. The team's directive was to minimize the City's subsidy, make the venues more profitable, and bring a stronger and more diverse line-up to the Grand Junction region. The management group oversees all venue operations including building maintenance, food and beverage, event management and set-up, security, box office, booking, finance, and marketing for the two venues. The OVG Facilities team was also hired to operate and manage all ticketed events at the City's new Amphitheater at Las Colonias Park.

Located on the Western Slope of Colorado the Two Rivers Convention Center is a 23,000 square foot multipurpose facility that hosts conventions, meetings, banquets, concerts, sporting events and more. The historic Avalon Theatre is a 1,100-seat theater that hosts a multitude of events including concerts, theatrical performances, movies, variety shows and private functions. The new Amphitheater at Las Colonias Park offers an outdoor venue options with a capacity of 4,100.

AVALON BRINGS MORE SHOWS, BIGGER NAMES IN 2019



For fans of live entertainment in Grand Junction, 2019 has been an especially good year with the number of shows growing and bigger names coming to town.

"I don't think it's an exaggeration to say in the 97-year history of the Avalon that this has been its most successful year," Avalon Theatre Foundation Development Director Bryan Wade said.

That success has been evident as the Avalon Theatre has attracted world-renowned artists from LeAnn Rimes to Dave Chappelle.

"Certainly the Chappelle show is an example of us hitting well above our weight," Two Rivers Convention Center and Avalon Theatre General Manager Maria Rainsdon said. "Even at our top performance I wouldn't have expected we'd get that caliber of artist."

Chappelle is an award-winning stand-up comedian and actor.

It has been a quick transformation for the Avalon, which contracted with OVG Facilities — formerly Pinnacle Venue Services — to manage the theatre, as well as the Los Colonias Amphitheatre and the Two Rivers Convention Center, in 2017. Since then the number of live ticketed events at the Avalon has grown from 19 in 2017 to 48 this year, Rainsdon said. Next year the Avalon will host more than 50, she said.

"It certainly has taken off rather quickly," Rainsdon said. "A lot of that is due to the support of the city and the Avalon Foundation and their donors. Being able to purchase a sound system was a huge step for us."

That sound system, which was purchased in 2017, is part of ongoing improvements to the theatre after it was renovated in 2014. This year the Avalon Foundation has focused on fund-raising to install a new digital marquee, as well as digital posters and shade sails for the rooftop mezzanine, Wade said.

"We're working toward having a marquee," Rainsdon said. "Most theaters have a marquee. The Avalon had one originally way back when it opened in 1923." Rainsdon said continuing to improve the Avalon will keep bringing in bigger names.

When Dave Chappelle came in August, Rainsdon said the president of Live Nation, a large events promoter, came and toured the Avalon. The success of the Avalon points to a healthy entertainment ecosystem overall, Rainsdon said. Other venues, like Mesa Theater and Warehouse 25, sixty-five can act like feeders for the Avalon, she said.

"We want to see acts come cut their teeth here and grow too big for the other rooms, go to the Avalon and then be too big for there and have to come over to the convention center or the amphitheater," Rainsdon said. "That's what I'd really like to see."

The Los Colonias Amphitheatre has also seen remarkable growth this year, doubling the number of live ticketed events and breaking its attendance record three times.

In July, country music star Gary Allen broke the record drawing 2,238 attendees then in August the Outlaws and Renegades show, which featured country stars Travis Tritt and Charlie Daniels, brought in 2,575. Then in September, alternative rock band Modest Mouse had 2,877 people turn out for their show making them the current record holders.

"In September between the amphitheater and the Avalon we sold over 9,300 tickets," Rainsdon said. We had eight shows in nine days. We just really exceeded all expectations."

Despite the increased shows and attendance at those venues, Rainsdon said the revenue for the Two Rivers Convention Center was down slightly, as the convention center was closed for four months for renovations. Rainsdon said most of the loss from having the convention center closed was made up by the other venues. Next year, with the convention center reopened, she said she is expecting a 16% increase in revenue over 2018 and a 20.5% increase over 2019.

"The Avalon just continues to pick up steam," Rainsdon said. "I don't think it's going to slow down anytime soon. I think this is going to be the new normal for downtown Grand Junction."

AVALON'S SUCCESS HAS BACKERS THINKING BIGGER

You have to imagine this is what backers of the 2014 Avalon Theatre rehab project had in mind.

A schedule of top-line talent, sold out shows, and a bright future. But while the 2014 Cornerstone Project was pushed across the line despite a rocky economic landscape, current conditions — and a fresh set of \$50,000 donations looking for matches — have fund-raisers seeing an opportunity to claw back some of the amenities left out of the original Cornerstone plan.

"The things that were left out, that we compromised on, were very performer-based and also staff-based," said Bryan Wade, Avalon Theatre Foundation development director. "And that's where we feel like we really have an opportunity to expand the theater again, and really make some strides in getting some of those more A-list type talents on stage.

"I think that's one of the things they look at when looking to come to town," Wade said, of top-level talent.

There are three packages of improvements that Wade thinks could get funded with a new, more aggressive funding campaign aimed at donors. The most visible possible improvements are part of a plan for a flashy new wraparound digital marquee, which along with new digital poster cases and concession signage would "make the theater look complete," Wade says.

Fundraisers are also targeting patron improvements, most notably a canopy for the sun-soaked but spectacular rooftop terrace and shading for the glass-walled mezzanine — improvements critical to maximizing both amenities and drawing in new business. The third set of proposed improvements are behind the scenes, but just as important, Wade argues — portable spotlights, lighting controls, and an internal operations communications system. Still further upgrades include adding a catering kitchen, more storage, and performer dressing rooms and bathrooms, Wade said.

The renewed energy to potentially tackle the projects is in part because of improved economic conditions, but also because of donation matches that are now on the table. The city — which owns the theater — has committed to match \$50,000 for each of the next three years, and an anonymous donor has similarly pledged \$50,000 if it can be matched.

Even after the essential upgrades in 2014 — which replaced cigarette-burned seats falling apart because of rot in the metal, fixed holes in the ceiling, eliminated the sometimes extreme temperature difference between floor level and the balcony, and sturdy bouncy 80-year-old wood in the upper reaches, among other changes — money has been raised to keep improving the Avalon. Improvements in 2017 essentially finished off the Encore Hall, with new screen and projecting technology, basic networking, acoustic tiles, and a new advanced sound system.

A key change also came with the decision in 2017 to bring in a third party, Oak View Group, to manage operations of the theater as well as Two Rivers Convention Center. OVG's extended resources, Wade said, have allowed the theater to book top acts, like comedian Dave Chappelle who sold the place out last week. In fact the theater had more sellout shows in 2018 than ever before, with 14 shows sold out including a two-show sellout for comedian Ron White.

In 2016, the theater logged 16 large ticketed events. Last year there were 39. "This year, I think, is on track to be even a larger year, as far as those large ticketed events," Wade said. A quick glance of the theater's remaining 2019 schedule flashes artist names like LeAnn Rimes, UB40, Lance Burton, Herb Alpert, Lyle Lovett, Bill Engvall, Michael Franti, and Three Dog Night. "We have the potential to get this project pipeline done pretty soon," Wade said, with specific reference to the anonymous donor's recent pledge. "It's there and it's waiting. We just need to unlock it."

"The Avalon just continues to pick up steam," Rainsdon said. "I don't think it's going to slow down anytime soon. I think this is going to be the new normal for downtown Grand Junction."



An artist's rendering of a proposed new wraparound digital marquee shows how the addition could transform the look of the theater's front at 7th and Main Streets. Bryan Wade, development director of Avalon Theatre Foundation, estimates the new marquee has a price tag of between \$85,000 and \$125,000. Image special to the Sentinel

Marketing & Event Booking Services

EXPERTISE SECURING MARKETING ENTERTAINMENT CONTENT AND CONVENTION BOOKINGS

WHO WE ARE

OVG Facilities is a full-service venue management and event programming firm that specializes in providing premium content and streamlining venue operations. We provide services that make an impactful difference, whether it is securing entertainment, meetings and conventions content, identifying and correcting operating inefficiencies, or designing and implementing emergency procedures and policies and providing the critical staff training. Our services produce tangible results that ultimately add to your bottom line, enhance the guest experience, and make a positive impact on the community.

OVG Facilities features a team of highly successful and well-respected industry leaders with a myriad of experience in addressing every challenge a venue or its owner may face. Our team of industry experts helps venues become more profitable, efficient, and safer. We have a proven history of expertly operating venues while making our clients' needs our priority. We are confident we have the experience and knowledge to provide facility marketing and event booking services for the CCCC.

Many of our senior leaders have overseen the pre-opening, construction, and grand opening of arenas, stadiums, convention centers, and performing arts centers throughout North America prior to joining OVG Facilities, including the Wells Fargo Center in Philadelphia, PA; University of Phoenix Stadium in Glendale, AZ; Colonial Life Arena on the campus of University of South Carolina in Columbia, SC; Ted F. Constant Convocation Center on the campus of Old Dominion University in Norfolk, VA; St. Charles Convention Center, Utah Valley Convention Center and Budweiser Gardens in London, ON.

OVG Facilities Co-Chairman, Peter Luukko; President, Hank Abate; and Senior Vice President, Sims Hinds, were instrumental in the establishment of SMG and its early successes. Luukko founded Global Spectrum where he worked very closely with Abate and OVG's Senior Vice Presidents Doug Higgons, Shura Garnett, and Tom Paquette, as the company expanded to over 125 managed facilities. OVG co-founder, Tim Leiweke, served as the President and CEO of AEG from 1996 to 2013. Leiweke founded and ran AEG Facilities with over 150 venues worldwide and has built more than 18 sports facilities, including Dignity Health Sports Park (formerly StubHub Center), O2 Arena London, Staples Center, Mercedes-Benz Arena Shanghai, LA Live, and Mercedes-Benz Arena Berlin (formerly O2 World Berlin), in addition to the day-to-day oversight of the one-time 11 sports franchises under AEG's control.

The following individuals will provide corporate support to the CCCC:

Peter Luukko, co-chair of OVG's Arena Alliance, and Chairman, OVG Facilities. Luukko founded Global Spectrum (now Spectra) and led its growth to more than 200 accounts when he was President of Comcast-Spectacor from 1993-2013. Luukko has over 35 years of industry experience, including nearly two decades as a regional Vice President for SMG, as well as the lead executive for both the Philadelphia Flyers and Florida Panthers, both of the National Hockey League (NHL), where he also served on the League's Board of Governors.

Hank Abate is the President of OVG Facilities. Abate has over 30 years of experience and has held senior management roles with Madison Square Garden Company as Executive Vice President having oversight of Madison Square Garden, Radio City Music Hall, The Beacon Theater, The Chicago Theater, and The Los Angeles Forum. He is also a former Senior Vice President with both Spectra and SMG.

Doug Higgons Senior Vice President for OVG Facilities, has over 25 years of industry experience and was a former Regional Vice President with Global Spectrum (now Spectra). He worked for the 2002 Salt Lake Winter Olympics and was also one of the founders of Pinnacle Venue Services (which was acquired by Oak View Group in 2017, forming OVG Facilities). He was also part of the operations team at Super Bowl XLII in Glendale, AZ.



Led by executives with decades of influence in the venue management business, our combined experience and know-how uniquely position us to provide marketing and event booking services to the CCCC

Tom Paquette Senior Vice President for OVG Facilities, has over 30 years of industry experience, including overseeing the day-to-day operations of AT&T Center in San Antonio, TX, home of the National Basketball Association's San Antonio Spurs. He held numerous General Manager positions with Global Spectrum (now Spectra) and is also one of the founders of Pinnacle Venue Services.

Sims Hinds is the Senior Vice President of Development for OVG Facilities. Hinds has more than a 40-year history in the venue management and concert industry. He has held senior management positions with AEG and SMG and has toured with some of the largest acts on the road. Hinds oversaw the development and opening of PNC Arena in Raleigh, NC – home to the Carolina Hurricanes (NHL) and North Carolina State University; and Hertz Arena in Ft Myers, FL -home of the Florida Everblades (ECHL) team. Hinds is also active in his community, serving as he Vice Chairman of Forward High Point Development Corporation (non-profit), member of the High Point University Board of Visitors, member of Furniture Land Rotary Club, and member of the High Point Community Foundation Board of Advisors.

Shura Garnett is Senior Vice President of Convention Centers for OVG Facilities. With more than 30 years of industry experience, Garnett has served as Senior Vice President of Convention Centers for Spectra Venue Management and Food Services & Hospitality. Her responsibilities included oversight of all Spectra Convention Centers. Garnett has also held positions as Regional Vice President for Spectra, General Manager of the St. Charles Convention Center, Director and CEO of the Midland Convention Center, and the Vice President of Visitor Development for the Midland Chamber of Commerce.

COMPANY BACKGROUND

Oak View Group (OVG), together with affiliated companies, Silver Lake and The Azoff Company, are national and global leaders in the entertainment facility management space. Together, our principals and affiliated companies are leading the arena development space, with over 13 arenas currently in various stages of development including the announced new arena at Seattle Center (\$900 Million) and a new arena at Belmont Park, New York (\$850 Million). OVG's overall development experience is unprecedented and our industry knowledge uniquely positions us as leaders in the development of sports and entertainment facilities.

OVG was formed in 2015 but has a 30-year history built on the longstanding relationship between Tim Leiweke and Irving Azoff, as friends and business partners throughout their time leading their respective sectors and business as leaders in sports and entertainment. They launched OVG with Jim Dolan, executive chairman and CEO of The Madison Square Garden Company and executive chairman of MSG Networks, and MSG Entertainment to create a positive disruption to the sports and entertainment industry. In the beginning of 2018, OVG brought on Silver Lake as an equity partner, which owns companies such as William Morris Endeavor, UFC, PBR, and many more.

OVG's executive team is comprised of industry veterans that have made a career out of helping entrepreneurial and independent companies stand out from the competition. Uniquely, we prioritize partnership and create individual strategies based off the specific needs of our clients and the cities in which they are based. We endorse partnerships based off of collaboration, inclusiveness, and creativity without creating risk or controversy for our partners. Humility is at our core. We're not driven to be the biggest – we're driven to protect, nurture, and bring create the best environment for our clients' businesses.

OVG FACILITIES

In a move that further expanded Oak View Group's footprint in the venue management industry, OVG purchased Pinnacle Venue Services from Tom Paquette and Doug Higgons in 2017 and rebranded it OVG Facilities.

Pinnacle Venue Services, having three years of operations, brought six management contracts and a thriving security and operation assessment business to OVG. The executive staff of OVG Facilities consists of Peter Luukko, who leads the division and is also co-chair of OVG's Arena Alliance; Hank Abate, President of OVG Facilities; and Sims Hinds, Senior Vice President of Business Development for OVG Facilities. Tom Paquette and Doug Higgons now serve as Senior Vice Presidents of OVG Facilities and Shura Garnett as Senior Vice President of Convention Centers. This team of experienced industry veterans have a long history of working together in private management of venues, including stints with SMG, Globe Facility Services, and Global Spectrum/Spectra Venue Management.

OAK VIEW GROUP

Oak View Group ("OVG") was created in 2015 to positively disrupt the sports, hospitality and entertainment industry, leaving the industry better and stronger than where we found it. OVG is a global venue development, advisory, and investment company specializing in the sports and live entertainment industries. Our vision is to be the largest developer and manager of entertainment facilities in the world. OVG is comprised of eight divisions across four global offices (Los Angeles, CA; New York, NY; Philadelphia, PA; and London, England). Our executive team is full of industry veterans that have made their careers out of helping entrepreneurial and independent companies



stand out from the competition. OVG's immense practical and first-hand knowledge fosters an environment of trust and ingenuity. We're driven to protect, nurture, and bring the best out of our clients' businesses. We are also proud of our establishment the OVG Arena Alliance which is comprised of 28 world-class venues partnering together for the first time in history! *Humility is at our core.*

OVG - VISION STATEMENT

We strive through management, equity, and partner deals to be the leading sports and entertainment facility company in the world with a network of independent and complimentary service companies that provide a direct and positive impact for our facilities, ultimately maximizing revenue streams associated with our facilities and re-defining the fan experience.

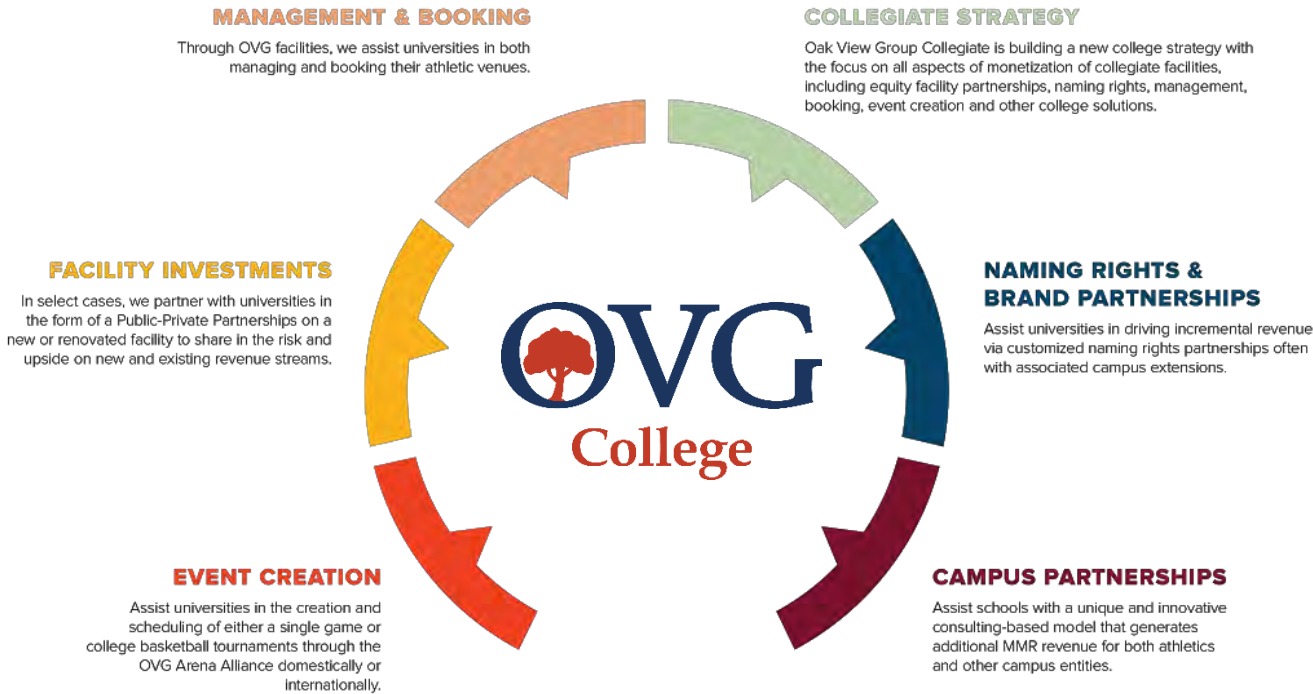
OVG MEDIA AND CONFERENCES

OVG Media & Conferences was created to be the leading resource in continued education and technological advancements affecting the sports, hospitality and entertainment industry generally, and more specifically, the opportunities and implications that education provides for facility owners and operators.

OVG Media & Conferences seeks to be the industry voice for all things facilities through digital, print, and organized conferences. Key portfolio companies include Pollstar and VenuesNow, giving OVG Media & Conferences the ability to deliver subscribers with daily news briefings and related content on the latest technology advancements and a monthly magazine with content specifically curated for facilities. With the addition of award-winning live entertainment journalist Ray Waddell, a leader and industry veteran in the conference and publications space, OVG Conferences & Publications will continue to build out and program a robust conference portfolio to complement its daily briefings.

OVG COLLEGE

OVG College was developed to provide university and collegiate venues with a diverse scope-of-college solutions which include event creation, facility investments, management and booking, collegiate strategy and campus partnerships, naming rights and brand partnerships, and outbound collegiate ticketing.



GLOBAL PARTNERSHIPS

OVG Global Partnerships is Oak View Group's sponsorship and storytelling division. Led by a team of former senior marketing executives for Fortune 500 companies, OVG Global Partnerships connects world class sport and entertainment properties with world class brands who want to build and communicate a compelling story to their customers through sports and live entertainment.

They are relentless in their pursuit to help clients drive unparalleled engagement and build brand love. They have built some of the most culturally relevant and unique partnerships in sports, entertainment, music, fashion, and corporate social responsibility — partnerships that influenced and created culture over the past decade. From large-scale naming rights to multi-faceted sponsorships and media partnerships, their industry knowledge gives them unprecedented ability to structure, execute, and derive maximum value from these partnerships.

Current clients of OVG Global Partnerships include The Broad Museum, SBE, FELD, the Arena Alliance, the New Arena at Seattle Center, and Belmont Arena. Their team has over 20 years of experience on the property side of sports and live entertainment and has built successful careers on negotiating mutually beneficial outcomes with world class brands. They understand the unique personalities and needs for both the brand and the venue. OVG Global Partnerships will create a compelling and unique story for CCCC that will embrace and reflect the rich history of City and Auditorium Board, the values of the community and the formation of the most valuable corporate sponsorship opportunities.

ARENA ALLIANCE

Formed and led by OVG, this invitation-only group of major market arenas and stadiums utilizes the power of collective leverage through buying, selling, booking, and thinking collaboratively. With venue participation from major markets coast to coast, such as Madison Square Garden (New York, NY); the United Center (Chicago, IL); Wells Fargo Center (Philadelphia, PA); and American Airlines Center (Dallas, TX), this new and revolutionary way of thinking has proven valuable and powerful from both a content and sponsorship perspective.



One of the main objectives of the Arena Alliance is to increase the volume and caliber of content for the group. Historically, it was the industry standard for a facility to wait and have the content request come to them. In the Arena Alliance, we challenge that notion and advocate every day on the Arena Alliance's behalf to ensure that members have a competitive advantage and the ability to bid for both traditional and innovative content. The Arena Alliance's overall goal is to increase the number of events in each of its members' buildings year-after-year. The Arena Alliance works with management and artists to establish artist residencies at respective facilities, works with talent agents to package Arena Alliance members together for Arena Alliance specific tours, leverages the network of its members to influence content providers to book with Alliance members, and leverages the advance knowledge of touring schedules to provide Arena Alliance members with the opportunity to obtain top level content and manage its venue calendar ahead of its competitors.

The Arena Alliance has successfully programmed bands such as Bon Jovi, John Mayer, Bruno Mars, and Earth Wind and Fire in all the members' facilities.

Another main business objective of the Arena Alliance is to increase sponsorship opportunities by targeting non-traditional sponsorship revenue categories. The Arena Alliance, in partnership with OVG's Global Partnerships - OVG's sponsorship division, complements each venue's existing sales and partnership efforts by connecting all the available assets across the portfolio of the Arena Alliance members and packages those assets together as a cohesive campaign with measurable deliverables to the advertising client. This strategy has proven not only innovative and revolutionary but also profitable as the Arena Alliance, in partnership with OVG's Global Partnerships, inked a three-year, \$40 Million national sponsorship contract between Walmart and more than twenty sports venues. Each of the arenas benefitted from a profit of more than \$1.5 Million from this single partnership. This contract is the multi-national, big box retailer's first foray into the sports and entertainment sponsorship landscape.

STADIUM ALLIANCE

OVG Stadium Alliance was created in 2015 with a focus to organize the best-in-class large scale stadiums in North America to share best practices and maximize event revenues. Members of the Stadium Alliance share their experience, knowledge, and relationships with decision makers which results in an increase in incremental events to its affiliated members. Stadium Alliance Partnership Opportunities provide deal negotiations, scaling and ticketing consultation, marketing support, premium seating, optimization of ancillary revenues, and event coordination, as needed. Members of OVG's Stadium Alliance includes Dodger Stadium (Los Angeles, CA); T-Mobile Park (Seattle, WA); Target Field (Minneapolis, MN); Comerica Park (Detroit, MI); TIAA Bank Field (Jacksonville, FL); Guaranteed Rate Field (Chicago, IL); Globe Life Field (Arlington, TX); and Kauffman Stadium (Kansas City, MO).



OVG INTERNATIONAL

OVG International was established in March 2019 and is a London-based entity of Oak View Group that explores arena and stadium development and partnership opportunities in the UK, Europe, Asia, and the Middle East. OVG International has already participated in advanced discussions on a number of projects.



PREVENT ADVISORS

Prevent Advisors is an advisor and implementation service, providing holistic security solutions focused on safekeeping the entire sports and live entertainment facility ecosystem. Chaired by former LAPD Chief and NYPD Commissioner Bill Bratton and led by former Los Angeles Deputy Chief of Police, Mike Downing. Prevent Advisors has been working hand-in-hand with OVG's Arena Alliance to develop and implement security and counterterrorism solutions tailored to meet the 21st century demands of the sports and entertainment facility industry. Services include consulting, venue pre-construction development, sourcing innovative hardware and software, operational implementation, large-scale event personnel support, as well as investment in solution services and companies. Prevent Advisors also represents the NBA, NHL, MLB, and NFL for league-wide security and will be able to seamlessly create a security environment that reflects the requirements of all leagues and specifically address fan and player safety at the highest level.



ELEVATE

Oak View Group, Live Nation, and Ticketmaster have partnered with Elevate Sports Ventures, a collaboration between the San Francisco 49ers and Harris Blitzer Sports & Entertainment (HBSE), to offer best-in-class premium services serving the global sports and entertainment landscape. Elevate Sports Ventures taps into the extensive resources, relationships, and expertise of its partners to innovate and execute comprehensive strategies and solutions in such areas including Stadium Licenses, Premium Ticketing, and Corporate Hospitality. On behalf of OVG, Elevate will support the premium seating and suite sales and servicing strategy associated with the proposed renovations to the new arena development at Seattle Center. The project is tied to the city's interest in serving as a destination for a potential NHL expansion team. Elevate will serve as OVG's preferred premium sales and service agent, supporting all current and future OVG development projects.



OVG BUSINESS DEVELOPMENT

OVG Business Development partners with visionaries at early stage companies in the sports and entertainment space looking to create new markets or redefine existing ones. The Business Development Team leads OVG's investing in major capital projects, such as the renovation of Seattle's KeyArena, Belmont Arena, and additional venues internationally. Together with our affiliated companies, OVG Business Development is leading the arena development space, with over 13 arenas currently in various stages of development including the New Arena at Seattle Center in Seattle, WA; the New Arena at Belmont Park (Belmont, NY); the New Area at the University of Texas at Austin; and most-recently announced, the new arena project in Milan, Italy and the new state-of-the-art sports and entertainment arena in downtown Palm Springs, CA. Articles announcing these three most recent projects are provided on the following pages.



OVG Plans Arena In Milan – Venue Is Company’s First Project Outside U.S.; Live Nation Also Involved

VenuesNow Staff

June 17, 2019

Pollstar



The venue will be able to host international standard basketball and hockey events, with a capacity for live music of up to 17,000.

The Stadium of Milan, located in Milan, a financial and design center in northern Italy. VenuesNow understands the development of the arena will likely begin in 2021 as part of the scheduled regeneration program for the wider site and that it would open in 2024.

The venue will be able to host international acts for live music of up to 17,000. Projected co-CEO and chief executive officer of OVG co-founder and chief executive officer of OVG forward to announcing more European partnerships.

It is partnering with entertainment giant Live Nation on the project.

...to build and run an arena
in the Santa Giulia area of
Milan, Italy...



Agua Caliente Tribe, Oak View Group Announce Palm Springs Arena Plans

Sarah Pittman

June 26, 2019

Pollstar



The Agua Caliente Band of Cahuilla Indians has announced a privately financed arena on 16 acres in Palm Springs on board to fill the venue.

The arena will feature more than 10,000 seats and premium hospitality options. Wednesday's announcement was made by the venue development, advisory, and investment company for the sports and live entertainment industry (as well as Pollstar's parent company) — noted that construction is expected to begin in late 2020.

...expected to create thousands of permanent and temporary jobs.

The arena will also provide a year-round community gathering space.

...10,000 seats including suites and premium hospitality clubs. Groundbreaking and construction are scheduled for February.

NHL Seattle and OVG have jointly submitted an application for the 32nd AHL Franchise expansion team

...unique partnership that will forever change the face of sports and entertainment in Palm Springs and the Coachella Valley

OVG's partnership with the Agua Caliente Band of Cahuilla Indians is a significant milestone for the company, which has a long history of working with Native American tribes. The arena is expected to be a major economic driver for the region, creating thousands of jobs and providing a year-round community gathering space.



OVG ADVANCES PLANS ON NEW MANCHESTER ARENA PROJECT

Anna Grace

November 26, 2019

IQ Live Music Business



The OVG Arena would be located at Etihad Campus, home to Manchester City FC's Etihad Stadium. Image © www.gulf.com/en

Oak View Group
Etihad Campus

The US-based
new concert venue
City FC owner
Arena.

...confirmed its interest in building a major new concert venue in Manchester at the end of August, working in partnership with Manchester City FC owner City Football Group

The second round of meetings opens on Thursday 28 November, with the consultation period running until Monday 16 December. OVG held a previous round of four consultation events in October to share initial ideas and gauge community priorities.

The latest proposals will be shared online, allowing local residents to voice their opinions.

"A world-class arena has to work for the community so continual dialogue to understand the community's needs is vital," says Mark Donnelly, OVG International's chief operating officer.

One of the key objectives is that a new arena must deliver a range of training and job opportunities for local residents, as well as providing an up-to-date and world-class venue for business and community priorities, and will be used to further feed-

A clear objective is that a new arena must deliver a range of training and job opportunities...

A world-class arena has to work for the community so continual dialogue to understand priorities and concerns is a vital part of our feasibility process...



MANAGEMENT PHILOSOPHY

The OVG Facilities' venue management philosophy is simple – our mission is to work as an agent for the City and Auditorium Board to execute your goals and objectives as they pertain to the CCCC. We will act as your partner but manage your venues as if they were our own. Our management approach is to deliver the following:

- **Client-Driven Results:** OVG will work with City and Auditorium Board to establish the goals and vision for the CCCC. OVG Facilities will create management plans that are consistent with those goals.
- **Content and Maximized Utilization:** OVG Facilities is uniquely capable of bringing events to the CCCC. We will use our numerous convention center and live entertainment resources to deliver new events that are perfectly matched for your venue, market and owner objectives.
- **Partnership:** OVG Facilities believes in partnership management. We provide the very best in support, resources, and systems to allow our staff to be successful in our partnership with City and Auditorium Board.
- **Flexible Thinking:** We create an environment that encourages our team to adopt and evolve the customized operating plan specifically designed for the CCCC.
- **High-Quality Staff:** OVG Facilities recruits and has access to the best and brightest minds in the industry by providing growth opportunities. We are a company that prides ourselves by putting our clients and staff first. Their success is the foundation of our company's success.
- **Communication:** We will maintain an open, honest, and on-going dialogue with City and Auditorium Board, the CVB, the local community, local stakeholders and our staff in all areas of operations including booking, event execution, finance, sales and marketing,
- **Accountable:** OVG Facilities believes in a relationship where we are held accountable for everything we do, and everything we promise to do.

The foundation of our management and operations plan for the CCCC will be:

- Meet with various hoteliers, attractions, the CVB, and the Auditorium Board to fully understand the Auditorium Board' goals and objectives for the CCCC
- Identify and establish communication with potential clients, meeting planners, wedding planners, show organizers, event producers, sponsors and advertisers
- Meet with local stakeholders with the following goals:
 - Introduce ourselves as your new manager
 - Identify collaborative objectives
 - Establish new relationships
 - Identify possible facility users and sponsors
- Conduct additional market research in the areas of meeting and event demographics, appropriate media and tradeshow opportunities, competitive venues, and the comparative analysis of those to improve our own competitiveness for all events.
- Work with City and Auditorium Board, and the CVB to create a collaborative Marketing Plan for utilization at the CCCC and develop materials necessary to support the Plan.
- Maintain community relations and exposure to the hospitality and meeting industry through constant contact, by means of media releases, promotions, advertising, and direct meetings.

All of this will all be done in conjunction with the City and Auditorium Board, and the CVB, so our marketing and booking plans will be coordinated to maximize our mutual goals. Our basic philosophy is to be your PARTNER in facility marketing and event booking for the CCCC. We will work with City and Auditorium Board on the following:

- Establish and Agree on a Sales and Marketing Budget
- Staffing Plan
- Sales & Marketing Plan
- Specific Financial Procedures
- Overall Business Plan

APPROACH TO SALES, MARKETING AND EVENT BOOKINGS

The OVG Facilities approach to sales, marketing and event bookings is to develop a sales and marketing plan unique to the CCCC that achieves the results the City and Auditorium Board want, including:

Increased Facility Usage

- We will find more events for the CCCC. Our team has extensive experience in the presentation of EVERY type of event hosted by convention centers, arenas and performing arts centers.
- We will invest in developing NEW events for the CCCC
- We have relationships with numerous meeting planners, consumer and tradeshow producers and organizers, festival and special event producers, and family show and concert promoters in the live entertainment touring industry.
- Our strong on-site staff will work daily to find events for your convention center.
- We will work with the hotels, CVB, and public agencies to turn local event ideas into reality, from consumer shows and exhibitions, festivals, concerts, and arts and cultural events, to regional and community events.

Focus on the Bottom Line

- We will create efficient operating plans (full management and operating services)
- We operate with a yield management philosophy that helps to saturate the booking calendar therefore creating greater profitability for the venue.
- We increase advertising sales and event sponsorships.
- We negotiate the lowest possible vendor rates for supplies and services.
- Using our proven specialists, we will attain the lowest possible rates for workers' compensation insurance, employee benefits, and public liability insurance.

OVG Leadership Involvement

- The CCCC will be supported by the senior leadership of OVG Facilities
- Our desire is to have our clients be our best salespeople for future business
- We will be in constant communication with the stakeholders of the convention center and City and Auditorium Board' Contract Administrator

Accountable Financial Decisions

- City and Auditorium Board will receive and be a part of creating and approving our annual budget.
- City and Auditorium Board will receive accurate monthly and yearly reports, detailing venue's activity.
- The OVG Facilities financial records for the venues are open to review at any time.

Aggressive Sales and Marketing Initiatives

- OVG Facilities will aggressively market the CCCC to make sure it is on the map for meeting planners, concert promoters, booking agents, event producers and promoters, and planners of cultural events, banquets, and meetings.
- We will create strategic media partnerships to assist in the advertising and promotion of all our public events at the venues.
- We will assist City and Auditorium Board, event organizers, meeting planners, and local organizations to make each of their events successful.

Focus on Staff

- OVG Facilities will promote an open and direct line of communication among OVG staff, clients, and building managers, allowing them to share ideas, establish goals, and discuss mutual concerns.
- OVG's philosophy of open communication with staff creates a work environment that encourages creativity and a setting where everyone is selling.

Guest Experience

- OVG Facilities' service program encourages and rewards pro-active service initiatives by employees.
- Each and every employee at the facility will be empowered to solve problems.
- Clients and guests of the CCCC will be surveyed to ensure management is aware of their true customer experience, so service programs and staff training can be altered to create a better guest experience.

CORPORATE SUPPORT

OVG Facilities' corporate personnel is comprised of experienced industry veterans who have worked in every facet of the sports and entertainment industry. Our team of professionals is eager and prepared to share their expertise with the City and Auditorium for their CCCC. The corporate resumes of our key staff members who will have a significant role in delivering OVG Facilities' proposed scope-of-services are as follows:

PETER LUUKKO

Chairman

Peter Luukko is Chairman of OVG Facilities, and also serves as Co-Chairman of OVG's Arena Alliance. Luukko is instrumental in overseeing growth for the company by acquiring new facilities, managing relationships with promoters, artists, and managers, and consulting with developers, city officials, and team owners.

Additionally, he is Executive Chairman of the Florida Panthers Hockey Club and Sunrise Sports and Entertainment. Under Luukko's leadership, the franchise experienced several accomplishments including hosting the 2015 National Hockey League Draft and a significant increase in ticket and corporate partnership revenue. Luukko's management also resulted in an increase in bookings of a variety of prominent shows at the team's home venue, the BB&T Center.

Luukko previously served as President and Chief Operating Officer of Comcast-Spectacor, L.P. for more than 25 years, overseeing the Philadelphia Flyers of the NHL, while serving as a member of the National Hockey League Board of Governors. He oversaw Comcast-Spectacor's facility-management business, Global Spectrum (now Spectra) which ran more than 125 sports arenas, stadiums, and convention centers. He was also responsible for the expansion of Comcast-Spectacor's broad range of businesses including its food and beverage, ticketing, and sponsorship sales divisions.

Under Luukko's leadership, Comcast-Spectacor helped Philadelphia garner national attention and awareness by attracting several high-profile events to the city of Philadelphia, including the 2000 Republican National Convention, the 2000 NCAA Women's Final Four, the 2001 NCAA Men's East Regionals, the 2001 and 2002 X-Games, the 2002 NBA All-Star Weekend, the 2008 U.S. Olympic Team Trials for Gymnastics, the 2011 NCAA Wrestling Championships, the 2014 NCAA Frozen Four, and several other sports and entertainment events.

As President of the Flyers, he played an instrumental role in his club participating in two Winter Classics (2010 and 2012), while also hosting the 2014 NHL Draft. A recognized leader in the facility management industry, Luukko was the 2000 recipient of the City of Hope's Tri-State Labor Award. He also received the 2002 prestigious Harold J. Vander Zwaag Distinguished Alumnus Award from the Sports Management Program of the University of Massachusetts for his accomplishments in the field of sports management. He received the 2013 Police Athletic League PAL Award for his contributions to the Philadelphia community.

In 2013, Luukko and Comcast-Spectacor Chairman, Ed Snider, ranked 43rd on Street & Smith's Sports Business Journal's prestigious list of the Top 50 Most Influential Leaders in Sports Business. They were also two-time winners of Venues Today's Hall of Headlines. He also was named one of Billboard Magazine's Power 100 (2012 and 2013).

Luukko, 60, serves as an active member of the Board of Directors of Pointstreak Sports Technologies Inc., a Toronto company that develops sports-related software, including 50/50 raffle technology, increasingly used at sports facilities across North America. He also serves as Chairman of the Board of Directors of Philly Sports Holdings, an Exton, PA based holding company that operates Sports Vault and Strategic Sports Marketing. Luukko is a hockey player, hockey coach, and hockey parent. He is a graduate of the University of Massachusetts. Luukko and his wife, Casey, have three children Nick, Dana, and Max.

HANK ABATE

President, OVG Facilities

Hank Abate has over 30 years of experience covering all aspects of arena, theater, and stadium management. Prior to his role with OVG Facilities, Hank was the Executive Vice President of Venue Management for The Madison Square Garden Company having oversight of Madison Square Garden, Radio City Music Hall, The Beacon Theater, The Chicago Theater, and The Los Angeles Forum. He is the former Senior Vice President of Global Spectrum (now Spectra Venue Management) and for MSG. While with Global Spectrum, Abate played a key role in merging the operations of Ovations Food Services and Global Spectrum Facilities Management, while overseeing more than 40 facilities with a focus on increasing event activity and driving bottom-line growth. Prior



to that, he spent 20 years working for SMG Facility Management, where he held many key positions and had principal responsibility for SMG-managed arenas and stadiums in more than 120 cities.

DOUGLAS HIGGONS

Senior Vice President

Doug Higgons is a 25-plus year veteran of public assembly facility management with experience in administration, operations, marketing, booking, pre-opening services, and event operations for arenas, theaters, stadiums, and conference centers throughout the United States. He has provided invaluable assistance in the design, construction, grand opening, renovation, operations, and transition phases of over 20 different arenas, stadiums, theaters, and conference centers. He has experience in numerous international events such as Olympic Games, Super Bowls, FIFA Cups, NCAA Championships, and stadium concerts.

Higgons spent close to 20 years working for the facility management company Global Spectrum including his last 10 years with the company as a Southeast-based Regional Vice President overseeing 16 separate accounts which included arenas, conference centers, and 10 theaters.

Higgons has vast experience in management and operations for the Olympics which traces back to 1996 when he was involved in event services for the Atlanta Olympic Games. He later served as the Deputy General Manager for the Utah Olympic Oval during the 2002 Winter Olympic Games in Salt Lake City. In this role, Doug was responsible for the daily operations of the Olympic Oval, for the transition of the venue to an Olympic facility, and the venue operations for speed skating during the 2002 Olympic Games. Higgons also has a diverse background in venue security, as he had daily interaction with members of the US Secret Service, FBI, US Military, and local law enforcement. He also co-authored the Emergency and Incident Response Plan for the venue, combining the needs of the athletes, guests, and staff, while keeping security as the primary concern.

Higgons is a 1992 graduate of the Sports Management program at the University of Massachusetts. He has served as an Adjunct Instructor at Old Dominion University and the University of New Hampshire co-teaching graduate and undergraduate level courses focusing on facility management. He is an active member of International Association of Venue Management (IAVM) and is a graduate of the IAVM's School of Venue Management. He has also served on the arena and university committees for IAVM. Doug is a native of Massachusetts and currently resides in Williamsburg, VA.



SHURA GARNETT

Senior Vice President, Convention Centers

Shura Garnett is Senior Vice President of Convention Centers for OVG Facilities. Prior to her role with OVG, Garnett served as Senior Vice President of Convention Centers for Spectra Venue Management and Food Services & Hospitality. Her responsibilities included oversight of all Spectra Convention Centers and for the development and implementation of Spectra's national sales initiatives for all convention centers.

With almost 30 years of industry experience, Garnett has held positions as Regional Vice President for Spectra, General Manager of the St. Charles Convention Center, Director and CEO of the Midland Convention Center, and the Vice President of Visitor Development for the Midland Chamber of Commerce.

She has held Board positions for both Trade Show Executives Exposition Forecasting Board and the Center for Exhibition Industry Research Foundation. Formerly, Garnett was on the Board of Directors for the St. Charles Chamber of Commerce, and elected to the Texas Department of Economic Development's Tourism Advisory Committee. As part of her IAVM activities she served as Chairman of the IAVM Convention Center Committee, member of the Industry Affairs Committee, member of the Board of Governors, Chair of the Board of Education, and Chair of the Diversification Committee. She was then elected 1st Vice President of IAVM and worked her way through the chairs to become the Chairman of the Board of the IAVM.



She is a current member of ASAE, IAEE, IAVM, MPI, and PCMA. She is the recipient of the 2008 St. Charles Zonta Yellow Rose Award, the 2008 recipient of Venue's Today's "Women of Influence" Award, the recipient of the 2005 IAVM Presidential Citation and most recently the 2014 recipient of the prestigious Charles A. McElravy Award, the 27th recipient since 1963. Facilities and Destinations has named her as an Elite Convention Center Executive for two years in a row.

THOMAS PAQUETTE

Senior Vice President

Tom Paquette's 25-plus years of expertise in managing sports and entertainment venues includes serving at a variety of venue types and sizes and hosting a myriad of events including NBA, NHL, NCAA basketball and hockey, arena and stadium concerts, national political conventions, ESPN X-Games, and music festivals. He has led arenas through construction, pre-opening, and opening phases as well as major renovation projects.

Paquette held the position of Vice President and General Manager of the AT&T Center for Spurs Sports & Entertainment, managing the arena during the 2013 NBA Finals, 2014 NCAA Men's Basketball Tournament, and the annual San Antonio Stock Show & Rodeo. Additionally, he spent 10 years as General Manager of Colonial Life Arena at the University of South Carolina, guiding the arena through construction, opening, and the first nine years of operation. After opening in 2002, it quickly became one of the premier university arenas in the United States and one of the most successful arenas in the Southeast. Prior to moving to South Carolina, he served as the Director of Event Production at the Wells Fargo Center and Spectrum in Philadelphia, PA.

Paquette has also served as General Manager at the Tsongas Arena in Lowell, MA, seeing it through construction, opening, and its first years of operation. Before his years in Massachusetts, he served as General Manager of the American Royal Center and Kemper Arena in Kansas City, MO. He began his venue management career as Assistant Arena Manager at the University of Tennessee's Thompson-Boling Arena. While at the University of South Carolina, he served as an Adjunct Instructor in the College of Hospitality, Retail, and Sports Management, teaching graduate and undergraduate level courses focusing on facility and event management.

Paquette earned his Bachelor's Degree in Business Management from St. Joseph's University in Philadelphia, PA and is a graduate of the International Association of Venue Management's (IAVM) School of Venue Management. He is an active member of the IAVM, serving on its initial Safety and Security Task Force, organized after the events of 9/11.



SIMS HINDS

Senior Vice President, Development

Sims Hinds is Senior Vice President of Development for OVG Facilities. Prior to his time with OVG, Hinds spent his career working with organizations such as The Walt Disney Company, the PGA Tour, the Atlantic Coast Conference (ACC), Live Nation, and several others. He's held senior positions at some of the industry's most recognized companies, including Concerts West, SMG, AEG, the Carolina Hurricanes, and HKS World Events.

Recently, Hinds has worked with development of downtown High Point, NC, on a mixed-use district anchored by a multipurpose stadium; a new arena in Virginia Beach, VA.; expansion and renovation of Rupp Arena Sports, Entertainment, and Arts District in Lexington, KY; and more.



CHRIS ASOUZU

Vice President of Finance

Chris Asouzu is responsible for all financial reporting and reconciliation for the OVG Facilities' venues. Asouzu works with administration staff and department heads to ensure full contract compliance. Chris is a 30 plus year account, finance, and management professional, with 12 years of direct industry experience. He is a former Regional Director of Finance for Global Spectrum (now Spectra) and former Accounting Manager and Treasury Services Manager for Knight-Ridder, Inc. in Columbia SC.

Asouzu is also a member of several organizations including a Board Member for Congaree Vista Guild Business District in Columbia, SC; Alpha Phi Alpha fraternity incorporated; Knight of Peter Clavier Court #380; Columbia Urban League Guild Committee, and a Board Member and Chairman of Budget and Finance Committee, South Carolina Midlands Authority for Conventions, Sports and Tourism Board.



MARISSA DIONNE

Senior Director of Marketing

Marissa Dionne is a 15-year veteran in the entertainment and venue management industry specializing in Marketing, Public Relations, Sponsorship, and Group Sales. Marissa's career has been formed from a foundation in arena management and marketing and has grown to include convention center-related activities.

Throughout her career, she has worked alongside arena event promoters including Live Nation, AEG Live, Feld Entertainment, Harlem Globetrotters, among many others, while promoting and ensuring successful events at arenas throughout the country. Dionne has assisted with local sports franchises from the American Hockey League (AHL) and NBA Development League (D-League). Dione spent eight years with Global Spectrum (now Spectra) supporting several marketing and sales professionals in other Global Spectrum-managed arenas and conventions centers across the U.S. and Canada. As Regional Director of Marketing, she kept monthly communication with each venue's General Manager and Marketing Department members, coached and developed marketing skills, shared successful ideas and campaigns while assisted in the management of the corporate National Marketing Campaign.

In addition to her Regional role, she led an NCAA Division I Basketball Tournament local organizing committee in hosting a week-long tournament. Further, Dionne oversaw an extensive national marketing campaign for the Springfield, MA-based MassMutual Center, a 100,000-square foot convention center, and 6,500-seat hybrid venue.



MONIQUE BRYCKI

Senior Director of Facilities Development

Monique Brycki is Senior Director of Facilities Development for OVG Facilities and brings with her more than 13 years of experience in the sports and entertainment industry. Brycki is responsible for the development of OVG Facilities' new business initiatives with an emphasis in prospecting potential new venue management clients. She does this by taking a strategic approach in finding and developing new business opportunities. Brycki also has oversight in the development of the organization's Request for Proposals process by analyzing and responding to RFPs and is responsible for all research associated with potential new accounts.

Prior to her role with Oak View Group, Brycki worked for Spectra Venue Management, Food Services & Hospitality, and Ticketing & Fan Engagement as Director of Strategic Business Development. In this position, she was responsible for vetting and developing new business opportunities for each respective service. She created and implemented a Business Plan for the department, which outlined the overall strategy for targeting new business opportunities. While serving in this capacity, Brycki was responsible for exceeding the department's Key Performance Indicators which resulted in nearly \$195,000 in Operating Cash Flow for the first fiscal year of operation. Brycki also served as Director of Business Development and Client Relations during her tenure with Spectra (formerly Global



Spectrum), where she collaborated with regional and corporate staff to develop and write technical and management content for responses which were compliant with the RFP request.

MATT LASHOFF

Director of Business Development

Matt Lashoff is OVG Facilities' Director of Business Development and brings with him more than 15 years of experience in the sports and entertainment industry. Prior to his role with OVG Facilities, Lashoff led a 12-year professional hockey career which began in 2005 when he was drafted 22nd overall for the Boston Bruin's 2006-07 season. Lashoff's tenure with the National Hockey League ("NHL") also included positions with the Toronto Maple Leafs and Tampa Bay Lightning. While playing professional ice hockey, Lashoff also was responsible for running a music production company in charge of booking and music publishing for artists and songwriters. In addition to Lashoff's current role with OVG Facilities, he volunteers time with the St. Louis Blues Alumni Association and local St. Louis (MO) Youth Hockey Associations. Matt also sits on the board of The Warrior Transition Network, a foundation helping veterans transition from military to civilian life.



FRANTZER LEBLANC

Corporate Director of Operations

Frantzer LeBlanc is Corporate Director of Operations for OVG Facilities and has spent his career of more than 14 years in the public entertainment facility management space. In his current position, LeBlanc is responsible for facility repairs and maintenance, cleaning, event operations telecommunications, and capital improvement projects and supervision of Facility Operations Departments at OVG Facilities'-managed venues. He has experience overseeing all facilities events, operations, and custodial responsibilities as well as working with promoters, production managers, and various vendors and contractors. LeBlanc also has extensive experience in the overall management of events including logistics for concerts and shows, rider fulfillment, back-of-house production, front-of-house operations, and FF&E infrastructure. During his tenure, LeBlanc has held various operations-focused positions at the UMBC Event Center (Baltimore, MD); Bob Carpenter Center (Newark, DE); Hofstra University (Hempstead, NY); Wagner College (Staten Island, NY); and American University (Washington, D.C.).



OVG EXECUTIVE STAFF

TIM LEIWEKE

Chief Executive Officer, OVG

Co-founder and Chief Executive Officer of OVG, Tim Leiweke is a leader and veteran in the sports and entertainment industry with more than 30 years of experience spanning multiple professional teams, leagues, and facility developments around the world. No one else has been recognized on both the Billboard Top 100 People in the Music Business and the Most Influential Sports Executives by the Sports Business Journal in the same year. In addition to creating Coachella and other iconic music festivals, he has also been part of Championship teams in the NBA, NHL, MLS, AHL, and DEL.

Due to his consistent and devoted passion to community programs, Leiweke has been recognized for his support of several charitable organization including the City of Hope, Anti-Defamation League, Paras Los Ninos, Los Angeles Sheriffs Youth Organization, Children's Hospital Los Angeles, Covenant House Toronto, Giants of Africa, and many others spanning many important causes.

Leiweke's newest endeavor, in partnership with Irving Azoff, was the founding of Oak View Group in 2015. Prior to this, he served as President and CEO of Maple Leaf Sports and Entertainment with the following properties in its portfolio: NHL Toronto Maple Leafs, NBA Toronto Raptors, MLS Toronto FC, Air Canada Centre, Ricoh Coliseum, Maple Leaf Square, and BMO Field. Leiweke's impressive resume also includes him serving as Founder, President, and CEO of Anschutz Entertainment Group (AEG) and acquiring and merging more than 50 sports and entertainment companies.

Leiweke was responsible for the development of the Staples Center, home of Lakers, Kings, and Clippers and was integral in the creation of L.A. LIVE, a sports, residential, and entertainment district adjacent to Staples Center and the Los Angeles Convention Center. He has led the \$2.5 billion development that includes Club Nokia, a 2,300-capacity live music venue; Microsoft Theatre; L.A. Live; and a 54-story, 1,001-room convention headquarters destination, featuring Ritz-Carlton and JW Marriott hotels, along with 224 luxury condominiums.

Leiweke has also served as President of the Denver Nuggets and Vice President of the Minnesota Timberwolves, inking their first naming rights deal in sports with the Target Center in 1989.

IRVING AZOFF

Co-Founder, Oak View Group

In 2015 Irving Azoff was in part responsible for co-founding Oak View Group and currently serves as a significant member of OVG's Advisory Board. In this role, Azoff contributes his industry experience and vast network of contacts.

In 1974, Azoff founded Front Line Management and became the exclusive manager for the likes of Jimmy Buffet, Journey, Jon Bon Jovi, and Van Halen. Azoff is also responsible for turning MCA Music Entertainment Group's fortunes around when he served as the label's Chairman and CEO. After leaving MCA to join Warner Music Group, Azoff created Giant Records and ran it for several years before deciding to return to managing artists. In 2008, Ticketmaster acquired Front Line Management and Azoff was named CEO of Ticketmaster as part of the acquisition. That same year, Azoff was awarded Advertising Age's Marketer of the Year. Azoff later became Chairman of Live Nation and was named the most powerful person in the music industry by Billboard magazine.

In 2013, Azoff announced a joint venture with The Madison Square Garden Company naming it Azoff MSG Entertainment. Azoff serves as the company's Chairman, CEO, and as a consultant to all MSG-managed venues, including The Forum. Azoff recently purchased MSG's share in the joint venture, renaming the company The Azoff Company. In addition to his tenure in the music and live entertainment industry, Azoff has been involved in film production which includes movies like *Fast Times at Ridgemont High*, *Urban Cowboy*, *Jack Frost*, *Inkwell*, and *Above the Rim*.



FRANCESCA BODIE

President, OVG Business Development

Francesca Bodie has operated at some of the highest levels of sports and entertainment. Her expertise intersects an array of skill sets from marketing, sponsorship, and operations to development, finance, and partnerships. As President of Business Development for OVG, Bodie helps lead the company across a variety of fronts. In addition to helping OVG's partnerships and acquisitions, she also oversees the company's operations and spearheads all new real estate development projects for sports and entertainment facilities, including the firm's major new projects at KeyArena in Seattle, WA and Belmont Park in New York, NY. Prior to joining OVG in March 2015, Bodie served as Vice President of Special Projects for AEG, overseeing a broad range of world-class programming, live events, and production at L.A. LIVE and other facilities around the world.



CHRISTINA Y. SONG

General Counsel, OVG

Christina Song was named General Counsel of OVG in 2016 after working for Madison Square Garden for more than nine years, most recently serving as Vice President, Business, and Legal Affairs. While at MSG, Song worked on a number of marquee and signature marketing partnership agreements across MSG's various teams and properties while also providing day-to-day support to the partnership activation team. Prior to joining MSG, Song spent six years working on entertainment and intellectual property-related matters for Duane Morris and Hunton & Williams in their respective New York offices.



MIKE EVANS

President, Live Nation Arenas

Michael Evans, President of Live Nation Arenas, is a 35+ year live entertainment industry veteran with a vast background in all aspects of live entertainment. In his current role as President of Live Nation Arenas, Evans oversees the programming needs and expectations of Live Nation's facility partners with a focus on major market arenas. Under Evans' leadership, Live Nation Arenas Division has developed expanded Live Nation partnerships and relationships with a select group of NBA and NHL facilities. He works with the Presidents of Live Nation's North American, European, and Worldwide Concert Divisions to facilitate their programming and booking initiatives. Evans also serves as a liaison to the Ticketmaster Division and consults with Artist Nation Management on alternative touring projects.

Prior to joining Live Nation, Evans was the Executive Vice President of SMG Sports & Entertainment and also served as a top executive for Washington Sports & Entertainment in Washington, D.C. During that time he was responsible for the content bookings at more than 75 arenas and five NFL stadiums.

Evans has been nominated by Pollstar Magazine for Pollstar Awards in both the Talent Buyer and Facility Manager categories and has served on the Board of Directors for the PBR (Professional Bull Riders) and the CMA (Country Music Association).



JON PETRUNAK

Vice President, Live Nation Arenas

Jon Petrunak is Vice President for Live Nation Arenas Division. Petrunak joined Live Nation in 2014 after spending 13 years with SMG. In his current position, Petrunak handles the day-to-day needs and expectations for Live Nation Arenas clients and works with all promoters to facilitate programming and booking initiatives for Live Nation Arena venues. He works with Live Nation's North American Concerts Division Touring office, Presidents, and Talent Buyers to support their programming and booking plans. He also serves as a liaison to the Ticketmaster Division.

During his time at SMG, Petrunak was the Vice President of Live Entertainment and oversaw the programming for SMG's 75 arenas and five stadiums. Petrunak serves on the board of directors and executive committee for the International Entertainment Buyers Association. He is a graduate of James Madison University and also holds an MBA from Kutztown University.



OVG FACILITIES' CONVENTION CENTER MANAGEMENT EXPERIENCE

OVG Facilities offers its clients the expertise and knowledge of an Executive Management team with more than 100 years of combined convention center experience. This team of seasoned experts has successfully led the management of hundreds of convention center facilities in their tenure. They have helped grow revenue, increase events, minimize expenses, and create memorable experiences at the convention center venues to which they have provided direct oversight. OVG Facilities Chairman, Peter Luukko; President, Hank Abate; Senior Vice President of Convention Centers, Shura Garnett; and Senior Vice President, Doug Higgons, were all instrumental in the successful management and operation of the following convention center facilities:

- Kovalchick Complex at Indiana University of Pennsylvania (Indiana, PA)
- Two Rivers Convention Center (Grand Junction, CO)
- Saint Charles Convention Center (St. Charles, MO)
- Long Beach Convention & Entertainment Centre (Long Beach, CA)
- Greater Richmond Convention Center (Richmond, VA)
- Owensboro Convention Center (Owensboro, KY)
- Miami Beach Convention Center (Miami Beach, FL)
- Moscone Center (San Francisco, CA)
- Overland Park Convention Center (Overland Park, KS)
- Atlantic City Convention Center (Atlantic City, NJ)
- Veterans Memorial Community Choice Credit Union Convention Center (Des Moines, IA)
- Duke Energy Convention Center (Cincinnati, OH)
- Utah Valley Convention Center (Provo, UT)
- Atlanta 1996 Olympic Games
- Salt Lake 2002 Olympic Games



Executive Convention Center Management Experience



PETER LUUKKO
CHAIRMAN
25 YEARS



HANK ABATE
PRESIDENT
20 YEARS



SHURA GARNETT
SR. VICE PRESIDENT
CONVENTION CENTERS
30 YEARS



DOUG HIGGONS
SR. VICE PRESIDENT
25 YEARS



TOM PAQUETTE
SR. VICE PRESIDENT
25 YEARS

Letters of recommendation highlighting the experience and qualifications of our Senior Vice President of Convention Centers, Shura Garnett, are provided on the following pages.

LINDENWOOD

To Whom It May Concern:

Let this letter serve as a strong affirmative endorsement of Shura Garnett as a well-qualified and skilled senior executive in the public assembly venue industry. I base this recommendation on two foundations of industry knowledge and working relationships. I also have had the opportunity to observe Shura Garnett in both public and business settings where her personal skills have distinguished themselves as nothing short of outstanding.

For five years (2006-2011) I served in the role of Director of Tourism for the City of St. Charles, Missouri. That capacity had as one of its responsibilities to be the contract administrator of the city's management contract between Global Spectrum and St. Charles for the management of what was then a new convention center. During those five years I was in attendance at Shura's board meetings and had a variety of dealings with Shura as it related to securing conventions and other business for the venue. My staff and Shura's staff worked closely in many situations to bid and secure various pieces of business. In addition, there were many occasions where both the operation of the convention center and its financial goals were significant items in my role as the Tourism Director.

During those five years I found Shura Garnett to be what I would term a "star" in the public assembly venue industry. Her leadership, her staff mentoring, her fiscal responsibility, her poise and her strategic thinking were all clearly on display as she navigated the role of convention center general manager. In addition, her highly refined operational skills proved to be a great advantage to St. Charles in obtaining business that would not likely have come to our sized venue other than by Shura guiding her staff and mine to a strategic approach that convinced the client that St. Charles was their best choice.

In addition, one of the many noteworthy strengths and skills demonstrated consistently by Shura Garnett was the high standard of operational skills she and her staff delivered to the client time after time. Shura set a high bar and exceeded every time with every client.

Perhaps most astonishing was the financial success this venue had from Shura's ability to understand the revenue streams and operational issues that make venues profitable. If memory serves me right she surpassed all financial goals during those years with one exception in the depths of the downturn in the nation's economy. Even then Shura reacted in a prudent manner and adjusted fixed and variable costs to put the profit back in the operation right away. While at the same time balancing the security of her well trained staff to avoid any mass exodus in a slow time for the country and the industry.

Last, I make these observations on having been involved in the public assembly venue industry for over four decades. I have been a client in probably at least 60-75 various types and sized venues across North America. I have run several complexes and I have been a consultant to some. These venues range from the Miami Beach Convention Center to Madison Square Garden and from the Rose Bowl to Scotiabank Convention Centre in Niagara Falls, Ontario. Based on that background I think I can safely assert that Shura Garnett is one of the most talented executives working in the industry today.

Sincerely,


David Rosenwasser J.D.
Associate Professor
Plaster School of Business and Entrepreneurship
Lindenwood University

Lindenwood University / 209 South Kingshighway, St. Charles, MO 63301 / 636.949.2000



January 25, 2019

To Whom it May Concern:

My name is Tim Lewin. I am the General Manager of the Embassy Suites by Hilton St. Louis/St. Charles. We are connected to the St. Charles Convention Center in St. Charles, MO. I have worked at this property for almost 6 years. During my tenure I have had the pleasure of working with Shura Garnett for almost 5 of those years.

The St. Charles Convention Center is one of few of the convention centers across the country that regularly make money. A key to this success is the partnership, teamwork, and leadership provided by Shura. She builds trust with her partners through the way in which she conducts her work with honesty and integrity. Shura builds teamwork through understanding the importance of each partners' strategic mission and vision as well as the understanding that each partners' perspective and business success is important.

In our partnership together, we were able to continuously grow revenues for our respective companies, build stronger guest service scores and reach the goals set forth by each partner.

Sincerely,

Tim Lewin
General Manager
Embassy Suites St. Louis/St. Charles

Two Convention Center Plaza
St. Charles, MO 63303
Telephone: 636-946-5544 Fax: 636-946-5577
www.stlouisstcharles.embassysuites.com



ST. CHARLES COUNTY
Convention & Sports Facilities Authority

To Whom it May Concern:

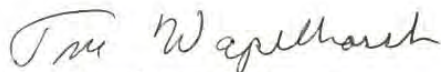
The Saint Charles County Convention and Sports Facilities Authority located in Saint Charles, Missouri oversaw the design and construction of the Saint Charles Convention Center in concert with the City of Saint Charles. The Authority and the City now govern the management and operations of this 152,000 square foot highly successful convention center. This governance included the hiring of a private management firm. Shura Garnet was employed by the management firm to provide the direct management of the Center.

Ms. Garnet worked on the St. Charles Convention Center 18 months before the Center opened in 2005 and served as the General Manager for 15 years. It was Shura's attention to detail and knowledge of convention center operations that provided a very successful business template for the facility. To date, the Saint Charles Convention Center has exceeded their operations budget for every year since opening except 2008. There are very few convention centers that operate in the black, especially one that generates from \$100,000 to \$1 million annually.

Shura Garnett was a part of the success at the Saint Charles Convention Center. Consequently, the Authority highly recommends Shura Garnett for her skills and expertise in the design, development and operations of a convention center. We can truly recommend Ms. Garnet as one who has a level of expertise that others can only strive to obtain.

Please feel free to contact us should you wish to discuss further.

Sincerely,



Tom Wapelhorst, Chairman
St. Charles County Convention and Sports Facilities Authority

P.O. Box 858 • Saint Charles, MO 63302
636-896-1830 • Fax 636-896-1831

SERVICES OFFERED TO SECURE AND MARKET ENTERTAINMENT CONTENT AND CONVENTION BOOKINGS

SALES, BOOKING, AND MARKETING

OVG Facilities was created with the intention to make a positive disruption in the entertainment industry and built by the most creative, experienced, and forward-thinking individuals in the sports, entertainment, hospitality and venue management industries. It is that same philosophy which is applied to our sales and marketing approach at all the venues we manage including our convention centers, arenas and performing arts centers. Each of our sales and marketing campaigns begins with a focus on delivering a successful client experience and positive guest experience. That vision is the foundation of our Sales and Marketing Plan and is carried throughout our daily interactions with guests, customers, employees, and the community stakeholders. We pride ourselves in always being “out-of-the-box” when it comes to developing sales and marketing campaigns, and it shows in our results.

If selected, we will develop a creative and all-encompassing Sales and Marketing Plan that is specific to the needs for the CCCC, the community, and its stakeholders and crafted in collaboration with the CVB.

CORPORATE MARKETING SUPPORT

No other venue management company offers its clients the level of corporate and marketing support that OVG Facilities offers. As an organization, we are backed and supported by OVG and its affiliated network of companies.

OVG Facilities offers its clients the most creative methods for the sales and marketing of their venues. Our team of marketing professionals stays on top of the latest marketing trends, builds strategic relationships with key industry and local organizations, and shares best practices and resources. We also provide a variety of sales and marketing services that include:

- In-house advertising
- Event marketing and promotional services
- Public, media, and community relations services
- Professional support for venue website design, development, maintenance, and search engine optimization
- Database marketing
- Group Sales
- Graphic design services
- Event promotions and sponsorship
- Corporate sponsorship sales

We also encourage our employees to become active participants in industry associations, which provides additional exposure for our clients. We serve as corporate leaders on association boards, committees, panels, and task forces; provide support and sponsor industry-wide events; and attend, participate, and serve on panels in major and regional industry events. These organizations in which we have or do serve in these capacities include:

- American Society of Association Executives (ASAE)
- Center for Exhibition Industry Research (CEIR)
- International Association for Exhibitions and Events (IAEE)
- International Association of Venue Managers (IAVM)
- Meeting Professionals International (MPI)
- Professional Convention Management Association (PCMA)



The City, Auditorium Board, and the CCCC will also receive direct support from OVG Facilities' Senior Director of Marketing, Marissa Dionne. Marissa has an extensive background in convention center sales and marketing. For over eight years, she worked at a hybrid venue overseeing the marketing efforts for an arena and convention center. In addition, Marissa was the Regional Director of Marketing for Global Spectrum's (now Spectra) Arena and Convention Center venues.

At the local level, Marissa was tasked with bringing a creative spin to marketing long-term and short-term convention center efforts. By working on the arena side of the industry, Marissa brought that type of marketing effort over to the convention center side. Working hand-in-hand with the Convention & Visitors Bureau and the sales team, they developed several national marketing campaigns, sales blitzes, creative site visitors and proposals, and wowed guests on FAM tours. This collaboration helped to bring in several long-term pieces of business to the venue and city.

At the regional level, Marissa supported the marketing efforts of all Convention Center and Arena Marketers throughout the U.S. and Canada. She ensured the marketers had the best tools and resources available to help support the sales and marketing efforts at each of their venues. The group shared best practices on marketing and public relations, creative ideas on sales blitzes and trade show booth design, discussed event creation, and how to best support their sales teams. Additionally, Marissa worked one-on-one with each venue marketers to ensure they were implementing these best practices and delivering results for their sales team.

A sample Marketing Plan has been provided as *Appendix A* to this Response and was written and implemented by Marissa for the Two Rivers Convention Center and Avalon Theatre in Grand Junction, Colorado. The plan showcased the venues' experience in the industry as well as highlighted our capabilities in working with CVBs and other area partners.

"Robert Morris University engaged OVG as manager of the UPMC Events Center nine months before construction of the multipurpose arena and conference center was completed, and OVG's expertise was invaluable in helping the university outfit the building Facilities to host concerts, sports, and other entertainment events." – Jonathon Potts, Vice President, Public Relations and Marketing

SALES AND MARKETING PLAN

It's hard to break through the clutter of advertising to get your message delivered to the correct target. Simply put, it takes proactive and engaging efforts to get results. This requires the execution of a creative Sales and Marketing Plan and successful partnerships that position the CCCC as a destination for events and their attendees. Our sales and marketing philosophy and spirit focuses on targeted marketing techniques that engage all our stakeholders within the local community and region.

For the Convention Center, booking the right business at the right time in the right space ensures maximum economic impact on the city and maximum revenues to the CCCC. Creating a prudent set of booking guidelines identifying first, second and third priority business based on room nights being consumed, space utilization and the number of attendees. We use the term guidelines vs policy as OVG believes that flexibility is critical when considering other factors such as room nights, economic impact, community impact and destination impact. Booking guidelines should clearly establish the best use of the CCCC by market segment and the criteria for booking each market segment. Groups utilizing a combination of exhibit hall space, meeting rooms, and ballroom space with significant food and beverage spend and significant room nights both on peak and cumulative would be first priority and allowed the greatest flexibility in booking time frame.

As industry leaders in event and facility marketing, our customized sales and marketing campaign for the CCCC will consist of the following:

- Vision and Objectives
- Market Analysis including SWOT Analysis of current market
- Market Penetration Tactics for each of the following:
 - International, National, State and Regional Conventions
 - National and Regional Tradeshows
 - Consumer Shows
- Sports and Special Events including the development of in-house created events as appropriate
- Local Corporate Meetings, Weddings, Fundraisers, Auctions, Banquets, etc.
- Market assignments with quantifiable goals and expectations
- Relationships with local stakeholders and organizations to help with marketing efforts and cross-promoting events
- Creation of a turn-key sales, services, event execution program designed for efficiency in doing business with the CCCC
- Creating engaging social media campaigns that include video, images, fun, and informational content
- Digital Marketing Campaigns (i.e., Retargeting, GEO Fencing, Social Media Advertising, Display ads, etc.)
- Email Marketing Campaigns utilizing databases from industry organizations, tradeshows as well as the database of the venue
- Charity initiatives (i.e., Drives, donation drop-off, fundraising, educational support, etc.)
- Public Relations
- Partnering with influencers and bloggers to push content
- Group Sales

MARKET PENETRATION TACTICS

Creating an aggressive sales and marketing strategy for the CCCC will be a priority for OVG Facilities. The impact that conventions, conferences, corporate meetings, and tradeshow have on the local economy is immediate, far-reaching, and long lasting while consumer shows, banquets and social business can significantly impact the facility revenues short term.

OVG Facilities will focus its efforts and support in the booking of First, Second, and Third-Priority events.

Conventions

Soliciting and booking conventions is our first sales priority for the CCCC. It is this business that generates the most significant economic impact on the community through the influx of tax dollars from overnight visitors. Conventions and meetings are particularly lucrative due to the overnight visitation, the length of stay versus typical conventions, heavy use of meeting space, heavy use of revenue generating services (food and beverage, A/V), and strong, consistent attendance. Creating a strategic plan that is specific to the CCCC and Charleston Market is critical as cookie cutter marketing plans simply aren't effective.

- Focus on creating a coordinated branding and messaging campaign for the CCCC and the City
- Comp set and geographic analysis of existing events within the national, state and regional markets, to include demographic research to determine prevailing industries and employers
- Event research through Industry organizations, publications and databases
- Participation and exhibiting in national industry meetings and tradeshow such as American Society of Association Executives (ASAE), International Association for Exhibitions and Events (IAEE), Meeting Professionals International (MPI), Professional Convention Management Association (PCMA), Small Market Meetings, and industry third-party planning organizations such as Helms Briscoe, Experient, Conference Direct, and the various Connect shows
- Maintaining memberships and encouraging our team members to volunteer in leadership opportunities with industry organizations
- Hosting familiarization tours (FAM) for potential clients to showcase the CCCC, our hotels, attractions, dining and unique shopping opportunities
- Working with stakeholders, the CVB and local hotels, by participating in local, state, regional and national sales missions
- Exploiting vertical sales markets within the conventions, meetings and tradeshow segments by identifying state and regional events hosted and produced by national association and trade groups. The CCCC and City may not be large enough in terms of space and hotel rooms to host annual conventions and tradeshow of certain groups, however the groups may host and produce regional events which may be of significant size and impact for the City and Auditorium Board.
- Direct sales calls on national and state association headquarters as well as a focus on the Social, Military, Educational, Religious, Agricultural, and Fraternal convention and meeting segments
- Incentivize existing conventions to place the CCCC on the rotation pattern and encourage multi-year contracts through freezing rates and offering preferred dates
- Work with Distinctive Gourmet to create a "room service" type menu for delivery of fresh items to show exhibitors
- Work with Distinctive Gourmet to create various ethnic menu items allowing our planners a greater choice in menu planning
- Create themed and specialized proposals and site visits for potential clients

Tradeshow

The tradeshow is a good generator of economic impact due to vendors overnight stays and hosting their clients and customers in the local market and one that has great growth potential for the City. This market will be targeted by first conducting research on prevailing industries, businesses, and manufacturers and then cultivating business opportunities from within these business communities. Additional sales efforts include:

- Comp set and geographic analysis of existing events
- Targeted solicitation efforts at those shows occurring within the state and region
- Targeted solicitation of agricultural shows that could be supported by the region
- Targeted solicitation efforts of chemical, energy and automotive industries in addition to the rising medical related shows
- Tradeshow participation in International Association of Events & Exhibitions (IAEE), participation in Society of Independent Show Organizers (SISO) and research through the Center for Exhibition Industry Research (CEIR)
- Work with Distinctive Gourmet to create a "room service" type menu for delivery of fresh items to show exhibitors

Consumer Shows

Consumer shows can be great revenue generators and fill unused dates that typically book inside the 12 to 18-month time period. These shows are important to the local community seeking weekend activities as well as the drive-in regional market. The sales team will solicit consumer shows that are currently occurring in nearby and drive-distance competing venues. Additionally, we will solicit regional and national organizers for shows that currently are not in our market and that could be attractive to our local demographics. This will include an analysis of whether creating a show is necessary or prudent.

- Comp set analysis of existing events
- Targeted solicitation efforts
- Work with Distinctive Gourmet to create a “room service” type menu for delivery of fresh items to show exhibitors.
- Work with show producers to assist in the marketing of their events through the use of our in-house marketing department. Helping them become more successful will assist us in securing them for many years to come.
- Tradeshow participation in International Association of Events & Exhibitions (IAEE), participation in Society of Independent Show Organizers (SISO), National Association of Consumer Shows (NACS) and research through the Center for Exhibition Industry Research (CEIR)

Sports and Special Events

Sports Tourism and Special Events are an important market segment, as they drive significant room nights, particularly on weekends, and are one of the strongest segments in the entire travel industry. We will target this market segment to achieve the following:

- Comp set and geographic analysis of existing events within the state and regional markets
- Event research through Industry organizations, publications and databases
- Attending and exhibiting at Sports Travel's TEAMS Conference and Expo, an annual event whose attendees represent events in sports particularly on youth, amateur, junior and collegiate levels
- Attending and exhibiting at National Association of Sports Commissions (NASC)
- Developing relationships with and making direct sales call on Varsity.com, Elite Cheer, and Cheer and Dance Extreme
- Target basketball, softball, wrestling tournaments, and non traditional sports markets such as billiards, pickleball, e-sports, juggling, dodgeball, rockclimbing, and darts

Local and Regional Corporate Meetings

The meetings market crosses many different sectors including corporate, educational, governmental and medical. They can be large or small, single day or multi-day. Often, they generate great significant amounts of revenue through spending on catering and equipment, as well as using hotel rooms throughout the city. With the new expansion making the CCCC the largest convention center in West Virginia and located in the Capital City, there is great potential to expand governmental business for the venue. Additionally, OVG Facilities will put emphasis on the following initiatives: The sales team will solicit local citizens and local businesses to bring and host their corporate meetings at the CCCC.

- Create and implement the “Sales and Services Program”, designed to streamline the booking process for ease of use of the CCCC
- Work with local government and educational institutions to identify potential meetings
- Create a “Meetings Package” to include the typical equipment needs, pencils, pads, water
- Work with Distinctive Gourmet to create a variety of meal and break packages priced as a per-person fee
- Encourage and support participation and networking within the local and regional Meeting Planners International (MPI)
- Build awareness by participating in local and regional tradeshows and events
- Local and regional business networking within events hosted by the chamber and downtown association
- Creating and participating in local and regional sales blitzes
- Direct sales calls

Weddings, Fundraisers, Holiday Parties, Auctions, and Banquets

The sales team will encourage local citizens and local businesses to bring and host their fundraising events and activities, weddings, and banquets to the CCCC. These events are usually booked within the 12-month window and can sometimes be substantial sources of revenue for both Distinctive Gourmet and the CCCC. To ensure the CCCC remains a strong and relevant event space, OVG Facilities will take the following measures:

- Work to minimize attrition to the existing events
- Create a target list of all non-profit organizations and events within the region
- Work with Distinctive Gourmet to create and host twice-yearly tastings for all current and prospective clients to showcase the food and beverage operations of the CCCC
- Showcase the river views and grand spaces of the Convention Center in the marketing and sales efforts to attract meeting planners and brides
- Solicit proms and graduations from local schools
- Create themed open house experiences and invite targeted groups to attend (i.e., Prom Showcase)

LOCAL STAKEHOLDERS AND HOTEL RELATIONSHIPS

OVG Facilities understands that the ability to create a successful destination package where meeting planners/organizers and attendees want to come is half the battle in winning a bid and booking an event. It is imperative that the experience for the planner appears as seamless as possible, and that the guest experience at the hotel, as well as throughout their stay, is exciting, engaging, rewarding, and successful.

This success starts with building a foundation of mutual respect among the CCCC, the hotels, attractions, and restaurants. Meeting with these stakeholders frequently, involving them in the sales process, listening to their needs, valuing their opinion, compromising when necessary, and fostering open and honest communication is OVG Facilities' focus. We will do this by the following:

Submit streamlined and collaborative proposals and contracts from all stakeholders to planners

- Ensure that city wide event activities are spread equitably throughout the destination among the stakeholders and their own assets
- Foster communication between the stakeholders by providing constant, current and accurate event information such as event schedule and noted free time, number of attendees and when possible attendee demographics
- Host pre-con meetings with all involved stakeholders to review the details of the upcoming event, vet any questions or issues and agree on solutions
- Host post-con meetings with all stakeholders to discuss issues that may have occurred, those activities or events that were successful and how we can duplicate for future events, opportunities for improvement and celebration of our achievement
- Meet regularly with all stakeholder parties to discuss lost business opportunities and how to convert those to future successes

Hospitality Task Force

As competition for the convention and meetings industry increases, it's imperative for the area partners to align goals, resources, and strategies to effectively and successfully market the destination and facility. To ensure this success, we suggest creating a Hospitality Task Force for Charleston. In our experience, a Task Force of this nature has made a positive impact on the partnerships of the CVB, venue, hotels, and other community partners. Additionally, it will have a strong impact on attendees and will help to deliver a memorable experience while visiting Charleston.

The Hospitality Task Force will be comprised of the CVB's and CCCC's sales and marketing teams, local hoteliers, and other area stakeholders. This group will be tasked with creating synergies to creatively sell and market Charleston, the region, and the Convention Center as a must-see destination. Together, this Task Force will collaborate on long-term and regional sales and marketing efforts, create a welcome hospitality program that will impress meeting planners and attendees, brainstorm ideas how to positively impact events with exclusive opportunities, offers, and PR exposure while in the market. To ensure this group is effective and is delivering results, the following structure has proven successful:

- Monthly meetings with all members of the Task Force
- Review and have thoughtful discussion of the Sales Pipeline
- Discussion and collaborative efforts in marketing for tradeshow, advertising, site visits, FAM tours, and regional marketing efforts
- Review of upcoming events, including event details, PR, communication to the region and local establishments, welcome and hospitality efforts, etc.
- Create and continuously update the Hospitality Welcome Program

Goals of the Hospitality Task Force

The group will establish goals and benchmarks focused around enhancing the Convention Center and Hospitality features that will produce economic impact for the region and maintain the first-class reputation at the CCCC.

- Facilitate communication with all members and stakeholders
- Utilize and expand on each partner's resources
- Enhance client and attendee's satisfaction to create memorable experiences
- Impress meeting planners and attendees with the Hospitality Welcome Program

Sales Training

OVG Facilities is in the process of working with Hospitality Softnet to create a specific sales training program for our conference sales staff. This customized sales training program will consist of the following elements:

- Telephone etiquette
- Market conditions and competition
- How to effectively qualify
- Presenting the rate
- Overcoming price resistance
- Use of fallback rates
- Up-selling



- Closing the sale
- Recapping the Sale

Hospitality Softnet offers a number of different sales training programs; all written specifically for the hospitality industry. They employ terminology and examples pertinent to today's sales environment, allowing your staff to relate to the subject matter and easily absorb the important skills being taught.

The training incorporates role-playing, utilizing real-life examples and sample audios of the skills being reviewed. The skills are applicable to face-to-face sales, as well as telephone sales. This program is designed for the more advanced sales effort, in which the manager is dealing face-to-face with the prospect. The program begins with the very first step of the sales cycle, addressing the skills of effective prospecting via the telephone. We then explore more sophisticated ways to qualify the customer in order to understand their needs more completely. This provides the groundwork for the module on creating an outstanding presentation that will outsell the competition. Additional topics covered include adapting to the customer's particular style and needs, as well as selling against the competition strategies.

EXPERIENCE WORKING WITH CVBS

CVB Relationship Philosophy

The most important relationship within the local hospitality industry exists between the CVB/DMO and the convention center. Convention Centers are built to create a greater economic impact on the community by enticing and providing space for groups who utilize hotel rooms, dining establishments, retail establishments and visit the local attractions all stimulating retail sales and collection of tax dollars.

Committing to respect, trust, communication, and collaboration between the two organizations creates this relationship. By working together to attract the right conventions, tradeshow, meetings, sporting and special events, the CCCC will benefit from the collective success. Creating a joint, strategic plan; one that is flexible and fluid as the market demand changes; and committing to its implementation are key elements to doing this.

OVG's experience with CVBs is vast. Our Senior Vice President of Convention Centers, Shura Garnett, has managed and worked with CVBs for more than 30 years. During her time with Spectra, Shura oversaw several initiatives to bring many of the bureaus of those accounts into a collaborative working relationship. She spearheaded DC sales missions inviting and hosting the CVB teams at those venues to participate. She initiated joint CVB/Convention Center exhibit booth participation at IMEX and hosted planners jointly with several CVBs and Convention Center staff at events like PCMA and MPI.

As General Manager of the St. Charles Convention Center, Shura oversaw the CVB sales staff during the six-month transition of the St. Charles CVB's President. She led the sales team through strategic planning sessions identifying strengths, weaknesses, opportunities and threats helping lead them to much larger success.

While in Midland as Vice President of Visitor Development, she implemented several programs, including: the CVB Ambassadors; Hometown Heroes; hotel room night reporting through the use of signage and other prompters at each hotel; creation of the Midland Sports Commission; National Tourism Awareness events; and CVB Advisory Board. During her tenure as Vice President of Visitor Development in Midland she was elected by her peers to the Texas State Department of Tourism Advisory Board.

Her experience in leading the CVB in Midland, Texas as Vice President of Visitor Development, overseeing both the CVB and convention center, instilled a deep appreciation for the value of the partnership between the CVB/DMO, Venue and local stakeholders such as hotels, attractions and restaurants. It is this attitude of cooperation, collaboration and communication that OVG will bring to the newly formed Corporation.

Finding the balance between financial, hotel room night, and economic impact is the process of sharing information and booking smart. Understanding that room rental isn't the primary driver and that ancillary revenue sources are equally important is key. Looking at each business individually and weighing all factors, such as total room nights, time of year and time of week booking, total space needs, anticipated spending on food and beverage, forecasted spending on audio visual/decorations etc. all must be considered. Additionally, the amount of industry exposure for the destination is a factor as well.

Structuring regular weekly meetings between the Executive Director of the Corporation, CVB President, General Manager of the CCCC, and all other relevant stakeholders will be important to ensure that all objectives are being met and any necessary corrections are done in a timely manner.

OVG will provide to the City and Board a monthly update on all CCCC activities, including administrative activities, sales and marketing, event and customer experience, operations, food and beverage, and finance. It would be our hope that this report be given at the meetings allowing feedback from members and general discussion on progress towards goals.

Destination Sales Tactics

- Joint marketing efforts including tradeshow attendance, sales missions, FAM tours, and complimentary and joint advertising
- Coordinated branding and messaging about the destination and the CCCC
- Joint and collaborative purchasing of advertising to eliminate duplication and redundancy
- Coordinated servicing of events to maximize the guest experience
- Creation of the Venue Booking Guidelines to establish parameters for booking and consumption of the space ensuring the right space is booked by the right client at the right time
- Weekly meetings of the sales team of the CCCC to discuss pending and tentative business, best leads and prioritization of those, and how to best close on them
- Sharing the CCCC booking calendar and schedule information
- Developing a joint public relations campaign to promote the importance of the meetings and events industry on the local community's quality of life i.e.
 - Cost shared local advertising
 - Public relations story feeds to local media
 - Regular press releases following the success of recent events in town, press releases announcing the newest bookings, as well as ramp up releases building excitement in anticipation of these events coming to the community
 - Host an annual event celebrating the successes of the past year and all those involved in that success

CONCERTS AND LIVE ENTERTAINMENT

Booking events and marketing them to the local community will be a significant focus of the senior management of OVG Facilities and is at the core of what we do as a company. Being able to do that successfully is what will separate us from our competition. The marketing plans for the CCCC will focus on creating a destination for guests and be targeted to the entire region. Our events will bring new people to the CCCC and the Charleston community. Our booking leverage is real and begins with Irving Azoff and our relationship with Live Nation.

OVG Facilities was created with the intention to make a positive disruption in the entertainment industry. It is that same philosophy that is applied to our marketing approach. Each of our campaigns starts with a focus on delivering a positive guest experience. That vision is the foundation of our Marketing Plan and is carried throughout our daily interactions with guests, customers, employees, and the community. We pride ourselves in always being "out-of-the-box" when it comes to developing marketing campaigns, and it shows in our results.

OVG Facilities has significant experience in marketing multi-purpose venues, and we have proven marketing strategies for events and programs. If selected, we will develop a creative and all-encompassing marketing plan for the facility.



Focus of Marketing Plan

- The vision and strategy of an overall guest experience
- The geographic market for events and event attendees
- The target market demographic for the facility and its events
- The most efficient way to reach the target markets
- New and creative ways to engage the community and the target markets
- Feedback from the audience throughout the process

Live Event Marketing Tactics

Our team understands that attracting guests takes more than just opening the doors and waiting for people to arrive. Simply put, it takes creative and engaging efforts. This requires the execution of a creative marketing plan and successful partnerships that position the venue as a destination for entertainment. Our marketing philosophy and spirit focuses on targeted marketing techniques that engage the community.

Additionally, as industry leaders in event and facility marketing, our customized marketing campaign for the CCCC and each event will consist of the following:

- Relationships with local businesses and organizations to help with marketing efforts and cross-promote events
- Maximizing non-traditional spaces for revenue-generating opportunities — pre- or post-show parties, VIP experiences, etc.
- Creative grassroots efforts that can be carried out around the city and surrounding communities (i.e., Yard signs, chalking sidewalks, window clings, elevator wraps, banners, etc.)
- Utilizing our partners and vendors to help with our marketing efforts. For example, use our local beverage distributors to distribute posters, tables tents, rack cards, and other marketing materials to local establishments
- Working with local Universities and marketing clubs to help support our grassroots and other marketing efforts
- Tactics to cross-promote events to Convention Center attendees
- Creative and engaging social media campaigns that include videos, images, fun, and informational content
- Digital Marketing Campaigns (i.e., Retargeting, GEO Fencing, Social Media Advertising, Display ads, etc.)
- Email Marketing Campaigns
- Charity initiatives (i.e., Drives, donation drop-off, fundraising, educational support, etc.)
- Public Relations
- Traditional and Non-Traditional Media buying (i.e., Radio, TV, Print, Outdoor, etc.)
- Behind the Scenes segments – partner with radio and/or TV to run special segments giving their viewers a “behind the scenes” inside to upcoming events.
- Focus on increasing the venue’s database and adding new users
- Partner with influencers and bloggers to push content
- Build a customer loyalty program that rewards our fans on their support and feedback
- Focused group-sales efforts on cross-promoting with, area partners, tour bus companies, youth organizations, area businesses, and senior citizen organizations
- Working with local churches, PTAs, school boards, administrators, and principals to sell group packages for students; focus on increasing cultural awareness of the arts in the schools

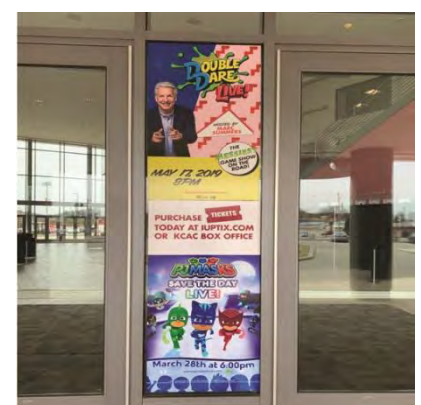


IUP Hawks raise money for Angels' Wings

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Group Sales

We look for every opportunity to increase ticket sales using the venue's assets and relationships. Group Sales is the one area that can deliver this focus. Group Sales campaigns generally involve family shows, sporting events, and select concerts, often playing a critical role in generating additional revenue for events. The following are Group Sales initiatives:

- Group ticket holder benefits
- Updating key contact lists
- Identify and target new groups
- Establish rewards programs for best customers
- Special group discount and giveaway items
- Build a strong, up-to-date, and comprehensive database
- Build Advisory Boards for as many group categories as possible
- Promote Pre- and Post-event activities/functions to various groups
- Promote fundraising opportunities to Local Associations
- Target companies with an employee base of 50 plus
- Proactively promote school, choir, and youth fundraising programs to area institutions
- Target youth organizations to create group opportunities
- Create theme nights and promote to interested groups
- Create assets and other opportunities for groups to participate in

PROMOTING EVENTS

OVG Facilities' has vast experience in co-promoting and creating new events at various venues, including conference and convention centers. We understand it's not about just creating an event to fill the dark days, but it's creating the best events for the community. Understanding the events that work well in the market, what the marketing is lacking in content, and aligning our efforts with the correct community partners is where we start when creating events. If selected, we will put an emphasis on using our existing marketing strategies to increase the number of meaningful events at the CCCC.



Aggressive Sales and Marketing Initiatives

- OVG Facilities will develop a creative and impactful awareness campaign that will generate interest in the CCCC to make sure it is on the map for event producers and promoters, cultural events, and meeting planners and organizers.
- Creating more of a “destination” atmosphere by creating experiences around the event to entice guests to come out early and stay late – increasing the overall guest experience
- We will create strategic media partnerships to assist in the advertising, promotion, and public relations of all our public events at our venues.
- We will connect with influencers locally, regionally, and nationally to help tell the CCCC story
- We will assist event organizers, meeting planners, and local organizations with marketing and public relations efforts to make each of their events successful.

EVENT CREATION

It is important to optimize a venue's usage during periods of inactivity. By creating self and co-promoted events, OVG Facilities is able to generate greater interest in its facilities and surrounding market. These self and co-promoted events also provide greater exposure for future events and generate event sponsorship opportunities. With the City and Auditorium Board's approval, OVG Facilities will help create key events to stimulate promoter interest in the market.

The ability to self or co-promote events is crucial for venues like CCCC, especially given the City and Auditorium Board's desire to draw additional national and regional events. Based on our extensive research, market visits, and experience in similar markets, we believe there is a need for self and co-promoted events in Charleston, especially as it pertains to entertainment, consumer shows, expositions, and community events. Based on our experience, we believe that a number of events would be successful in the CCCC, including beer and wine shows, golf shows, health and wellness shows, and food festivals.



Co/SELF-PROMOTING EVENTS

OVG Facilities has an array of expertise when it comes to self-promoting and co-promoting events. The OVG Facilities-managed facilities are encouraged to create signature events throughout the year to fill dark days, fill event gaps in the region and drive additional revenue for the venue. Below are examples of self-promoted and co-promoted events:

Firkin Food Truck Festival – Frankenmuth Credit Union Event Center (“FCUEC”)

In 2018, OVG Facilities saw the need for local food trucks and the community to come together on the beautiful Mid-Michigan summer evenings. They decided to partner with the Frankenmuth Brewery and create the summer event series called the Firkin Food Truck Festival. Each event offered a unique firkin beer, multiple food trucks, and a fun experience for all who attended.

Through the first summer of the event, attendance numbers grew from 100 guests in May to over 500 at the last event in August. The four events grossed over \$2,000 in NET revenue for the Event Center, making it a shining success for a first-year event.

The event was hosted again in 2019 and added other attractions by partnering with local businesses and clients who hosted events in the building. In June, we partnered with a local tire company to bring the Monster Truck “Big Foot” to FFTF, and over 700 guests watched as he crushed cars in the parking lot. In July, we partnered with “My Jurassic Adventure,” which was holding a dinosaur exhibit at the building the following week. The night of the Festival they brought in a couple of their displays for guests to interact with and promote their upcoming event. This brought over 500 people to the July Firkin Festival. In August, we worked together with the local zoo to create a petting zoo, which was attended by more than 300 people. With the success of the Firkin Food Truck Festival, OVG Facilities created a fall event with the same format named “Touchdowns & Trucks,” featuring Michigan college football, corn hole tournaments, and food trucks.

Oktoberfest Amped – The Amphitheater at Las Colonias Park – Grand Junction, CO

In 2017, OVG Facilities met with a local brewery who held an annual Oktoberfest. The event was very successful for the brewery, but unfortunately, they were running out of space for the event. OVG Facilities partnered with the brewery and Townsquare Media to hold the event at the newly built amphitheater, located next to the brewery. The plan for the event was to invite local breweries from all over western Colorado so they could showcase their products. Combining that with three local bands and commemorative steins, the stage was set for a great event.

This event drew over 1,000 people and offered more than 15 different breweries. This was great news for the three partners, who split the profit after holding the first-year event.

Due to the success of the event, with the profit and the event's attendance, that they planned it again in 2018. The event grew in attendance, profit, and the number of breweries who elected to participate. In fact, in 2018, more than 25 breweries attended the event. The partnership brought in traditional Oktoberfest music in the form of the Polkanauts, adding an authentic environment to the event. They also added a VIP ticket with a private area, complementary German-themed food, and rare beers to sample from many of the breweries attending. With these changes, the VIP area sold out at 300 attendees and over 2,000 people enjoyed the event.

This has become an annual event for the partnership, and there are no signs of that slowing down for 2020!



Grand Valley Biker Rally – The Amphitheater at Las Colonias Park – Grand Junction, CO

Once the Amphitheater opened in Grand Junction, our team was charged with creating events to drive the community to the park. Partnering with Townsquare Media and the Grand Junction Harley Davidson Group, the Grand Valley Biker Rally was created. This weekend-long event has brought thousands of motorcycle and music lovers to Grand Junction and the Western Slope. The weekend kicks-off with a ride around the Western Slope, stopping at various locations throughout the day, and it concludes with the riders last stop at the Amphitheater for an exciting rock concert. Artists that have performed include The Wallflowers and Blue Oyster Cult. Additionally, a portion of all proceeds go to a local charity, District 51's Stuff the Bus initiative, that provides school supplies to the D51 Schools.



MI Tastefest – Frankenmuth Credit Union Event Center – Birch Run, MI

In 2018, OVG Facilities created MI Tastefest. The event was to showcase all of the unique things made locally in the Mid-Michigan area. Ticket packages included 15 samples to enjoy locally made beer, wine, and spirits. They also included a commemorative tasting glass, free samples of locally made food, and live entertainment.

OVG Facilities prides itself on adjusting event experiences to the feedback given by its attendees. We appreciate receiving feedback from guests and using that feedback to create the events they want. The feedback we received from the first annual MI Tastefest, we took and adjusted a few aspects to make it a better experience for our attendees. We changed ticket prices, included a better-quality commemorative gift and booked local talent to play throughout the duration of the event. The changes proved to be a huge improvement for the event in 2019. We were able to double the number of tickets sold and the number of vendors at the event. We now believe that we have a winning model for this event for 2020 and expect the same results as this year.



The above is just a sample of what OVG Facilities has created over the years. All of our managed venues are tasked with working with community partners to create events for the community. Here is a list of our other self-created events:

- Mid-Michigan Outdoor & Boat Show – *Frankenmuth Credit Union Event Center*
- Mid-Michigan Home & Garden Show - *Frankenmuth Credit Union Event Center*
- Mid-Michigan Golf Show – *Frankenmuth Credit Union Event Center*
- Mid- Michigan Farm & Tractor Show - *Frankenmuth Credit Union Event Center*
- Easter Bunny Brunch – *Two Rivers Convention Center*
- Sunset Terrance at the Avalon – *The Avalon Theatre (featuring local bands weekly in the summers)*
- Two Rivers Convention Center Holiday Craft Show – *Two Rivers Convention Center*
- Explore the Outdoors Expo – *Two Rivers Convention Center*
- Winter Bazaar – *Kovalchick Complex*
- Spring Market Place Fair – *Kovalchick Complex*
- Springtober Fest Fair – *Kovalchick Complex*

BOOKING STRATEGIES

Booking events and marketing them to the local community will be THE priority of the senior management of OVG Facilities and is at the core of what we do as a company. Being able to do that successfully is what will separate us from our competition. The marketing plans for the CCCC will target the *entire* region. Our events will bring new people to the CCCC and the region. Our booking leverage is real and begins with Irving Azoff and our relationship with Live Nation.

LIVE NATION ARENAS IS OUR EXCLUSIVE PARTNER!

Live Nation is the world's undisputed #1 producer of live music. Live Nation has established a strong understanding and familiarity of the Charleston market and is excited to be involved with the CCCC. Live Nation is committed to making the CCCC successful with world class concerts. We are also partners with Live Nation on projects in Santa Monica, CA; Seattle, WA; Belmont, NY; Austin, TX; Virginia Beach, VA; and recently announced our collaboration in Milan, Italy. Our relationship with Live Nation will directly result in more events at the CCCC.

We work with all promoters and have had numerous conversations with Live Nation and other national/regional concert promoters about increasing concert activity in the CCCC. No other management company has the close relationship that we have with Live Nation. We are partners with Live Nation at Rupp Arena and on projects in Seattle, Belmont, Santa Monica, Virginia Beach, and recently announced our partnership in Milan, Italy and Palm Springs, California. Our relationship with Live Nation will directly result in more events at the CCCC.

There is one simple truth in the entertainment touring industry; shows go where they believe they will be successful. At OVG Facilities, we know how to make events successful. Perhaps most importantly for the CCCC, is that our record of success has provided us the necessary national, regional, and local relationships to book events in the venue. OVG Facilities sees a unique opportunity to help the CCCC expand its live event schedule and drive attendance to the venue and the region. Charleston is in an ideal location with a few of our other venues that would provide excellent routing opportunities for concerts. Pair that with the programs and services we can offer, the CCCC will see a positive impact on revenue streams and the overall bottom-line.

Our strategies include the following:

- Working with City and Auditorium Board and local stakeholders to promote the CCCC as an entertainment destination
- Designing more of a "destination" atmosphere by creating events around the event to draw and keep attendees around before, during, and after events
- Actively focus on generating interest in the venue among regional and national event promoters by sending creative gifts and package, sharing success stories and building strong relationships
- Exploring opportunities for the following event types:
 - Sporting Events
 - Concerts
 - Comedy
 - Family Shows
 - Wrestling
 - Performing Arts
 - Cheerleading and dance competitions
 - Graduations
 - Amateur and High School Athletics
 - Tradeshows
 - Meetings
 - E-Gaming
 - Religious Conferences
 - NCCA Events
 - JCAA Events



**ON AVERAGE,
EVERY 16
MINUTES
THERE IS A LIVE
NATION EVENT
STARTING
SOMEWHERE IN
THE WORLD.**



There are no secrets to successfully booking events in a secondary market. It takes hard work, thorough research, diligent follow-up, and delivering quality service. Representing secondary and tertiary markets is what OVG Facilities does best. To secure events for the CCCC, OVG Facilities will:

- Contact every event promoter and user that has hosted an event in surrounding area arenas and theaters
- Contact all national talent booking agencies and family show producers informing them that the CCCC is eager to host events and ready to support their efforts
- Contact independent and regional event promoters to inform them of the superior service they will receive when they bring their events to the CCCC
- Contact potential local and regional event partners and sponsors (e.g. radio stations) to discuss the potential development of new events
- Speaking on your behalf when attending industry conferences, routing calls with the tours, and one-on-one interactions
- Develop a branding campaign for the venue that we will use to push via direct mail campaigns, industry publications, PR and other avenues

Concert Promoters

OVG Facilities works with all concert promoters. They include:

- AC Entertainment
- AEG Live
- Innovation Arts & Entertainment
- Live Nation
- National Artists Corp
- NS2
- Police Productions
- The Messina Group
- North American Entertainment Group



Family Show Producers

OVG Facilities works with all family show producers. They include:

- Cirque du Soleil
- Disney Live
- Disney On Ice
- FELD Entertainment
- FELD Motorsports
- Harlem Globetrotters
- Professional Bull Riders (PBR)
- World Wrestling Entertainment (WWE)



Utilizing the Full Venue

The unique aspect of being a hybrid venue is you have the space, flexibility, and regional support built-in to be able to host a particular array of events. Events that do not fit in a traditional Arena and/or Convention Center would be ideal for the CCCC by using both spaces to host a multi-day tournament or conference effectively. Due to the nature of these events, they turn into city-wide events and bring a significant economic impact. OVG College recently created and delivered the highly successful Cleveland Classic to our partner Rocket Mortgage Arena. Over 17,000 fans attended the doubleheader featuring WVU, Marshall, Ohio State, and Duquesne. We will immediately begin work on delivering a similar event to Charleston. The article provided on the following page highlights this exciting event. Events we would look to target would include:

- E-Gaming
- Religious Conferences
- NCAA Events (i.e. Volleyball, Gymnastics, Basketball, etc.)
- Touring Seminars (i.e. WW Presents Oprah's 2020 Vision Tour)
- Republican/Democratic Conventions

BY: SEAN MCNAMARA

DECEMBER 27, 2019

CHUCK LANDON: FIRST CLEVELAND CLASSIC GOOD FOR MOUNTAIN STATE HOOPS



West Virginia University men's basketball coach Bob Huggins talks to Mountaineers guard Taz Sherman during WVU's win against Northern Colorado on Nov. 18 at the WVU Coliseum in Morgantown.

It's called the "Cleveland Classic."

Never heard of it?

There's a reason for that.

This will be the inaugural Cleveland Classic, which is a college basketball doubleheader played in Rocket Mortgage Arena in Cleveland, Ohio, on Sunday.

Now, for the interesting part. The first Cleveland Classic will feature West Virginia University versus Ohio State at noon followed by Marshall University versus Duquesne at 2:30 p.m. (probably closer to 3 p.m.).

It's a great idea, but it includes an obvious question.

How did all this come to fruition? "There's a promoter here in Huntington," explained Danny D'Antoni, Marshall's coach. "His name is Bob Patton. He put it together.

"He contacted Mark [MU assistant coach Mark Cline] about putting this together. Mark asked me if I wanted to be a part of it and I said, 'Yes.' We went next door [to the Shewey Building] and got it approved. "Patton is doing the whole thing. He's a Marshall guy. He has connections to Marshall."

That's the tip of the iceberg. Patton is a self-avowed "basketball junkie" who lives in Ona, West Virginia. The Cleveland Classic actually is the fourth collegiate basketball tournament he has promoted. Patton's resume also includes the Las Vegas Invitational, South Padre Island Invitational in Texas and the Chicago Invitational.

Patton notwithstanding, the key to his basketball doubleheader was Duquesne. "The biggest thing is Duquesne contacted me," explained Cline, who does all of Marshall's basketball scheduling. "They were supposed to come here this year.

"They asked if we would be interested in playing a doubleheader in Cleveland with West Virginia. They said they would be able to come back here the following year and just extend the four-year contract to make it basically five.

"I went through Coach [D'Antoni] and Duquesne agreed to give us \$50,000 to move the game up there [Cleveland] and make us a part of it. Then, Jeff O'Malley [MU associate director of athletics] went to Mike Hamrick [MU athletic director] and instead of having a third 'buy' game [games such as at Notre Dame and at the University of Florida which pay \$90,000 guarantees] they allowed Duquesne to count as the third 'buy' game.

"That's kind of how it all happened. It was all initiated through me from Duquesne, but I know Bob [Patton] had some things to do with it with Mike and Jeff and probably Duquesne. But I never personally spoke with him."

Long story short, we've got a very interesting doubleheader on Sunday in Cleveland.

"You've got Ohio State and West Virginia," said D'Antoni. "The Cavs' Center [the NBA's Cleveland Cavaliers also play in Rocket Mortgage Fieldhouse] is really ... well, you can't play at West Virginia University and you can't play at Ohio State, so the Cavs' Center is the perfect venue.

"It's close enough all four teams can get there. It's a pretty good venue." The Cleveland Classic certainly does make geographical sense. "I like this doubleheader," said D'Antoni. "I think it's good. I think it's good for basketball. It will be a good Sunday afternoon. That's one of my favorite arenas [from his days as an assistant coach in the NBA].

"I thought it was a good deal, so we jumped at it. We're getting \$50,000. When they told me that, I said, 'We'd be crazy not to go.' This is a win-win."

Indeed, it is. Let's hope the first Cleveland Classic isn't the last one.

SUCCESS AT RUPP ARENA

To be successful and effective at booking events, a company must know the entertainment industry and understand the artists, the agents, the promoters, and most of all, their facility. OVG has outstanding relationships with every major booking agency, event promoter, and family show producer in North America. These relationships are critical for securing events.

A prime example of this is OVG and Live Nation's partnership with Lexington Center Corporation at Rupp Arena in Lexington, KY. Beginning in January 2018, the team assumed booking responsibilities for the arena. In its first year of management, tickets sold under OVG and Live Nation totaled 328,302 for the year, surpassing the 2017 annual ticket sales of 192,919. In the first six months of 2019, the total number of tickets sold grew to over 259,000, exceeding the annual ticket sales from the year 2017.

Some of the most notable shows at Rupp Arena under OVG and Live Nation include Justin Timberlake and Paul McCartney, with Timberlake's September 2018 show grossing over \$2 million, making it the highest-grossing one-night concert in Rupp Arena history. In June 2019, McCartney surpassed that record at over \$2.4 million to a sold-out crowd. Another milestone was when Rupp Arena experienced its fastest-selling show in the arena's 45-year history, with Luke Combs selling out within 12 minutes of the on-sale. Also, during November 2019, the arena broke another record when they went on sale with the most number of events in a 30-day period in its history, totaling nine events. The success of Rupp Arena is most impressive, considering the arena was closed from June to October 2019 for renovations.

In 2020, Rupp Arena will be hosting many high-profile events, including Farewell Tours from Sir Elton John and Kiss, as well as sold out shows from Sturgill Simpson and Tyler Childers, both native country stars to the state of Kentucky, and Trans-Siberian Orchestra will tour at Rupp Arena for the thirteenth year in a row. Looking into the future, OVG is holding dates for the League of Legends Conference for 2021 and the team is actively trying to secure Joyce Meyer and Joel Osteen events which could benefit both arena and convention center spaces. This same success could be seen in Charleston.



On-site and Regional Support

REPORTING RELATIONSHIPS

OVG Facilities' provides its clients with a team of accessible professionals who are readily available to offer comprehensive support in all areas of facility operations and management. Our organizational structure is designed to have senior leaders in place to provide oversight and support to our team at the CCCC. This will ensure that we are held accountable and live up to our promise of making the CCCC the first-class venue. Effective and timely communication with the City and Board cannot be overstated, and OVG Facilities will be proactive in providing reports to the Contract Administrator dealing with all aspects of facility operation. Each OVG Facilities-managed venue provides its Contract Administrator with an Annual Report highlighting its successes and achievements. A sample Annual Report from the Kovalchick Convention and Athletic Complex at the Indiana University of Pennsylvania is provided as [Appendix B](#) of this Response.

OVG Facilities is proposing two booking strategies on the convention side. One where all sales and booking staff will be employees of OVG Facilities and one in which OVG Facilities will provide consulting services to establish an effective sales and marketing department.

In the first scenario, OVG Facilities will hire a Director of Sales and Booking for the CCCC, who will have direct reporting responsibility to a Contract Administrator that the City/Auditorium Board will designate, as well as Shura Garnett, Vice President of Convention Centers and Doug Higgons, Senior Vice President for OVG Facilities who will provide live entertainment booking services. Further supporting the sales team will be Maria Rainsdon, General Manager for the Two Rivers Convention Center. The Contract Administrator's responsibility is to ensure that OVG Facilities is fulfilling the terms of the Marketing and Event Bookings Agreement.

The sales team will consist of the Director of Sales/Booking, two sales managers, and a marketing manager and be deployed with specific market segment responsibilities based on the annual marketing plan. At some point it might be prudent to add a sales position specific to sports tourism. Based on the contract agreement for food service sales with Distinctive Gourmet/Center Plate, additional catering sales Sales Managers might also be recommended. Shura Garnett and Marissa Dionne, Senior Director of Marketing, will work with the sales team to create booking guidelines, the annual marketing plan, collateral materials, and website content. They will participate and provide support in tradeshow exhibitions, sales missions, and hosting familiarization tours.

Effective and timely communication with the City /Auditorium Board cannot be overstated, and OVG Facilities will be proactive in providing reports to the Contract Administrator dealing with all aspects of facility sales and bookings. While the reporting function is subject to continuous communication, we will institute the following reports as a starting point:

- Executive Marketing Plan
- Event booking updates by market category and sales associate
- Sales Activity Reports by sales associate
- Occupancy Reports by space type or room

If the City and Auditorium Board prefer to engage OVG Facilities as a consultant for the convention centers sales and marketing department, OVG Facilities will assist in hiring and training the sales team, working with the CCCC sales staff on development of the booking guidelines, annual marketing plan, and sales materials. The CCCC sales staff will be invited to participate on booking and marketing calls.

"OVG, as the University of Miami - Watsco Center facility management company, has been a wonderful partner in the management of all aspects of our facility. The University has been particularly pleased with OVG's creativity, network skills, and industry knowledge are constantly being exhibited by the diverse number of events held at the Watsco Center."
-- Humberto Speziani, Assistant Vice President for Business Services

“MENTOR GENERAL MANAGER” FOR THE CCCC

OVG Facilities is committed to providing the CCCC with an unmatched level of support, both locally and corporately, from our staff located in our Chester, PA and Los Angeles, CA offices. To further enhance this network of resources, we are also offering the CCCC a “Mentor General Manager” who will provide additional support, oversight, and assistance in all capacities of venue management. OVG Facilities offers the City of Charleston and the CCCC the knowledge and expertise of Maria Rainsdon, General Manager of the Two Rivers Convention Center, Avalon Theatre, and Amphitheater at Las Colonias Park in Grand Junction, CO. Maria’s professional bio is provided below.

MARIA RAINSDON

General Manager, Two Rivers Convention Center, Avalon Theatre, and Amphitheater at Las Colonias Park (Grand Junction, CO)

Maria Rainsdon is OVG Facilities’ General Manager of the 23,000 sq. ft. Two Rivers Convention Center; 1,100-seat Avalon Theatre; and 4,000-seat Amphitheater at Las Colonias Park in Grand Junction, CO. Specializing in the oversight of in-house food and beverage, venue operations, and event management, Maria’s career has primarily been in a convention center setting. In addition to supporting venue success, her involvement with the local community has helped her tailor venue goals to augment and support community goals using event creation to support tourism and visitation. With more than eight years of experience in increasingly responsible management roles and a successful track record of growing net profit, she has the proven experience of driving revenue at the venues she’s supported. Maria’s resume includes event and facility sponsorship management, venue and catering sales and marketing, brand management, event and facility accounting, and oversight of all fulfillment department’s success including in-house food and beverage services. Prior to her position as General Manager of the Two Rivers Convention Center, Maria held positions as Event Sales Manager and Assistant Manager of Events and Catering at the University of Colorado in Lone Tree, CO; Assistant General Manager and Director of Events for Canalside Buffalo in Buffalo, NY; and positions as General Manager, Operations Manager, and Banquet Manager at the Clovis Civic Center in Clovis, NM. Maria’s diverse professional portfolio offers the FSCC an added value of experience and expertise.



Under OVG’s Management, the Two Rivers Convention Center and Avalon Theatre had one of the **best years ever resulting in a \$195,000 decrease in City Subsidy.**

REGIONAL MARKETING SUPPORT

The City and CCCC will also receive direct support from OVG Facilities’ Senior Director of Marketing, Marissa Dionne. Marissa has an extensive background in convention center sales and marketing. For over eight years, she worked at a hybrid venue overseeing the marketing efforts for an arena and convention center. In addition, Marissa was the Regional Director of Marketing for Global Spectrum’s (now Spectra) Convention Center venues.

At the local level, Marissa was tasked with bringing a creative spin to marketing long-term and short-term convention center efforts. By working on the arena side of the industry, Marissa brought that type of marketing effort over to the convention center side. Working hand-in-hand with the Convention & Visitors Bureau and the sales team, they developed several national marketing campaigns, sales blitzes’, creative site visitors and proposals, and wowed guests on FAM tours. This collaboration helped to bring in several long-term pieces of business to the venue and city.

At the regional level, Marissa supported the marketing efforts of all Convention Center Marketers throughout the U.S. and Canada. She ensured the marketers had the best tools and resources available to help support the sales and marketing efforts at each of their venues. The group shared best practices on marketing and public relations, creative ideas on sales blitzes and trade show booth design, discussed event creation, and how to best support their sales teams. Additionally, Marissa worked one-on-one with each venue marketer to ensure they were implementing these best practices and delivering results for their sales team. Marissa’s professional resume is provided in the “Corporate Support” section of this Response.

Competing Facilities

COMPETITION

OVG Facilities is the only company that does not operate a competing venue in the surrounding region and would be open to signing a contract with a 100-mile radius clause requiring approval from the City and Auditorium Board for a waiver. *Charleston will be our #1 priority in the state of West Virginia and surrounding region.*

While OVG Facilities does not manage/operate, book, or provide marketing services to any venue within a 350-mile radius of the CCCC that we view as competitive, six of our clients which fall within the 350-miles radius of CCCC include:

Bon Secours Wellness Arena
650 North Academy Street
Greenville, SC 29601
Distance to CCCC: 347 Miles
OVG Facilities' Role: Booking services

Kovalchick Complex at the Indiana University of Pennsylvania
711 Pratt Drive
Indiana, PA 15705
Distance to CCCC: 295 miles
OVG Facilities' Role: Management

Fredericksburg Expo and Conference Center
2371 Carl D. Silver Parkway
Fredericksburg, VA 22401
Distance to CCCC: 341 miles
OVG Facilities' Role: Management

High Point University: New Arena and New Conference & Boutique Hotel
One University Parkway
High Point, NC 27268
Distance to CCCC: 236 Miles
OVG Facilities' Role: Consulting services

UPMC Events Center at Robert Morris University
6001 University Boulevard
Moon, PA 15108
Distance to CCCC: 239 miles
OVG Facilities' Role: Management

Rupp Arena
430 West Vine Street
Lexington, KY 40507
Distance to CCCC: 174 miles
OVG Facilities' Role: Booking services

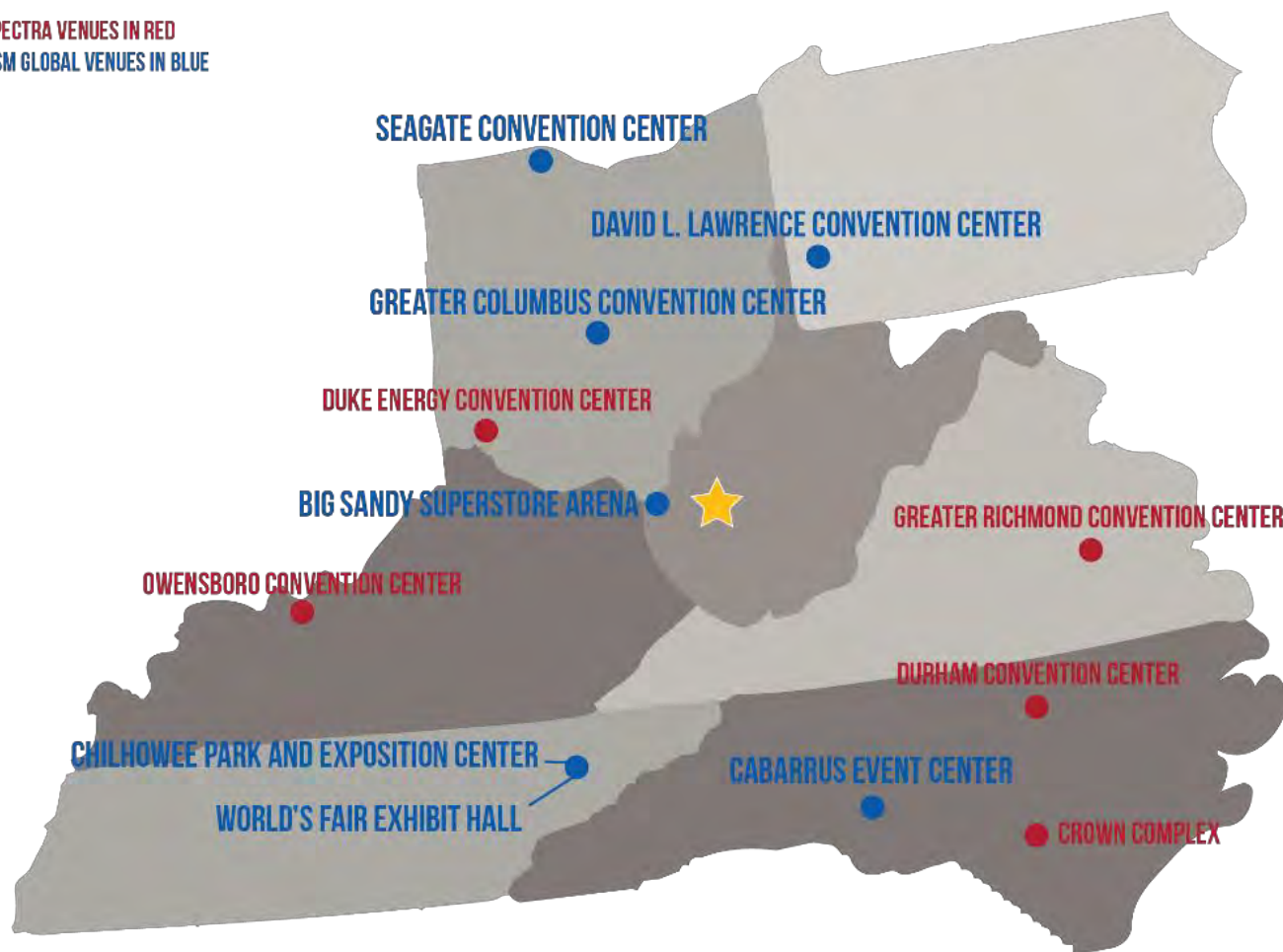
Unlike concerts, meeting planners do not typically 'route' as many events as our competitors would lead you to believe. State association convention business usually follows an east, central, west rotation pattern. From a regional corporate, association, sports, government or SMERF perspective, the states of Virginia, Ohio, North Carolina, Pennsylvania, and Kentucky are considered to be competitive. When business is looking at regional options, Charleston clearly competes with Huntington, WV; Cincinnati, OH; Columbus, OH; Richmond, VA; Toledo, OH; Durham, NC; and Pittsburgh, PA.

On the contrary, other public assembly facility management companies like Spectra and ASM Global operate venues within a competitive radius of the CCCC and cannot make the same level of commitment to the City of Charleston as OVG Facilities. The map below represents the conflicts of interest for SMG and Spectra in the surrounding Charleston market.

VENUES MANAGED BY SPECTRA & ASM GLOBAL WITH IN 350 MILES



SPECTRA VENUES IN RED
ASM GLOBAL VENUES IN BLUE



Recommended Pricing Schedule & Terms

PRICING SCHEDULES, PRICING TERMS, AND OTHER RELEVANT CONTRACTUAL INFORMATION

OVG Facilities has one simple goal — to provide venue owners and operators CUSTOMIZED and impactful services that address their needs. Our services produce tangible results in addressing every challenge faced by venues. We provide programs that make venues more profitable, more efficient, more customer and client-friendly, and reduce risk by providing recommendations to create an operating environment that is exceptionally safe.

BOOKING AND MARKETING

OVG Facilities is offering a full-service marketing and event booking solution for the CCCC. We have the experience, resources, programs, and the talent to ensure that the venues will operate efficiently. OVG Facilities will place an on-site full-time Director of Sales and Booking for the CCCC. Through our corporate team, OVG Facilities will provide oversight and management of Booking and Salesperson with direct coordination with the City and Auditorium Board. The City and Auditorium Board will approve all booking and sales plans for the venues including the Booking and Sales Policy, Rental Rates, Scheduling Policy, Standard User Agreement, and rules and regulations by which OVG Facilities will coordinate these activities with the City and Auditorium Board.

The OVG Facilities team has conducted a substantial amount of research on Charleston to gauge the impact of our potential partnership with the CCCC. We have carefully studied the realistic levels of improvement we believe we can create with you. As outlined in our Proposal, OVG Facilities has the confidence we can achieve the following:

- Increase the number of ticketed events in the Arena and conventions, meetings, tradeshow and other events at the Convention Center. Strong leverage with managers, agents, organizers, and promoters will result in solidifying CCCC's role as the leading venue in the region.
- Work with your team to increase the profitability of all ticketed events by capitalizing on the leverage of representing the busiest and most successful venues in the country.
- Create new profitable corporate partnerships.
- Develop new premium hospitality products for concerts and major sporting events.
- Provide the CCCC access to Prevent Advisors, OVG's high-level firm specializing in counterterrorism and intelligence for public venues and large events.

BOOKING AND EVENT BENCHMARK

OVG Facilities will work with the City and Auditorium Board to mutually establish an EVENT FINANCIAL BENCHMARK ("EFB") from which revenue sharing will be based. The EFB will include NET revenues CCCC receives from ticketed events in the arena and theater, and all events in the convention center including rent, ticketing commissions, ticketing fees, facility fees, food and beverage sales, ancillary income, parking, merchandise sales, and event-related premium sales. We propose basing the benchmark as the average of the above NET revenues from Fiscal Years 2017, 2018, and 2019. We will include an allocation in the benchmark to cover the cost of the on-site Director of Sales and Booking. OVG Facilities and the City will mutually agree to review and possibly increase the benchmark every five (5) years.

OVG Facilities and the City/Auditorium Board will mutually establish a revenue share on all new revenue established over the EFB.

CORPORATE PARTNERSHIP AND SPONSORSHIP SALES

In addition to the event income, OVG Facilities will work with the City and Auditorium Board to increase revenues from the sale of new corporate partnerships and premium seating.

OVG Facilities and the City/Auditorium Board will mutually establish a revenue share on all new revenue sponsorship revenue sold by OVG Facilities.

FULL-SERVICE MANAGEMENT

If desired, OVG Facilities and Live Nation can offer a full-service management solution. We have the experience, resources, programs, and the talent to ensure that the venues will operate efficiently. As outlined in our Response, our typical scope-of-services includes:

- Booking and Event Solicitation
- Sponsorship and Premium Seating Sales
- Marketing and Public Relations
- Finance and Administration
- Management of Third-Party Contracts
- Box Office Management
- Food and Beverage Management
- Operations
- Maintenance and Custodial Services

With the customized OVG Facilities full-management solution, we will bring our knowledge and expertise into every element of facility management. Typically, OVG Facilities would be contracted to represent the facility owner as an agent and as such, we work at the direction of our clients and under the restrictions of a client approved budget. We will make a comprehensive effort to customize our programs based on the true needs of the CCCC. We do not have pre-conceived solutions and will use our vast experience operating venues to establish best practice operating procedures that are most beneficial to the CCCC.

We have included some potential financial models for CCCC. OVG Facilities and Live Nation are willing to discuss all fair and reasonable financial proposals with the City and Auditorium Board.

Full Management: Option A

OVG Facilities and Live Nation would propose a Standard Management Fee relationship.

- The City and Auditorium Board will retain all of the rights as owners of the venue and sets direction and financial decisions for the CCCC.
- OVG Facilities is paid a monthly management fee and manages the venue on behalf of the client.
- OVG Facilities receives mutually agreeable annual incentive fees tied directly to the bottom line of the CCCC.
- City and Auditorium Board owns 100% of the bottom line of the venue and receives 100% of all net revenues and covers all associated staffing and operating expenses.

Full Management: Option B

OVG Facilities and Live Nation would propose a Guaranteed Bottom Line model where OVG Facilities guarantees the bottom line of the facility.

- The City and Auditorium Board will retain all of the rights as owners of the CCCC and will have input on direction and financial decisions for the venue.
- OVG Facilities manages the venue on their behalf and guarantees the bottom line. OVG Facilities is only paid a once mutually agreeable bottom line is achieved.
- The City and Auditorium Board shares in all net operating revenue over the established benchmark.

FINANCIAL INVESTMENT

As part of the full management options for the CCCC, OVG Facilities will commit to a long-term financial investment aimed at increasing revenues for the long-term benefit of the CCCC.

Appendix A

OVC Facilities



TWO RIVERS CONVENTION CENTER & AVALON THEATRE MARKETING PLAN



**TWO
RIVERS**
CONVENTION
CENTER

the historic
**AVALON
THEATRE**

EXECUTIVE SUMMARY

The Two Rivers Convention Center and Avalon Theatre is owned by the City of Grand Junction, managed by OVG Facilities, and marketed in partnership with the Grand Junction Visitors and Conventions Bureau (VCB) is the premier meeting venue in Grand Junction Colorado and the Western Slope.

There are economies of scale and efficiencies to be realized working together rather than as independent entities, therefore, the management team and the CVB will work together cooperatively marketing and promoting the Western Slope as the premier meeting and convention facility. This synergistic partnership ensures proper positioning for the TRCC in the highly competitive meetings/conventions marketplace and optimizes resources as the team moves forward with an aggressive sales effort making us a one-stop-shop for meeting planners.

The team will continue an aggressive advertising and promotional approach to bring long-term and short-term convention business into the convention center, as well as a robust schedule of events utilizing the arena.

A multi-faceted sales and marketing campaign will incorporate direct sales, trade show presence, website marketing, digital advertising, direct mail, print advertising, familiarization tours, PR and other techniques to build awareness of the TRCC among meeting and event planners in the industry and the region.

Whereas the TRCC is the main focus for driving convention center business and hosting meetings, having the addition of the Avalon Theatre provides the sales and marketing team with a unique venue option to help support convention center events. The Avalon Theatre can be used for general session meetings, offsite dining options, or to entertain attendees in the evening.

- The campaign will combine both promotions of the venue, along with its setting in the Western Slope, as an ideal choice for meetings and conventions.
- The ideal convention group will utilize 150 room-nights and require all meeting and exhibition space at the TRCC. Long-term sales efforts will be focused primarily upon such meeting groups and will maximize the potential use of the TRCC to promote economic impact.
- Short-term sales, including local corporate and community events (such as fundraising functions, chamber events, etc.) will play a vital role in filling “gaps” in the TRCC schedule. Local public relations, branding and community involvement are essential parts of the TRCC’s future marketing success.
- Booking the Avalon Theatre will continue to be a major focus for building brand identity and for establishing the venues as a catalyst for downtown activity and entertainment. As such, a continued effort must be made to successfully attract well-known artists and entertainment acts to the facility.

ABOUT THE TWO RIVERS CONVENTION CENTER

The convention center is a newly remodeled, first-class, full-service meeting, banquet and exhibition facility. The aesthetics, size, and flexibility of the convention center are all perfectly matched to create the perfect venue for the Western Slope. Features of the facility include:

General Features

- 23,000 square feet
- Accommodates up to 2,000 guests
- Three ballrooms, 5,800 square feet each are on one side of the center, while across the Concourse Hallway are six smaller rooms that can be configured in different ways to meet your needs.
- Exceptional floor plan allows for easy pedestrian flow through the facility
- Walking distance to premium convention hotels
- Warm-inviting architecture makes guests feel at home
- Facility is fully wired for data and telephone services in virtually every area
- Fully integrated audio-visual systems allow for uncompromising flexibility to interconnect all components of your event
- Free Wi-Fi

Services

The TRCC is a full-service venue. Never will a client of the TRCC feel like they are on their own to plan, implement, or market their event. Services include:

- **Food and Beverage** – All food and beverage is elegantly done by the in-house catering team. The F&B team prides itself on locally sourcing as many products as possible. The team has the capabilities of providing everything from the traditional concessions stand offers to high-end plated meals with specialized food and beverage options.
- **Audio Visual** – provided through in-house staff or through a preferred vendor, the TRCC can provide anything from a simple microphone to a full-scale production.
- **Electrical** – provided by in-house, licensed electricians
- **Phone and Data** – provided by in-house technicians who are available for consultation to ensure all event needs are satisfied

Avalon Theatre Marketing

The following marketing initiatives will be implemented for each of the Avalon Theatre events.

- Print & Broadcast Advertising Media Planning
- Digital Advertising
- Social Media campaigns
- Grassroots and 3rd Party Promotions
- Public Relations
- Creating Pre and Post Show Experiences
- Public Relations
- In-house marketing elements: Email campaigns, signage, banners, etc.

ABOUT THE AVALON THEATRE

The Arena, formerly known as the Grand Junction Civic Center, has been recently renovated and updated to a highly competitive regional attraction. Home to the Grand Junction Falcons, the facility boasts the following features:

- 1,100 Seat theatre
- Newly renovated Historically Theatre with many upgrades
- Rooftop Terrace and Mezzanine Lobby framed with a beautiful view of Grand Junction's Book Cliffs
- Newly furnished Encore Hall is the perfect blend of modern technology and hospitality to host your next meeting, small performance or movie screening.

Services

The Theatre, much like the Convention Center, is a full-service venue. These services include:

Box Office – The Avalon Theatre is a Ticketmaster venue offering professional ticketing advice and service

Food and Beverage – provided by our in-house team

Production Services – offers full production and stagehand support services

Electrical – tie-ins are provided by in-house, licensed electricians

Phone and Data – provided by in-house technicians who are available for consultation to ensure all event needs are satisfied

Marketing – the OVG Facilities marketing team provides support to all Theatre promoters. From media placement to marketing and public relations events, promoters are never on their own when presenting events at the Avalon Theatre.

Regional Assets

What will you find during a visit to Grand Junction? Awe-inspiring natural beauty and the dramatic red rock landscape of the Colorado National Monument. Exhilarating outdoor adventures including hiking, camping or skiing on the Grand Mesa. Hundreds of miles of world-class mountain biking trails such as the Kokopelli Trail. Incredible whitewater rafting on the Colorado River. Stunning golf courses, whose green fairways are juxtaposed against the craggy Redland desert. Throughout the Western Slope, visitors can indulge in delicious local wines, beers, and spirits. In Downtown Grand Junction, visitors will find plenty of opportunities to soak up the culture at attractions such as the Museum of the West and others.

From family-friendly venues to exciting nightlife, meeting planners are sure to find something that will appeal to everyone in their group. At the end of the day, there are plenty of comfortable places to rest your head. Our accommodations range from first-class, contemporary hotels to cozy inns and B&Bs.

- **Location** – Grand Junction is situated between Denver, CO and Salt Lake City.
- **Lodging** - Conveniently located near Interstate 70, visitors can find romantic inns where they can spend the weekend discovering Colorado's Wine Country, the Grand Junction area is home to a variety of hotels and motels offering an array of amenities.

CONVENTION CENTER SALES PROFILE

"Meetings and conventions" as a whole can be categorized into smaller market segments, based on certain criteria. Understanding these market segments and how they best match the features and benefits of the TRCC will help ensure proper sales positioning. In summary, the TRCC's size, facilities, and location in a third-tier city are inherent strengths when marketing to regional, state and local organizations.

Regional meetings & conventions

- More than 60% of attendees reside within a 400-mile radius of the Western Slope
- Attendees may reside in a multi-state area and/or a regionally homogenous international area

State/Provincial meetings & conventions

- More than 80% of attendees reside in the event state/province (or event- sponsoring state/province when held in state/province other than home state/province)
- More than 20% of attendees reside outside a 50-mile radius of the event site.
- State/provincial audiences are less inclined to use air travel and local auto rental than regional audiences.

Local meetings & conventions

- More than 80% of delegates reside within a 50-mile radius of the event site.
- Local audiences typically do not require overnight accommodations

Based on the above statistics, the TRCC and the member hotel properties of the VCB have the ideal amount of meeting/exhibition space and hotel rooms to meet the needs of a large percentage of those selecting meeting and convention sites.

Regarding the specific markets that will be targeted, one must look at the markets that tend to thrive in the Western Slope. When targeting meetings and conventions, it is important to select particular markets that tend to drive business naturally into the area. Specific market segments for long term convention sales at the TRCC are:

- Regional Chapters of National Associations
- State and Regional Associations
- SMERF
 - Social
 - Military
 - Educational
 - Religious
 - Fraternal
- Corporate
 - Medical
 - Technology
 - Financial
 - Insurance

The TRCC has identified the following as smart short-term business to help maximize revenue through yield management techniques:

- Weddings
- Proms
- Graduations
- Gala's
- Small Regional Associations
- Large Corporate Meetings
- Educational Conferences
- Cheer and Dance Competitions
- Expo's (ex. Affiliated chamber expo, wedding expo)
- Consumer Shows

Additionally, there are overlap markets that exist between short-term and long-term sales including the SMERF market segments mentioned above as well as other local professional (i.e. medical, legal) organizations.

- MPI - (Meeting Planners International)
- CSAE - (Colorado Society of Association Executives)
- MIC 2018 Conference and Tradeshow
- CMCA - (Christian Meetings & Conventions Association)
- Destination Colorado
- SGMP - (Society of Governmental Meeting Planners)

Continue to develop the TRCC / Avalon Theatre brand. Identify target customers and repeat clients to help support our efforts – including resources like Small Market Meetings, LinkedIn, and CVENT.

Marketing Methods to include:

- Familiarization Events
- Site Visits – Funded in conjunction with VCB and Downtown Hotels
- Incentives and Services opportunities with local hosts and VCB
- Social Media
- Tradeshow/Sales Missions
- PR Campaigns
- Advertising / Joint Ventures with VCB
- Convention Services Planner Guide
- TwoRiversConvention.com website

Objectives

The objective of the Convention Center sales effort will continue to focus on viable conventions and meeting groups ideally suited to the Two Rivers Convention Center. The approach to booking business should generate more booked groups and increase the economic impact for the Western Slope. The two main goals will be to:

- Increase meetings market share for Grand Junction and TRCC among our existing target audiences.
- Increase meetings market share for Grand Junction and TRCC from markets previously unable to be accommodated.

The TRCC convention sales efforts will focus on regional as well as smaller national organization conventions and trade shows, particularly association and corporate meetings/conventions.

The Sales Team will focus on building long-term relationships with clients to bring in business with repeat potential. The team will aggressively sell the convention center through several different means to ensure as much business is put on the books. This will be done through the following sales initiatives:

- Solicitation of past accounts
- Solicitation of new accounts
- Site visits
- Sales calls
- Pre-qualified off-site appointments
- Community involvement and committee work
- Networking events
- Hosting community and industry meetings
- Trade Shows
- Professional Industry Associations
- Marketing campaigns
- Sales Collateral including brochures, videos, one-sheets, etc.

TACTICAL PLANS

Dedicated Direct Sales

Dedicated direct sales will be the primary tool to maximize utilization of the Two Rivers Convention Center. The TRCC sales team will continually and aggressively pursue the TRCC target customer through personal, phone and written solicitations, trade show attendance, and individual sales presentations. The team will ensure that no “stone” is left unturned in the pursuit of business for the facility.

Sources for solicitation efforts will include the existing database and membership directories including ASAE, CSAC, MPI and RCMA to name a few. In addition, partnerships with area hoteliers and their national sales offices can help to produce leads that are too large for any individual hotel properties.

Online Marketing

The targeting, reach, and tracking ability of online marketing is unmatched to any other marketing avenues. We will utilize the following outlets to market the Two Rivers Convention Center:

- CVENT
- Google AdWords
- Facebook and other social media platforms
- Small Marketing Meetings online platforms
- Group Travel
- Destination Colorado
- Meetings Focus online platforms
- Other Association/Publications platforms that fit our targets sales efforts

Trade Show Presence/Industry Memberships

Memberships in key industry associations, and /or participation in their trade shows offer a highly cost-efficient way to network with hundreds of convention and meeting planners and sell many potential convention planners in a very short, intensive time frame.

Industry Memberships

In addition to being visible to customers at regional and national trade shows, it is critically important to remain active among the meeting and convention industry's leading organizations. These memberships help to foster relationships and promote facilities through name recognition and long-term exposure.

A suggested list of key industry organizations include, but are not limited to:

- **NYSAE** (New York Society of Association Executives)
- **PCMA** (Professional Convention Management Association)
- **IACVB** (International Association of Convention and Visitors Bureaus)
- **MPI NE** (Meeting Planners International)
- **RCMA** (Religious Conference Managers Association)

Public Relations

A comprehensive public relations campaign, operated in conjunction with the City and the VCB, will be a vital component of the TRCC marketing effort. The VCB and OVG Facilities team will work closely with groups booking into the TRCC to generate local and regional publicity about their conventions and its potential economic impact.

Website Enhancements, Electronic Marketing, and Social Networking

Electronic enhancements leading to an ever-evolving website are essential for reaching meeting planners in today's “wired” marketplace. A sophisticated Internet site offers the visitor a complete understanding of the TRCC's location, capabilities, features and benefits, as well as an online Request for Proposal (RFP) submission link.

Electronic newsletters and postcards will continue to be sent throughout the year and act as a constant means of contact with our key planner prospects.

OVG Facilities team will utilize the ever-growing social networking tools (i.e. Facebook, Twitter, Instagram, Linked In, etc.) to hit key meeting planners, target groups and patrons.

Print and Digital Advertising

Paid print and digital advertising in trade/industry publications will continue to be a component of the sales and marketing efforts. As a third-tier destination, Grand Junction does not possess the same high-profile brand-recognition as first-tier cities such as Denver, Chicago, Atlanta, etc. A well- conceived, highly targeted advertising campaign emphasizing the presence of both the TRCC and the unique attributes of the region will create a solid “positioning” in the minds of prospective meeting and convention planners in appropriate geographical markets.

An annual budget will be established for print and digital ads, and campaigns will be placed in these publications to ensure a competitive positioning for the TRCC in the minds of potential meeting planners in important regional markets.

Key trade publications may include:

- Meeting Planner International
- Successful Meetings
- SMART Meetings
- Tradeshow Executive
- Venues Today
- Small Market Meetings
- Religious Conference Manager
- Meetings & Conventions Magazine
- Focus Meetings
- Group Travel Leader

Direct Mail

With an effective database continually growing, the team will conduct direct mail campaigns targeted to potential meeting and convention decision- makers. Collateral print and electronic pieces will be used to make meeting planners aware of the destinations and the TRCC's attributes and will encourage them to seek more information. The direct mail pieces will be compatible with the design of the print advertising campaign.

Direct mail audiences will include the updated database, as well as membership directories of key influencers or organizations such as MPI, CSAE, MPI, CRV, RCMA, PCMA, and others named elsewhere in this document.

Familiarization Tours

“FAM” tours, conducted by the OVG Facilities team, will physically bring potential meeting and convention planners into the Western Slope for first- hand tours of the TRCC and the Avalon Theatre. “FAM” participants will visit the venues in person to better learn of its features and benefits. Such familiarization tours will be imperative to heighten the interest of meeting planners. The lodging component of each tour is made possible by collaboration with local hotel members, (including “downtown” properties) whose close proximity to the venue is a clear benefit to potential meeting planners.

Customized Events

In addition to trade shows and community involvement, one-on-one networking with customers who have shown an interest in Grand Junction, as well as potential customers, will continue to be a focus in the year to come. Two types of customer events will be held. First, we will invite local meeting planners in the area to a social gathering at which the OVG sales team can begin to build and strengthen solid relationships. Designed to encourage social networking, event time will not be used to hard sell, rather a time to get to know the customer better and to find ways to better serve their needs.

Similar to the local events, customer events will be held in conjunction with a few key industry trade shows. Hosting VIP dinners for select meeting planners during these already scheduled events will allow the sales staff the ability to nurture relationships and influence potential business opportunities for the venues.

Site Visits

Will focus on customizing site visits to fit with the organizer's theme, initiatives or goals.

Community Involvement

It is imperative for the sales team to be highly active in the community. Each sales manager will become involved in committee work for local organizations such as the Affiliated Chambers of Commerce and the Visitors and Conventions Bureau.

Networking Events

Networking throughout the Western Slope is the best and fastest way to grow the meetings and social markets at the TRCC. The sales managers attend monthly networking events.

Trade Shows

The OVG sales team will actively participate in industry trade shows, both in conjunction with the VCB and independently.

Appendix B

ANNUAL REPORT

2017 - 2018



WHAT'S INSIDE

Statement of Purpose

As a facility owned by Indiana University of Pennsylvania and operated by Pinnacle Venue Services, the Kovalchick Convention and Athletic complex strives to keep its goals in line with the objectives of the University and the local community citizens by:

- 1) Providing first-class, diversified, quality entertainment to IUP and the surrounding regional community
- 2) Be fiscally responsible by maintaining aggressive revenue goals
- 3) Increase the economic impact on Indiana, PA
- 4) Provide a positive experience to all of our customers each and every time they come to our facility
- 5) Customers are not dependent on us; we are dependent on them. They are not an interruption on our work; they are the purpose of it. They are not an outsider in our business; they are part of it. We are not doing them a favor by serving them; they are doing us a favor by giving us the opportunity to do so.

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FACILITY OVERVIEW

The Kovalchick Convention and Athletic Complex, located on Wayne Avenue on the campus of Indiana University of Pennsylvania (IUP), is a 148,500 square-foot facility that offers multi-use adaptable space in the 5,000 seat Ed Fry Arena, the 632 seat Toretta Auditorium, the 17,000 square-foot state of the art Conference Center with multiple breakout rooms, the 6,000 square-foot Corporate Training and Executive Conference Center. Included in the Conference Center is a fully equipped e-conference room with video conferencing as well as teleconferencing capabilities.

An ideal venue for concerts, family shows, sporting events, conferences, conventions, trade shows, corporate seminars and much more, the Kovalchick Complex is a premier facility located in Western Pennsylvania.

SUMMARY OF ACCOMPLISHMENTS

The Kovalchick Complex continues to establish itself as the premier venue for concerts, family shows, meetings, conventions and training sessions in Western Pennsylvania. In FY18, the Kovalchick Complex hosted 410 events with over 159,473 patrons passing through the facility.

The Conference Center hosted a total of 303 events, with a long list of returning business that included S&T Bank, Rosebud Mining, REA Energy, Indiana Chamber of Commerce, and the Local 2121. December 2017 was the most profitable month for the Conference Center with a 472% increase in sales from December 2016. Due to the efforts of capturing new types of events by the Kovalchick Complex team, the venue has surpassed the annual fiscal goals for the year.

This Winter set the stage for the IUP women's and men's basketball teams to reach post-season action in the PSAC, resulting in the IUP Women's team taking home the PSAC West Championship title and advancing to the NCCAA Division II Final Four. IUP pulled in a total of 25,690 fans in 34 home games, an average of 756 per game.

Pinnacle managed the Ticket Sales and Marketing budget for IUP Football and IUP Basketball once again in 2017-2018. Pinnacle also manages all of the in-game audio and video at George P. Miller stadium and The Ed Fry Arena.

BY THE NUMBERS

\$2,864,750

Gross Operating
Revenue

\$78,700

Gross Suite Revenue

\$95,367

Gross Ancillary
Revenue

\$139,890

Gross Advertising
Revenue

410

Number of Events

49,905

Total Paid Tickets

\$1,640,449

Gross Event Revenue

\$910,347

Gross Food &
Beverage

CONFERENCE CENTER OVERVIEW

The Conference Center is a first class multi-functional space able to accommodate an incredibly wide variety of events. There is potential to host four separate events at the same time, all independent of each other. Throughout the course of a single day, there is potential to host up to twelve events. Conference Center business continues to grow steadily. The Kovalchick Complex Conference Center compiled a total of 303 events, up 7 events from FY 2016-2017, and hosted 47,893 guests during FY 2017-2018. The Conference Center had the best fiscal year ever since the building opened.



CONFERENCE CENTER MONTHLY HIGHLIGHTS

July 2017

New Testament
Starlit Night

August 2017

WPHDA Conference
Local 2121

September 2017

REA Energy
WineFest

October 2017

IUP Homecoming
Luxury Raffle

November 2017

PA State Cheerleading
Department of Safety Sciences

December 2017

FLBA
Rosebud Mining Christmas Party



CONFERENCE CENTER MONTHLY HIGHLIGHTS

January 2018

REA Energy Banquet
Active Shooter Training

February 2018

Heritage Conference Game
S&T Bank All Employee Meeting

March 2018

Encore Cheerleading
Business Day

April 2018

FLO Nationals
Indiana's Cookin'

May 2018

Reinhart Food Show
IUP Spring Commencement

June 2018

Indiana High School Graduation
William Penn Luncheon



CONCERTS

Lil Uzi Vert



Crowder



Rodney Carrington



Blackberry
Smoke &
Aaron Lewis



CONCERTS

The Beach
Boys



Harlem
Globetrotters



WWE



Christmas
Wonderland



CONCERTS

Dueling Pianos



Lonestar



Garden Brothers
Circus



LIVE ON PRATT – TORETTI SERIES

The Second City



Rumours – A Fleetwood
Mac Tribute



Jim Brickman



Strictly Sinatra



LIVE ON PRATT – TORETTI SERIES

Judy Collins



Dublin Irish Dance



100 Years of Broadway



Menopause the Musical



Mike Super



NEW BUILDING EVENTS

Winter Bazaar

Christmas & Winter Craft/Vendor Show
Over 70 vendors



CRIMSON HAWKS



Our relationship with IUP Athletics has developed into a growing partnership that produces quality sporting events at Indiana University of Pennsylvania. The collaborative effort between Pinnacle and IUP Athletics has strengthened the Crimson Hawks brand making it more visible to the community and also to prospective students.



IUP FOOTBALL



IUP Football Stats	FY 2016-2017
Avg. Tickets Sold Per Game	2,387
Avg. Gross Sales Per Game	\$12,440.00
Avg. Per Cap Per Game(Net)	\$10.32
Total Ticket Income (Gross)	\$111,967.00
Season Total Attendance	21,485

New to 2017 Season

Created a Family Fun Day Event to bring the University and Community together.

Registered 128 children for IUP Football's Li'l Hawks Club



IUP BASKETBALL



Athletic Event	Attendance	Gate Receipts	Ticket Sales (per cap)
IUP Women's Basketball Season Totals	7,221	\$25,292.98	\$3.50
IUP Men's Basketball Season Totals	15,781	\$43,660.34	\$2.77
Combined IUP Basketball Season Totals	23,002	\$68,953.32	\$3.00
PSAC Post-Season Basketball Totals	2,688	\$11,454.00	\$4.26
Final IUP Basketball Season Totals	25,670	\$80,407.32	\$3.63

IUP COMMENCEMENT



Indiana University of Pennsylvania Commencement was held in the Ed Fry Arena at the Kovalchick Complex. This is the fifth year Spring Commencement was held at the facility and the fourth year for winter commencement. With the University continuing the trend of having two spring ceremonies, we were able to accommodate 2,367 graduates and their families which is a single day event attendance record.



KCAC SPONSORSHIPS

In 2017 – 2018 we brought on a variety of new sponsors who each brought a new aspect to our building.



InFirst Bank
Dunkin Donuts
IndiGO
Go Bonkerz
IPS
Chipotle
Insomnia Cookies
Jimmy John's
Primary Health Network



INTERACTIVE MARKETING EFFORTS

WEBSITE
189,154
Page Views

54,545 Users

TWITTER 
2,855 followers
Increased by 203

INSTAGRAM
889 Followers
Increased followers by 9%


FACEBOOK
9,254 Likes
Increased by 1,243 Likes



CYBER CLUB
11,156
members



PEAK CUSTOMER SERVICE PROGRAM

P - People: People are at the core of our success.

Embrace a positive attitude. Display professionalism.

E - Experience: Our priority is creating memorable experiences.

A - Action: Take action to provide a first class experience.

K - Knowledge: Be knowledgeable of your venue and events, aware of your surroundings, and a master at your role.



Every month we compile the names of everyone who has received a PEAK card and they are entered to win a gift card (Amazon, Giant Eagle, etc.)

And a Few PEAK Winners Were...

December- Don Bertan, Operations Staff

February- Jeff Dunlop, Event Staff

March – Don Rosenberger, Event Staff

May – Neal Weaver , A/V Staff

"The winning PEAK card was received on 3/26 during WWE. Don worked over fifteen hours securing the loading dock lot and entrance. Similarly to other shows in the past, he did an excellent job with this vital event aspect."

"Neal earned the card for his hard work and dedication during two (2) rehearsals and the event itself. In fact, he did such a great job that the client reached out to describe their KCAC experience with glowing remarks."

KCAC MANAGEMENT TEAM



Andrew Thompson
General Manager



Holly Wadding
Director of
Conference Sales



**Mary Ann
Lambrinos**
Director of
Corporate Sales



Gregg Kalumba
Director of Finance
& Assistant GM



Mark Mathe
Director of Events
And Operations



Keegan Girouard
Events And Operations
Manager



Bre Miller
Box Office
Manager



Kristen Kaltreider
Marketing Manager

KCAC MANAGEMENT HIGHLIGHTS



KCAC COMMUNITY INVOLVEMENT



IUP Hawks raise money for Angels' Wings



The Kovalchick Complex staff gave back to the community in a variety of ways this past fiscal year. We supported The Angel Wings Program by collecting toy donations at 2 IUP Basketball Games. Little Hands, Big Hearts is a youth mentoring program ran by the Indiana Country YMCA. We donated tickets to multiple events and that were used in basket raffles to help the program raise money. The staff also took time to volunteer at Four Footed Friends, a non-kill animal shelter located here in Indiana. We continue to do our part every year and give back to the local community.

TESTIMONIALS

Brett Stewart

Vice President – Commercial Lending
CNB Bank

“Mary Ann and her co-workers have gone out of their way to address the needs of CNB Bank and our customers. The communication and proactive attention given to our company has not gone unnoticed and we look forward to continuing that partnership in the future.”

David Fluharty

Owner, Big League Haircuts

“Since Big League Haircuts of Indiana, PA began our marketing journey with the KCAC, we can honestly say that this has been the best advertising decision we have ever made.”

Timothy Kronenwetter,
President, InFirst Bank

“InFirst Bank is proud to be the sponsor of “Live On Pratt”. The KCAC, with their Staff and Services, have professionally brought these performances to “life” for the community. From planning through presentation – you can count on them!”

CUSTOMER REVIEWS



Ricky Darracott reviewed Kovalchick Convention and Athletic Complex — ***

5★

April 9 at 1:26pm · 🌐

Awesome place to host a large event at. You have to try the pig wings at the concessions!



Like



Comment



Share



Beth Dore reviewed Kovalchick Convention and Athletic Complex — ***

5★

March 11 · 🌐

We saw Menopause the Musical at the Toretti Auditorium. What a FABULOUS show!!! The four women entertainers are to be commended on their fantastic job providing the audience with an afternoon of laughter and enjoyment. So nice not to have to drive to Pittsburgh to see a good show.



Like



Comment



Share



Mark Cecchi reviewed Kovalchick Convention and Athletic Complex — ***

5★

December 11, 2017 · 🌐

Nice small college complex. Great for sporting events and concert



Like



Comment



Share



Daniel Kupas reviewed Kovalchick Convention and Athletic Complex — ***

5★

December 10, 2017 · 🌐

Attended the Crimson Huddle, prior to the IUP/West Florida NCAA DIV II Semi-Final game. Excellent job by the Catering Service !! Very enjoyable pregame event.



Like



Comment



Share



Shawn Boarts Sr reviewed Kovalchick Convention and Athletic Complex — ***

5★

February 27 · 🌐

Not a bad seat in the house. Been there for different events and always a great time



Like



Comment



Share



FINANCIAL PERFORMANCE

KOVALCHICK CONVENTION AND ATHLETIC COMPLEX CONSOLIDATED INCOME STATEMENT June 2018 Year to Date

	Year to Date vs Budget			Year to Date vs Previous Year		
	2018 YTD	2018 Budget	Variance	YTD 2018	YTD 2017	Variance
Thousands of Dollars	410	405	5	416	399	20
Ticket Price General	40003	41300	(1297)	40503	32235	7268
Total Food - Clubs	241	0	241	241	250	(9)
Tournament Attendance General	110,777	116,290	(5,513)	110,777	101,582	9,195
Tournament Attendance Student	1,996	1,970	26	1,996	351	1,645
Tournament Attendance Conference Center	18,938	18,069	869	18,938	17,981	957
RENTAL INCOME						
GROSS TICKET REVENUE	1,026,834	759,512	275,322	1,026,834	735,139	291,695
MEMBERSHIP REVENUE	26,819	5,000	22,819	26,819	10,815	16,004
OTHER REVENUE	172,552	511,481	(338,929)	172,552	507,135	(144,583)
LESS: TAXES	0	0	0	0	0	0
NET REVENUE AFTER TAXES	1,200,105	1,275,993	(75,888)	1,200,105	1,252,089	(51,984)
TENANT CHARGES	(1,320,054)	(1,110,607)	(209,447)	(1,320,054)	(1,090,533)	(229,521)
NET RENTAL INCOME	(119,949)	265,386	(385,335)	(119,949)	164,556	(284,505)
NET SERVICE INCOME / (LOSS)	43,924	76,235	(32,311)	43,924	57,510	(13,586)
EVENT REVENUE INCOME	147,850	102,698	(45,152)	147,850	75,174	(72,676)
SUITE TICKET REVENUE	2,396	8,000	(5,604)	2,396	4,207	(1,811)
SUITE RENTAL REVENUE	4,497	1,295	(3,202)	4,497	3,816	(681)
WING CHARGE REVENUE	51,461	80,181	(28,720)	51,461	40,277	(11,184)
TICKET REVENUE REVENUE	75,131	46,250	(28,881)	75,131	36,104	(39,027)
TOTAL SUITE/CHARGE REVENUE	134,285	135,626	(1,341)	134,285	84,318	(49,967)
ANGLARV INCOME						
CONCESSIONS	68,217	68,496	(279)	68,217	69,352	(1,135)
CATERING - CONFERENCE CENTER	134,537	105,804	28,733	134,537	118,943	15,594
CATERING - SUITE / BACKSTAGE	15,458	17,736	(2,278)	15,458	16,139	(681)
CATERING - OUTSIDE	643	0	643	643	376	267
BAR/BOOTH	8,420	18,099	(9,679)	8,420	8,939	(519)
BARRING	56,852	58,012	(1,160)	56,852	59,211	(2,359)
TOTAL ANGLARV INCOME	224,137	210,147	(13,990)	224,137	214,927	(9,210)
EVENT OPERATING INCOME	505,734	311,751	(193,983)	505,734	330,577	(175,157)
INDIRECT EXPENSES						
EXECUTIVE	141,974	109,469	32,505	141,974	149,895	(8,921)
FINANCE	100,142	100,572	(430)	100,142	94,769	5,373
BOX OFFICE	50,204	50,262	(58)	50,204	51,761	(1,557)
MARKETING	50,666	47,268	3,398	50,666	41,004	9,662
CONFERENCE CENTER SALES	40,404	112,538	(72,134)	40,404	12,954	27,450
CONFERENCE SALES	12,000	67,710	(55,710)	12,000	18,961	(6,961)
EVENT PRODUCTION	51,000	37,184	13,816	51,000	55,000	(4,000)
OPERATIONS	64,883	81,281	(16,398)	64,883	66,426	(1,543)
OVERHEAD	106,240	115,512	(9,272)	106,240	118,118	(1,878)
TOTAL INDIRECT EXPENSES	723,807	604,444	(119,363)	723,807	725,953	(2,146)
GROSS BUILDING OPERATING INCOME	(118,073)	(292,693)	(174,620)	(118,073)	(395,376)	(277,303)
ADVERTISING INCOME	138,500	146,000	(7,500)	138,500	144,471	(5,971)
SUITE INCOME	75,634	75,522	112	75,634	80,123	(4,489)
CASED SPONSOR	0	0	0	0	0	0
MEMBERSHIP INCOME	41,775	27,475	(14,300)	41,775	27,301	(14,474)
TOTAL OTHER INCOME	255,909	250,007	(5,902)	255,909	251,895	(4,014)
NET OPERATING INCOME (LOSS)	(100,237)	(332,686)	(232,449)	(100,237)	(319,033)	(18,804)
MANAGEMENT FEE	(5,300)	(5,716)	(416)	(5,300)	(6,016)	(716)
EXPENSES	0	0	0	0	0	0
NET OPERATING INCOME (LOSS)	(105,537)	(338,402)	(232,865)	(105,537)	(325,049)	(13,488)

*Highest net operating income in facility history \$78,598, 4% increase over previous year

*Highest Conference Center net event operating income in facility history \$335,387, a 14% increase over previous year.

FUTURE OUTLOOK

Patrons to the venue can continue to expect the best variety of entertainment and exceptional customer service.

New upcoming events include: Cirque Dreams Holidaze, Jeff Foxworthy, and Sesame Street Live. Conference Center events to expect include a Wine & Taco Festival, Rosebud Christmas Party, PA State Cheerleading, and the JROTC Military Ball.

The Live on Pratt Series will return with 9 shows set for this years season.



**LIVE ON
PRATT**



The OVG staff at the Kovalchick Complex is dedicated to the success of the facility and to bringing world-renowned entertainment to the community and Indiana University of Pennsylvania. We will continue to make every effort to form lasting relationships within the community, develop business partners and sponsors, utilize our media partners and deliver on the promise to Indiana University of Pennsylvania, the community, and patrons of the facility to pursue first rate entertainment while making use of the multiple Pinnacle management practices that allow us to keep operationally efficient.

Resolution No. 309-20

Introduced in Council

Passed by Council

March 16, 2020

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 309-20 - Authorizing the Mayor or City Manager to enter into a contract
2 with GAI Consultants, Inc. for the amount of \$17,980.00 for the completion of the 5
3 Corners Architecture and Historic Intensive Survey and the nomination of the 5 Corners
4 Historic District to the National Register of Historic Places. The area to be surveyed and
5 nominated encompasses approximately sixty buildings within a 17-acre area of Virginia
6 Street from Maryland Avenue to Elm Street, and Central Avenue from Delaware Avenue
7 to Elm Street. The consultant must be able to complete the project by September 1,
8 2020.

9
10 Be it Resolved by the Council of the City of Charleston, West Virginia:

11
12 The Mayor or City Manager is authorized to enter into a contract with GAI Consultants,
13 Inc. for the amount of \$17,980.00 for the completion of the 5 Corners Architecture and
14 Historic Intensive Survey and the nomination of the 5 Corners Historic District to the
15 National Register of Historic Places.

16

Five Corners Survey

Project No. 2020-001

Bid Opening: February 13, 2020 @ 10:30am

	GAI Consultants, Inc	Aurora Research Associates LLC	
	500 Lee Street East Suite 700	1436 Graham Road	
	Charleston WV, 25301	Silver Lake, OH 44224	
	P: (304) 926-8100	P: (304) 685-7410	
	b.resnick@gaiconsultants.com	courtney@aurora-lc.com	
Project Cost	\$17,980.00	\$21,628.00	
Local Vendor Preference (4%)	N/A	N/A	
Cost Estimate (0-30 points)	30	23	
Proven ability to successfully meet all project milestones and complete project by contract deadline (0-40 points)	39	35	
Experience in conducting architectural/history surveys (0-10 points)	9	9	
Experience with Natinal Register nominations (0-10 points)	9	9	
References from projects completed in the last two years (0-10 points)	9	9	
Total Points (Maximum 100)	96	85	
Project Completion	157 days	180 days	
Successful Bidder			

Five Corners S

Project No. 2020

Bid Opening: February 13, 2020

GAI Consultants, Inc

500 Lee Street East Suite 700

Charleston WV, 25301

P: (304) 926-8100

b.resnick@gaiconsultants.com

Project Cost	\$17,980.00
Local Vendor Preference (4%)	(\$719.20) \$17,260.80
Cost Estimate (0-30 points)	
Proven ability to successfully meet all project milestones and complete project by contract deadline (0-40 points)	
Experience in conducting architectural/history surveys (0-10 points)	
Experience with Natinal Register nominations (0-10 points)	
References from projects completed in the last two years (0-10 points)	
Total Points (Maximum 100)	
Project Completion	157 days
Successful Bidder with Local Preference Consideration	

Survey

0-001

2020 @ 10:30am

Aurora Research Associates LLC	
1436 Graham Road	
Silver Lake, OH 44224	
P: (304) 685-7410	
courtney@aurora-llc.com	
\$21,628.00	
NA	
180 days	

5 Corners Architecture & History Intensive Survey & National Register Nomination
Consultant Selection

Project Description:

The Charleston Historic Landmarks Commission received 2 bids for the completion of the 5 Corners Architecture and History Intensive Survey and the nomination of the 5 Corners Historic District to the National Register of Historic Places. Located in the City of Charleston, Kanawha County, the project is estimated to include approximately 60 buildings within a 17-acre area. The area to be surveyed and nominated encompasses Virginia Street West from Maryland Avenue to Elm Street, and Central Avenue from Delaware Avenue to Elm Street.

Project Timeline:

Consultant must be able to complete the project by September 1, 2020.

Criteria	Points Possible	Aurora	GAI
Cost Estimate	0-30	23	30
Proven ability to successfully meet all project milestones and complete project by contract deadline	0-40	35	39
Experience in conducting architectural/history surveys	0-10	9	9
Experience with National Register nominations	0-10	9	9
References from projects completed in the last two years	0-10	9	9
Totals:	100	85	96