

MINUTES
FINANCE COMMITTEE MEETING
5:45 P.M., MARCH 16, 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 16, 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
Brent Burton
Mary Beth Hoover
Will Laird
Shannon Snodgrass
Keeley Steele

*In response to the COVID-19 pandemic, the meeting of the Finance Committee was conducted electronically. The Chair, Councilmember Jenkins, was physically present, while the remaining members attended via conference call. The meeting was made available to the public as a live stream via CivicClerk (per the agenda).

I. DISCUSSION:

a. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the March 2, 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 March 9, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 308-20 - Approving the Official Municipal Budget Document for the Fiscal Year 2020-2021, as proposed and revised, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes.

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

That the Official Municipal Budget Document for the Fiscal Year 2020-2021, as proposed and revised, inclusive of the Municipal Levy Rates Estimate, is hereby approved.

Councilmember Jenkins added that the Committee had received a brief presentation of the budget from the Administration on March 2, 2020, highlighting some of the major changes as well as other initiatives. The Committee had a more detailed discussion during their meeting on March 9, 2020.

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. 308-20 approved.

- b. 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.

Storage added that two bids were received. The low bidder submitted a bid product that did not meet the City's required specifications. Accordingly, the City Manager received a request from the staff of the Charleston Coliseum and Convention Center and the Purchasing Director to reject the lowest bidder and accept the bid from AIP. The specifications require that the flooring be delivered on or before April 27, 2020. Based on the detailed requirements of the specifications, the Administration recommends the purchase be awarded to AIP. Funds for the purchase were previously approved by Council as part of an appropriation of funds from the water crisis settlement to support sports tourism in the City.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative, Chairperson Jenkins declared Resolution No. 304-20 approved.

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			

- 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 (VOCA) grant program for the Charleston Police Crime Victims Specialist in the amount of \$39,850 and administer any funds awarded. These funds will partially reimburse the City for Kimberly Eagle's salary, provide travel/training and bus vouchers for crime victims.

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

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

Storage added that each year the City receives federal funding for supporting the compassionate service of guidance to victims of crime, with a special emphasis placed on victims of domestic violence, child abuse and sexual assault. The federal Victims of Crime Act establishes a victim assistance grant program; federal funds are collected entirely through fines, penalties and forfeited bail bonds collected through the federal government and passed down to applicable state agencies for disbursement. These grant funds will offset salary, travel and training costs associated with keeping hired a full-time Victim Specialist in the CPD.

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. 310-20 approved.

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

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

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

Mark Strickland, Homeland Security and Emergency Management Director, added that the CFD participates in the West Virginia Regional Response Team by providing technical rescue services to the southern half of the state. The Urban Search and Rescue Team responds to collapsed building incidents, as well as trench rescue and high angle rescue, etc. Grant money will provide hazmat monitors, pulley systems, etc. that is needed by the team.

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. 313-20 approved.

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

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

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

Storage introduced Carrie Fenwick, Chair of the Coliseum and Convention Center/Municipal Auditorium Board, and Andy Richardson, Vice Chair. Fenwick added that, in the midst of attempting to find a new manager for the Convention Center, the Board began looking at the practices of similar facilities. Once the bids for a marketing firm were narrowed down, the two final candidates were invited to present to the Board. Following the presentations, the Personnel Committee met and asked the finalists to submit written financial proposals. After much discussion, the Committee recommended to the full Board that OVG be retained as the booking and marketing firm for the Convention Center; it was unanimously approved by the Board. Per the snapshot made available to the Committee, OVG is prepared to assume 100% of the risk of booking. Five of their employees will be in the Convention Center. A benchmark will be established that includes all of the business the Convention Center typically books on a recurring basis. OVG does not get paid until after sales exceed that threshold amount, after which they will receive the first \$500,000. The Convention Center will receive 50% of the next \$500,000, etc. She added that the Board is excited about this opportunity. Richardson added that this is a transformative opportunity that will lead the Convention Center into being a "profit center."

Councilmember Snodgrass asked what were the negatives, questions or concerns the group had as to whether or not to hire an outside firm. Fenwick said she didn't think there was a downside. She added that there has been a consolidation in the industry that essentially requires an outside entity with connections. OVG is affiliated with Live Nation, an international force which controls 85% of all live music and entertainment events in the country. It is essential that the Convention Center affiliate itself with an entity that has those connections. Councilmember Snodgrass summarized that the firm already has the partnerships and connections that can help direct some of the acts and events that otherwise would have been missed. Richardson added that they also have West Virginia connections. Additionally, having a booking firm like this is now the norm in the industry. Councilmember Snodgrass asked if the firm had other clients in the tri-state area. A representative from OVG replied that they have

been affiliated with Rupp Arena for the last two years, which has been their most profitable years in history. He added that they have a lot of roots in Charleston, and believed they could make a great difference.

Councilmember Jenkins said that he is optimistic after meeting with Fenwick. This could greatly increase what comes to Charleston in regard to the Convention Center.

Mayor Goodwin added that the national connections and outreach of the firm is going to help tremendously. This is a company that has an amazing track record doing just this. She is confident the City will see substantial and immediate changes.

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. 315-20 approved.

- 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 area to be surveyed and nominated encompasses approximately sixty buildings within a 17-acre area of Virginia Street from Maryland Avenue to Elm Street, and Central Avenue from Delaware Avenue to Elm Street. The consultant must be able to complete the project by September 1, 2020.

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

The Mayor or City Manager is authorized 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.

Storage added that on behalf of the Charleston Historic Landmarks Commission, and with the Planning Department's assistance, the City Manager's Office received bids from two consulting firms to perform the mentioned architectural historical survey of the 5 Corners area of the West Side. The consultants were scored based on criteria established by the Planning Department in consultation with the Historic Landmarks Commission. GAI Consultants, Inc. received the highest overall score and had the lowest price.

Planning Director, Dan Vriendt, added that this is going to be a survey for about 60 buildings in the 5 Corners area on 17 acres. The consultant will do an intensive historic resource survey, and will do a nation register historic district nomination. For the survey, they will complete an Historic Property Inventory form on every structure, which will include documentation on the condition of the structure, the alterations made to date and a determination as to whether it is a contributing or non-contributing structure. Based on these findings, the consultant will make a recommendation for a district boundary and a listing on the National Register. For the nomination, they will write a report and map for the justification of the nomination. This will also include a presentation to the West Virginia State Archives and History Commission and a submission to the National Parks Service to the US Department of the Interior. The target completion date is September of 2020.

Councilmember Snodgrass asked who came up with the list of buildings to be surveyed. Vriendt replied that the Planning Department worked with SHIPO, and picked what they thought was a commercial historic fabric of the area. He added it is also beside the historic Luna Park district, so the boundaries were pretty easy to determine. GIA's research will dictate what the final boundary is.

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. 309-20 approved.

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-llc.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			

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.