

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., MAY 4, 2020
A/V CONFERENCE ROOM*

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., May 4, 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 meeting was made available to the public as a live stream via Zoom and CivicClerk (per the agenda).

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the April 20, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 327-20 - Authorizing the City of Charleston to amend its Citizen Participation Plan for the City's CDBG and HOME Programs. Copy of the proposed amendment of the Citizen Participation Plan is available for review at: <https://www.charlestonwv.gov/>. This is contingent upon no adverse citizen comments being received during the 30-day comment period required through the MOECD Citizen Participation Plan.

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

Authorizing the City of Charleston to adopt the amended Citizen Participation Plan for the City's CDBG and HOME Programs. Copy of the proposed amendment of the Citizen Participation Plan is available for review at: <https://www.charlestonwv.gov/>. This is contingent upon no adverse citizen comments being received during the 30-day comment period required through the MOECD Citizen Participation Plan." The amendment to the Citizen Participation Plan is the following:

Declaration of an Emergency

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of West Virginia, the City of Charleston will follow the following process concerning public hearings and public display of plans.

If the City is unable to hold open public hearings in person, the City will be allowed to instead hold virtual public hearings through conference calls or an online video conference call platforms as long as the public is able to provide public comments during the virtual public hearing.

If the City is not able to publicly place the plans on public display at the locations referenced in the Citizen Participation Plan, the City will put the plans on the City's website (<https://www.charlestonwv.gov/>) and will also email copies of the plans to any person who will request a copy of the plans via email upon request.

If the City Council is unable to conduct an open public forum type meeting, the City then can approve the plans at a City Council meeting through an on-line virtual City Council meeting, if an in-person Council meetings are not happening because of the Emergency.

All other sections of the Citizen Participation Plan will not be amended at this time and shall remain in full force and effect.

MOECD Director, Larry Malone, added that as part of the response to the pandemic and the inability to have face-to-face meetings, the Citizens Participation Plan needs to be amended to allow for virtual meetings. He stated that the plan is embedded in the City's CDBG and HOME Programs, and outlines how the MECD will engage, interact and educate the public on the planning and use of the CDBG budget. The final public meeting was scheduled to happen in April, but will be rescheduled upon adoption of the resolution.

Councilmember Steele confirmed that the resolution is referred to Finance because of the Committee has previously approved the majority of plans and spending from the CGBD 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. 327-20 approved.

- b. Resolution No. 328-20 - Authorizing the Mayor or City Manager to submit an application to the US Department of Justice, Office of Justice Programs under the Coronavirus Emergency Supplemental Funding Program for \$335,274.00 and administer the awarded funds. These funds will be utilized by the Charleston Police Department to provide overtime, equipment and supplies for the response to the spread of the Coronavirus.

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

That the Mayor or City Manager is hereby authorized to submit an application to the US Department of Justice, Office of Justice Programs under the Coronavirus Emergency Supplemental Funding Program for \$335,274.00 and administer the awarded funds. These funds will be utilized by the Charleston Police Department to provide overtime, equipment and supplies for the response to the spread of the Coronavirus.

City Manager, Jonathan Storage, added that the Bureau of Justice Assistance within the Department of Justice has authorized supplemental funding to the states and municipalities, known as Coronavirus Emergency Supplemental Funding. The funds may be used for expenses relating to the Police Department's COVID-19 response, including overtime costs, supplies for PPE and other supplies, and training. The entire State of West Virginia was allocated approximately \$1.9 million. The City of Charleston was specifically allocated \$335,274. No match is required to receive these funds.

Councilmember Hoover confirmed that the amount was allocated by the federal government based on the amount of funds available. The amount is not representative of the amount the City has or will spend due to the virus pandemic.

Councilmember Laird said there had been unclear guidance as to the use of these funds (such as using them to back fill budgets). He asked if this was expected to help soften the \$2 million anticipated loss. Storage replied that any amount will help to soften the cash flow issues. The restrictions for how the money can be used is a hinderance. For example, being able to use these funds for some of the associated overtime for police officers will lessen the amount of "exposure" the City will have using General Fund money to pay for overtime costs. The will make sure to use the proper pay codes to track that expenditure. He added that this money will not come close to filling the revenue shortfalls. Mayor Goodwin added that they have sent letters to Cabinet Secretary Dave Hardy concerning the issue of getting support to help the City recover from what it has lost.

Councilmember Jenkins confirmed that this is a pro forma application. Storage added that they will need to designate someone to be the Program Coordinator who will ensure the funds are spent in accordance with the program requirements.

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. 328-20 approved.

- c. Resolution No. 329-20 - Authorizing approval of Amendment No. 9 in the FY 2019-2020 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 9 in the FY 2019-2020 General Fund Budget as indicated on the attached list of accounts is approved.

Storage added that it recognizes receipt of a \$100,000 block grant from the Kanawha County Commission as part of Governor Justice's Hero Pay Block Grant initiative. According to guidance received from the County Commission, this money may be applied as a type of hazard pay to City frontline workers fighting every day to keep us safe during this pandemic. As discussed during the last Finance Committee meeting, Mayor Goodwin seeks through this amendment to match the County's grant by appropriating \$100,000 from the City's Contingency account. The funds will be allocated to employees within the Police, Fire, and Refuse Departments. Employees within those three departments will have their hourly rate of pay adjusted by May 17th and the increase will last approximately 30 days.

Councilmember Jenkins added that he was appreciative that the County decided to do this for 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. 329-20 approved.

General Fund FY 2019-2020 Budget Amendment No. 9 - May 4, 2020

Account No.	Department	Account Description	Amount
001 368 13 0000	Revenue	Contributions from Others - Kanawha Commission	(100,000)
001 699 00 000 5 598	Contingency	Contingency	(100,000)
001 700 00 000 1 103	Police Department	Salaries & Wages	76,500
001 700 00 000 1 104	Police Department	FICA	1,109
001 700 00 001 1 107	Police Department	Uniformed Pension - MPFRS	2,867
001 706 00 000 1 103	Fire Department	Salaries & Wages	89,600
001 706 00 000 1 104	Fire Department	FICA	1,299
001 706 00 001 1 107	Fire Department	Uniformed Pension - MPFRS	2,742
001 800 00 000 1 103	Refuse & Recycling	Salaries & Wages	22,000
001 800 00 000 1 104	Refuse & Recycling	FICA	1,683
001 800 00 000 1 106	Refuse & Recycling	PERS	2,200

To recognize the contribution from the Kanawha County Commission and to reallocate funds to match from the Contingency account in order to provide a hazard pay premium to Police, Fire, and Refuse department employees for 1 month.

- d. Resolution No. 330-20 - Authorizing the Mayor or City Manager to take all appropriate action to convey any and all interest the City has in property situated at 739 Central Avenue, Charleston, WV, to the Charleston Land Reuse Agency ("CLRA"), pursuant to the authority granted in West Virginia Code § 1-5-3.

whereas, the City of Charleston owns property situated at 739 Central Avenue, Charleston, WV;

Whereas, the City has no current for plans to develop or sell the property to place it into productive use and otherwise has no need for the property;

whereas, the CLRA is a public body authorized by the laws of the State of West Virginia and established by the Charleston Municipal Code to promote the productive use of property by identifying available properties suitable for public space, conservation, housing, and commercial use and pursuing the acquisition, management, inventory, and disposition of those properties according to certain priorities;

Whereas, the CLRA has identified the property situated at 739 Central Avenue as worthy and capable of suitable development;

Whereas, the CLRA Board has formally requested that the Charleston City Council convey the City's interest in the property to the CLRA so that the property may be placed into productive use for the benefit of the community;

Whereas, the CLRA will seek appropriate public input before initiating any development plans for the property and generally has a need for the property to further the purposes of the CLRA and provide benefits to the public;

Whereas, West Virginia Code § 1-5-3 permits public bodies to convey real property to other public bodies for less than fair market value, and without public auction;

Whereas, the City Council recognizes that there is a lack of need for the property in comparison to the benefit to the City if the property is conveyed to the CLRA; and

Whereas, the City Council recognizes that there is a demonstrable need for the property by the CLRA to be able to perform redevelopment services benefiting the public.

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

The Mayor or City Manager is authorized to take all appropriate action to convey any and all interest the City has in property situated at 739 Central Avenue, Charleston, WV, to the Charleston Land Reuse Agency.

City Attorney, Kevin Baker, added that the City of Charleston owns property situated at 739 Central Ave, which was received as part of a settlement of a dispute a few years ago. The City has not developed any plans to place the property back into productive use. The members of the CLRA have identified the property as worthy and capable of suitable development, and has requested that the City transfer ownership of the property to the CLRA. They plan to hold a virtual community meeting to get input from people in that area, then put the parcel out for RFP.

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. 330-20 approved.

- e. Resolution No. 331-20 - Authorizing the Mayor or City Manager to submit an application to the FEMA Assistance to Firefighter Grant Program – COVID-19 Supplemental in the amount of \$100,000 that includes the required 10% match and administer any funds awarded. The Charleston Fire Department will use these funds to purchase N95 masks, respirators, Tyvek suits, fogger disinfecting system and respiratory equipment testing machine.

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 FEMA Assistance to Firefighter Grant Program – COVID-19 Supplemental in the amount of \$100,000 that includes the required 10% match and administer any funds awarded. The Charleston Fire Department will use these funds to purchase N95 masks, respirators, Tyvek suits, fogger disinfecting system and respiratory equipment testing machine.

Storage added that Fire Service Organizations across the country are eligible for a share of \$100M in supplemental funding made available by the CARES Act through FEMA's Assistance for Firefighters Grant Program. The City plans to apply for \$100,000 in grant funds to purchase N95 masks, Tyvek suits, a fogger disinfecting system and respirator equipment testing machines. The grant requires a 10% match. The deadline for the application is May 15, 2020.

Councilmember Jenkins asked how the \$100,000 amount chosen. Storage replied that it was chosen based on consultation with the CFD, and based on what could conceivably be purchased in response to the COVID-19 response efforts.

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. 331-20 approved.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.