MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., JUNE 1, 2020
A/V CONFERENCE ROOM*

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., June 1, 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
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 May 4, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

a. Resolution No. 334-20 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of $56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for the two Charleston Police Department Prevention Resource Officers (PRO) assigned to Stonewall Jackson Middle School and Capitol High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

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

That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of $56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for the two Charleston Police Department Prevention Resource Officers (PRO) assigned to Stonewall Jackson Middle School and Capitol High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

City Manager, Jonathan Storage, added that this and the next resolution are companions. They allow for the continued presence of our CPD resource officers within our county school system. Resolution 334-20 permits the City to submit a grant application to offset some of the labor costs associated with resource officer placements. Resolution 335-20 authorizes the City to enter into an updated MOU with the County School System to continue the resource officer program.

Councilmember Snodgrass confirmed that Stonewall Jackson Middle School and Capitol High School are subsidized by the grant. The Resource Officers also go to George Washington High School. So, there are three total schools that are part of the program, two of which are subsidized through the grant funding. Councilmember Snodgrass asked how those schools were chosen. Storage replied that it is both from requests from the school system and various observations by the Police Department.

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. 334-20 approved.

b. Resolution No. 335-20 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – Stonewall Jackson Middle School, Capitol High School and George Washington High School.

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

   That the Mayor or City Manager is authorized to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – Stonewall Jackson Middle School, Capitol High School and George Washington High School.

Councilmember Jenkins asked what was being updated. Storage replied that it is not an update it the sense of terms, but rather a renewal.

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. 335-20 approved.

c. Resolution No. 336-20 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of $112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

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

   That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of $112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

Storage added that the resolution authorizes the City Administration to submit a grant application to the State for $112,000 to assist with labor costs for Metropolitan Drug Enforcement Network Team (MDENT).

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. 336-20 approved.

d. Resolution No. 337-20 - Authorizing the Mayor to enter in to a Housing Consortium Cooperation Agreement between The City of Charleston, The Kanawha County Commission, The Town of Belle, The Town of Cedar Grove, The Town of Clendenin, the Town of Marmet, the City of Nitro, the City of St. Albans, the City of Dunbar, and the City of South Charleston to renew the Charleston/Kanawha County Housing Consortium.

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

   That the Mayor is hereby authorized to enter in to a Housing Consortium Agreement between the City of Charleston, the Kanawha County Commission, the Town of Belle, the Town of Cedar Grove, the Town of Clendenin, the Town of Marmet, the City of Nitro, the City of St. Albans, the City of Dunbar, and the City of South Charleston to renew the Charleston/Kanawha County Housing Consortium.

Head of the MOECD, Larry Malone, added that the MOECD does the Housing Consortium Agreement on behalf of HUD. The MOECD is the administrator for the Home Purchase Program for Charleston and Kanawha County. This is a regular renewal of updated members of the Consortium.

Councilmember Jenkins asked how HUD played into it. Malone answered that the Housing Authority has a separate funding from HUD that is separate, while working in tandem with MOECD and the Home Buying Program.

Councilmember Reishman moved to approve the Resolution. With a majority of members present recorded thereon as voting in the affirmative, Chairperson Jenkins declared Resolution No. 337-20 approved.

e. Resolution No. 331-20 - Authorizing the Finance Director to amend the 2018 and 2019 Community Development Block Grant Budgets as indicated on the accounts listed below. This is contingent upon no adverse citizen comments being received during the 5-day comment period required through the MOECD Citizen Participation Plan.

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

That the Finance Director is hereby authorized and directed to amend the 2018 and 2019 Community Development Block Grant Budgets as indicated on the accounts listed below:

AMENDMENT TO THE 2018 and 2019 CDBG BUDGETS

PROJECTS TO BE CANCELLED – FUNDS MOVED TO CONTINGENCIES:

009-018-00-002-0-999	Mel Wolf CDC Renovations	(11,659.24)
009-018-00-002-0-999	Roark Sullivan Lifeway Ctr Ren.	(2,097.20)
009-018-00-199-0-999	Contingencies	13,756.44
009-019-00-002-0-999	Roark Sullivan Lifeway Ctr Ren.	(10,000.00)
009-019-00-002-0-999	Smith Street Station Renovations	(10,000.00)
009-019-00-002-0-999	Mel Wolf CDC Renovations	(10,000.00)
009-019-00-059-0-999	Roosevelt Community Center	(2,500.00)
009-019-00-059-0-999	Slack Plaza Park	(150,000.00)
009-019-00-199-0-000	Contingencies	182,500.00

NEW PROJECTS – FUNDS TRANSFERRED FROM CONTINGENCIES:

009-018-00-199-0-999	Unprogrammed Funds	(113,200.70)
009-019-00-002-0-999	Sojourners Hot Water Tanks	45,000.00
009-019-00-054-0-999	Fire Station #2 Roof	68,200.70
009-019-00-199-0-999	Unprogrammed Funds	(166,799.30)
009-019-00-054-0-999	Fire Station #2 Roof	11,799.30
009-019-00-059-0-999	Skate Park	150,000.00
009-019-00-013-0-999	HVAC Study P & R	5,000.00

The city proposes to cancel CDBG funding for the Slack Plaza Park, the 2018 and 2019 CDBG- funded city-owned buildings, Roosevelt Center Parks and Rec activity and re-allocate CDBG funds for the replacement of the roof at Fire Station #2, replacement of industrial sized hot water heaters at the YWCA Sojourners shelter, development of a skate park and an HVAC study for North Charleston Community Center and the MLK Center.

Malone added that since the HUD fiscal year ends June 30, 2020, they have looked at unspent CDBG funds. Since HUD does not like to have programs carry over to another year unless they are active, they have identified a number of projects that had leftover money listed in the resolution. As such, three addition projects will be funded.

Councilmember Steele asked if there was a short list of potential properties for the skate park. Mayor Goodwin said they are working with the Department of Highways to find locations. One currently favorite location is near Magic Island. Councilmember Steele expressed concern over having the skate park in an area will potentially a lot of exhaust fumes.

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. 338-20 approved.

f. Resolution No. 339-20 - Authorizing the Mayor to submit a substantial amendment to the City of Charleston's 2019 Annual Action Plan to the U.S. Department of Housing and Community Development. The amendment will include $892,222 in Community Development Block Grant CV (CDBG-CV) funds, made available by the CARES Act. Further authorizing the Mayor to sign all required forms and certifications related to the CDBG-CV amendment. Funds will be used for activities as indicated below.
This is contingent upon no adverse citizen comments being received during the 5-day comment period required through the MOECD Citizen Participation Plan.

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

That the Mayor is hereby authorized to submit a substantial amendment to the City of Charleston's 2019 Annual Action Plan to the U.S. Department of Housing and Community Development. The amendment will include $892,222 in Community Development Block Grant CV (CDBG-CV) funds, made available by the CARES Act. Further authorizing the Mayor to sign all required forms and certifications related to the CDBG-CV amendment. Funds will be used for activities as indicated below.

Funds may be used for the following activities:
Economic Development- activities to prevent job loss for low- and moderate-income workers; stabilize micro-businesses that provide medical, food delivery, cleaning, and other services to support home health and quarantine.
$250,000
Family Relief Funds - activities to provide one-time or short-term (no more than three months) emergency payments on behalf of individuals or families, in response to COVID-19. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction..
$250,000
Public Service - activities to assist homeless and low- to- moderate income individuals or households in response to Covid-19.
$213,778
General Administration – Costs incurred for the general management, oversight, and coordination of the CDBG-CV grant funds.
$178,444

Malone added that that the CARES Act, enacted by Congress, provides a substantial amount of money to HUD's CDBG program across the nation. Charleston will be receiving $892,222. They are to be used for COVID-19 related expenses for services that help low-moderate incomes or the homeless. Their plan is to identify key blocks to where the money can be used, and have allocated the funds as seen in the resolution. He added that the numbers are not absolute, and may be reassessed during the two-year time period. They have received 7-8 applications for the first round of funds. They now have more flexibility to fund requests, such as the ability to provide reimbursement for expenses accrued during the pandemic period (starting March 15,

2020). Malone added that there will be a proposed budget for consideration at the July 6, 2020 meeting.

Councilmember Snodgrass asked that if, at this point, they do not have any indication as to how the funds will be utilized. Malone replied that they know much already because of the work the City has been doing in response to the pandemic. They know that organizations have been providing food, services for the un-sheltered population and PPEs, etc. They know that the money for reimbursement will go to organizations such as United Way, Manna Meal, Kanawha Valley Collective, for example. The proposed budget on July 6, 2020 will contain more detail. Councilmember Snodgrass said that, from the last Council meeting, she didn't see any correspondence concerning the homeless task force that was proposed. Mayor Goodwin replied that they met last week. Councilmember Snodgrass asked if there were minutes from that meeting. Mayor Goodwin said their notes could be shared. Councilmember Snodgrass asked if that group would have input as to funding. Mayor Goodwin replied that all Councilmembers will during Council meetings (and their votes).

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. 339-20 approved.

g. Resolution No. 340-20 - 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 5-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 5-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 comment periods for substantial amendments, Consolidated Plans and Annual Action Plans:

A summary of any substantial amendment will be published in local, general circulation newspapers, followed by no less than a 5-day public comment period, reduced from the 30-day comment period, which will be defined in the public notice.

All comments will be considered. In the event that adverse comments are received during the 5-day comment period, the amendment must be presented at the next meeting of Charleston City Council's Finance Committee for action. A summary of all comments pertaining to amendments including comments not accepted and the rationale for their rejection will be included in the annual performance report.

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

Malone added that, as part of the CARES Act, the deployment of funds has been accelerated. The traditional 30-day comment period has been changed to 5 days. As a result, the Citizen Participation Plan needs to be amended to reflect this.

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. 340-20 approved.

h. Resolution No. 341-20 - Adopting the proposed Fiscal Year 2020-2021 Parking System budget as indicated on the attached document.

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

The proposed Fiscal Year 2020-2021 Parking System budget is adopted as indicated on the attached document.

Storage added that in constructing the Parking System budget, the Administration projected a revenue decline of 35% in the first quarter of the fiscal year. While the Administration is hopeful that the decline will not be this sharp, projecting a stiff downward revenue trend better ensures the Parking System will not need to draw down against its savings the coming fiscal year. As for capital expenses, the Parking System expects to replace 4 maintenance vehicles. 3 of the vehicles are being replaced within the standard vehicle replacement cycle. 1 vehicle has been delayed for a few years and needs replaced in the coming fiscal year. The Parking System budget reflects some reconfiguring of position classifications within the department to better reflect the actual work performed by staff. Since 2016, the position paygrades have been largely flattened, which provides little-to-no mobility for workers within the Parking system. A 2-paygrade system has been broadened to 3 paygrades, and a new crew leader supervisory structure has been created. (Meter Maintenance & Collections and Maintenance

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. 341-20 approved.

City of Charleston
Municipal Budget
FY 2021
Parking System Revenue Summary

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD April Actual FY 2020	Estimated FY 2021
Parking Building Revenues							
	Building #1 - City Service Center						
343-01-0801	Daily	1,911	-		-	-	
343-01-0809	Meter - SMART - Credit Card	346	800		800	1,445	1,600
343-01-0810	Meter - SMART - Park Mobile	135	400		400	1,090	1,100
343-01-0811	Meter - SMART - Coin	2,009	750		750	1,255	1,400
343-01-0812	Meter - Mechanical - Park Mobi	470	400		400	2,822	3,200
343-01-0813	Meter - Mechanical- Coin	1,936	1,000		1,000	3,637	4,100
343-01-0802	Monthly	311,177	310,000		310,000	260,090	287,400
343-01-0805	Commercial	146,642	145,000		145,000	121,707	132,300
343-01-0808	Special Rates	2,350	2,500		2,500	4	500
	Total Building #1	**466,976**	**460,850**	**-**	**460,850**	**392,050**	**431,600**
	Building #2 - Washington						
343-02-0801	Daily	19,867	20,000		20,000	20,255	22,800
343-02-0813	Meter - Mechanical- Coin	40	-		-	-	-
343-02-0802	Monthly	138,847	130,000		130,000	127,213	136,900
343-02-0803	Theatre Parking	11,250	12,000		12,000	7,500	13,700
343-02-0805	Commercial	76,004	75,000		75,000	64,780	68,400
343-02-0807	Theatre Override	48,672	65,000		65,000	44,893	45,600
343-02-0808	Special Rates	46	500		500	644	500
	Total Building #2	**294,726**	**302,500**	**-**	**302,500**	**265,284**	**287,900**
	Building #5 - Shanklin						
343-05-0801	Daily	5,511	-		-	-	-
343-05-0809	Meter - SMART - Credit Card	1,192	7,500		7,500	7,069	7,800
343-05-0810	Meter - SMART - Park Mobile	824	2,500		2,500	3,034	3,400
343-05-0811	Meter - SMART - Coin	32,057	13,000		13,000	14,019	15,500
343-05-0812	Meter - Mechanical - Park Mobi	1,802	4,000		4,000	3,562	3,900
343-05-0813	Meter - Mechanical- Coin	14,455	8,000		8,000	6,918	7,800
343-05-0802	Monthly	173,990	175,000		175,000	153,945	168,800
343-05-0808	Special Rates	88,020	90,000		90,000	68,038	74,800
	Total Building #5	**317,850**	**300,000**	**-**	**300,000**	**256,584**	**282,000**
	Building #6 - Summers						
343-05-0801	Daily	3,045	-		-	-	-
343-05-0809	Meter - SMART - Credit Card	3,603	14,000		14,000	14,991	16,400
343-05-0810	Meter - SMART - Park Mobile	3,221	10,000		10,000	12,241	13,500
343-05-0811	Meter - SMART - Coin	37,310	9,000		9,000	9,952	11,000
343-05-0812	Meter - Mechanical - Park Mobi	2,481	7,000		7,000	9,305	10,300
343-05-0813	Meter - Mechanical- Coin	28,289	15,000		15,000	11,793	12,800
343-05-0802	Monthly	531,938	530,000		530,000	409,210	456,300
343-05-0808	Special Rates	280	500		500	-	500
	Total Building #6	**610,167**	**585,500**	**-**	**585,500**	**467,492**	**520,800**
	Total Building Revenue	**1,689,719**	**1,648,850**	**-**	**1,648,850**	**1,381,410**	**1,522,300**
Other Parking Revenue							
327-01-0000	Residential Permit Parking	5,570	5,000		5,000	4,750	5,000
342-00-0000	Meter - SMART - Credit Card	130,123	100,000		100,000	87,108	95,800
342-01-0000	Meter - SMART - Park Mobile	7,902	35,000		35,000	57,065	63,900
342-02-0000	Meter - SMART - Coin	313,607	200,000		200,000	187,548	205,300
342-03-0000	Meter - Mechanical - Park Mobi	12,714	50,000		50,000	42,008	45,600
342-04-0000	Meter - Mechanical- Coin	207,190	150,000		150,000	164,774	177,900
343-03-0805	Rent - Commercial		-		-		-
343-10-0000	Coupons		-		-		-
343-11-0000	Auditorium Lot (Spec. Ev.)	5,747	4,000		4,000	1,222	1,400
345-00-0002	Auditorium Lot (Monthly)	7,720	7,000		7,000	6,890	7,300
343-15-0000	Morris Square/Morris Street	41,753	35,000		35,000	19,620	21,900
343-16-0000	Old Farmers Market Lot		-		-		-
343-12-0000	Pennsylvania Ave. Lot		-		-		-
343-18-0000	West Side Parking Lot		-		-		-
343-14-0000	Smith Street Lot	5,000	-		-		-
343-20-0000	Union Building Parking Lot	28,825	30,000		30,000	15,770	18,300
343-21-0000	Special Events				-	13,837	14,600
345-00-0000	Rents/Concessions/Leases	78,200	80,000		80,000	66,397	73,000
320-00-0000	Police Fines/Court Costs	5,575	10,000		10,000	1,060	1,400
320-03-0000	Boot Fees	1,900	2,000		2,000	500	900
321-21-0000	Overtime Meter Violations	110,855	180,000		180,000	77,103	86,700
321-22-0000	All Other Parking Violations	261,004	200,000		200,000	158,810	173,400
321-23-0000	Warrants Payment Plan		-		-	-	-
321-24-0000	Bagged Meter Fees		-		-	1,485	1,400
381-00-0000	Reimbursements		-		-		-
381-11-0000	Energy Rebates		-		-		-
386-00-0000	Insurance Claims	5,524	-		-		-
391-00-0000	Recycling Revenue		-		-		-
399-00-0000	Miscellaneous Revenue	17,410	2,000		2,000	17,121	1,800
Total Other Revenue		**1,246,619**	**1,090,000**	**-**	**1,090,000**	**923,068**	**995,600**
	Total Operating Revenue	**2,936,338**	**2,738,850**	**-**	**2,738,850**	**2,304,477**	**2,517,900**

City of Charleston
Municipal Budget
FY 2021
Parking System Revenue Summary

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD April Actual FY 2020	Estimated FY 2021
Non-Operating Revenue							
322-00-0085	Transfers from Other Funds	7,720			-		-
365-00-0000	Federal Grants	-			-		-
380-00-0000	Interest on Investments	95,274	90,000		90,000	61,273	68,400
380-00-0001	Interest on MBC deposits	21,149	20,000		20,000	14,274	-
399-05-0000	Cash Over/Short	-			-	(20)	-
379-00-0000	Gain/(Loss) Sale of Assets	20			-		-
Total Non-Operating Revenue		**124,163**	**110,000**	**-**	**110,000**	**75,527**	**68,400**
	Total Parking System Revenue	**3,060,501**	**2,848,850**	**-**	**2,848,850**	**2,380,005**	**2,586,300**

City of Charleston
Municipal Budget
FY 2021

Fund 406 Parking System Revenue Fund
Department 571 Parking
Unit 00 Administration

		Full Time Employees	**20**

Expense Object		FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD April Actual	FY 2021 Proposed
Personal Services							
000-1-103	Salaries & Wages	622,122	661,563		661,563	506,063	777,321
000-1-104	FICA	44,543	50,610		50,610	36,643	59,465
000-1-105	Medical & Life Insurance	234,396	243,710		243,710	117,514	183,180
000-1-106	PERS	57,975	61,056		61,056	47,707	72,632
000-1-111	Dental & Optical Insurance	18,812	8,390		8,390	10,464	9,500
000-1-112	Employee Insurance Cont.	(39,186)	(36,223)		(36,223)	(26,554)	(44,200)
000-1-113	OPEB - Current	40,000	40,000		40,000	-	40,000
	Total Personal Services	**978,663**	**1,029,106**	**-**	**1,029,106**	**691,837**	**1,097,898**
Contractual Services							
000-2-211	Telephone	11,695	15,000		15,000	10,167	15,000
000-2-213	Utilities	167,988	200,000		200,000	120,261	200,000
000-2-214	Travel	1,681	1,000		1,000	-	1,000
000-2-215	Mtce & Repair - Bldg/Ground	85,091	46,000		46,000	37,879	75,000
000-2-216	Mtce & Repair - Equipment	15,708	25,000		25,000	5,216	10,000
000-2-217	Mtce & Repair - Auto/Truck	2,299	9,700		9,700	11,302	9,700
000-2-218	Postage	3,080	5,000		5,000	614	5,000
000-2-219	Building & Equipment Rent	33,982	33,000		33,000	32,205	50,000
000-2-221	Training	564	1,000		1,000	695	1,000
000-2-222	Dues & Subscriptions	240	750		750	740	750
000-2-223	Professional Services	245			-	336	500
000-2-226	Insurance - WC & UC	15,552	17,495		17,495	9,406	19,540
000-2-227	Insurance - Liability	88,038	92,000		92,000	66,671	52,000
000-2-230	Contracted Services	265,121	275,799		275,799	171,962	275,000
000-2-232	Bank Fees	1,827	2,500		2,500	837	2,500
001-2-232	Electronic Meter Fees	36,703	55,000		55,000	20,915	55,000
	Total Contractual Services	**729,813**	**779,244**	**-**	**779,244**	**489,205**	**771,990**
Commodities							
000-3-341	Materials & Supplies	52,958	50,000		50,000	25,113	50,000
000-3-343	Gas, Oil & Tires	6,083	8,000		8,000	3,565	8,000
000-3-345	Uniforms	3,250	7,500		7,500	4,961	5,000
	Total Commodities	**62,291**	**65,500**	**-**	**65,500**	**33,639**	**63,000**
Capital Outlay							
000-4-458	Equipment Purchase	15,064	75,000		75,000	70,601	120,000
	Total Capital Outlay	**15,064**	**75,000**	**-**	**75,000**	**70,601**	**120,000**
Contributions & Other							
000-5-566	Contributions to Other Funds	713,000	900,000		900,000	-	533,412
	Total Contributions & Other	**713,000**	**900,000**	**-**	**900,000**	**-**	**533,412**
	Total Parking	**2,498,831**	**2,848,850**	**-**	**2,848,850**	**1,285,282**	**2,586,300**

City of Charleston
Municipal Budget
FY 2021

Fund 406 Parking System Revenue Fund
Department 571 Parking
Unit 00 Administration

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved		
Title	**FLSA/Paygrade**	**FTE**
Director Parking Operations	E/119	1
Lead Parking Technician	N-OT/107	1
Lead Maintenance Worker	N-OT/107	1
Lead Parking Enforcement Speciali	N-OT/107	1
Parking Technician	N-OT/105	9
Meter Maintenance	N-OT/105	1
Parking Collection & Support Tech.	N-OT/105	4
	Total	**18**

FY 2021 Proposed		
Title	**FLSA/Paygrade**	**FTE**
Director Parking Operations	E/119	1
Meter Mntce. & Cllct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spec.	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technician	N-OT/105	4
Security Custodian	N-OT/105	4
Parking Technician	N-OT/105	2
	Total	**20**

FY 2020 Current Approved	
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	594,563
Irregular Part Time (IPT)	51,000
Overtime	16,000
Tool Allowance	-
Total	**661,563**

FY 2021 Proposed	
Pay Type	**Amount**
Elected Wages & Salaries	-
Regular Wages & Salaries	709,521
Irregular Part Time (IPT)	51,000
Overtime	16,800
Tool Allowance	-
Total	**777,321**

Projected Capital Equipment Acquisitions

		FY 2021				FY 2022	FY 2023
Unit #	**Equipment**	**Direct Purchase**	**Lease Purchase**	**New Lease Payment**	**Total Lease Payment[1]**	**Estimate**	**Estimate**
606	Maintenance Vehicle	30,000					
607	Maintenance Vehicle	30,000					
609	Maintenance Vehicle	30,000					
613	Maintenance Vehicle	30,000					
	Total	**120,000**	-	-	-	-	-

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

i. Resolution No. 342-20 - Adopting the proposed Fiscal Year 2020-2021 Coliseum & Convention Center budget as indicated on the attached document.

j. Resolution No. 343-20 Authorizing the Mayor or City Manager to renew an excess workers' compensation insurance policy with Safety National for $226,065.56 based on the results of a competitive insurance quote review process. The effective date of the policy will be from July 1, 2020 through June 30, 2021.

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

The Mayor or City Manager is authorized to renew an excess workers' compensation insurance policy with Safety National for $226,065.56 based on the results of a competitive insurance quote review process. The effective date of the policy will be from July 1, 2020 through June 30, 2021.

Storage added that The City is generally self-insured for worker's compensation claims. The City purchases excess coverage to cut off liability for certain high-value claims to ensure the City's long-term financial solvency. Generally, coverage under this excess policy is triggered after the City meets a $600,000 self-insured retention level, which is akin to a deductible. The City's insurance agent has worked on getting suitable quotes for consideration, and the Administration endorses the agent's recommendation.

Frank Baer, from AssuredPartners, added that the rate is up slightly; the exposure (based on projected payroll) is down slightly. The annual cost of the coverage is down. The deposit from the prior 12-month term was $232,000; the renewal is $226,000. The deductibles did not change with one exception: the carrier has added a new deductible for a unique kind of claim, called a Presumptive Claim in which the insured pays $750,000 if such a claim is filed. Baer added that such a claim assumes that certain illnesses/disabilities are caused by a job even if the event did not happen on the job. At present, the only category of City employees that would fall under this type of claim are fire fighters. "Presumptive loss shall mean those amounts the employer is legally responsible to pay related to any employee that warrants protection under any presumptive disability statute or other regulation that considers cancers and/or heart and/or lung and/or infectious diseases as work related. It does not require the traditional burden of proof customarily needed by a claimant to assert the claim, established compensability under workers' compensation laws, whether or not awards are officially rendered by workers' compensation court or tribunal." Baer added that it is required that the claimant be a firefighter for at least 2 years prior and within 6 months of an event (fighting a fire, etc.). He added that the City had also purchased a "buffer layer" of insurance from the package insurer of $300,000. Additionally, there is a $1 million deductible for USL&H claims, as the City has a small amount of water exposure. Baer added that they did get an addition quote from Midwest Employers Casualty Co. that was a lower deductible at a higher premium, which was determined to not be of benefit to the City.

Councilmember Snodgrass asked if COVID-19 was compensable under the City's policy. Baer answered that it is an open question being faced by every workers' compensation company. He added that in California, a law was passed that gave presumption to employees that could claim

they contracted the virus at work even though it could not be proven. Encova, formally Brickstreet, has done this for health care workers. Councilmember Snodgrass asked if the State was doing any legislation like that, and Baer replied that he was not aware of any.

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. 343-20 approved.

Excess Workers' Compensation Insurance Quotation

City of Charleston

7-1-2020/2021 Renewal

CONTRACT TERMS	EXPIRING 2018-2019	EXPIRING 2019-2020	SAFETY - 1 YR QUOTE 2020-2021	SAFETY - 1 YR QUOTE 2020-2021 ($500K Loss Limit)	MIDWEST - 1 YR QUOTE 2020-2021	SAFETY – 2 YR QUOTE 2020-2021 – not bindable **	SAFETY - 2 YR QUOTE 2020-2021 ($500K Loss Limit) - not bindable **
Based on Annual Payroll of:	$36,937,643	$36,775,377	$35,031,048	$35,031,048	$35,031,047	$35,031,048	$35,031,048
Employer's Liability Limit	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate	$1,000,000 Per Occurrence and Aggregate
Aggregate Excess Limit	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Specific Excess Limit	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
Self-Insured Retention	$600,000 All Other $1,000,000 USLH	$600,000 All Other $1,000,000 USLH	$600,000 All Other $750,000 Presump * $1,000,000 USLH	$600,000 All Other $750,000 Presump * $1,000,000 USLH	$600,000	$600,000 All Other $750,000 Presump * $1,000,000 USLH	$600,000 All Other $750,000 Presump * $1,000,000 USLH
Estimated Aggregate Retention	2 Year Est = $4,402,926 (can't show as 2 one year retentions)		$1,997,062	$1,854,414	$1,670,516	$3,994,123	$3,708,829
Loss Limitation	$600,000 All Other $1,000,000 USLH		$600,000 All Other $750,000 Presump * $1,000,000 USLH	$500,000	$500,000	$600,000 All Other $750,000 Presump * $1,000,000 USLH	$500,000
Premium Rate (per $100 Payroll)	0.6292	0.6292	0.6418	0.6418	0.4049 ***	0.6418	0.6418
Deposit Premium	$232,412	$231,391	$224,829	$224,829	$263,989	$224,829	$224,829
0.55% WV Surcharge	$1,278.27	$1,272.65	$1,236.56	$1,236.56	$1,451.94	$1,236.56	$1,236.56
Total Annual Premium (Incl. Tax)	**$233,690.27**	**$232,663.65**	**$226,065.56**	**$226,065.56**	**$265,440.94**	**$226,065.56**	**$226,065.56**

5/05/2020

* Class codes 7710 Police/7720 Fire/7705 Ambulance
** Safety National's two year options are currently not bindable pending internal review of all 2 year quote terms and conditions.
*** Midwest Employers calculates their excess rate as a percentage of manual premium and Safety National bases their excess rate on payroll.

k. Resolution No. 344-20 - Authorizing the Mayor or City Manager to purchase a new transport vehicle for the Metropolitan Drug Enforcement Network Team (MDENT) from Stephens Auto Center of Danville, WV, in the amount of $31,719 as a 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 a new transport vehicle for the Metropolitan Drug Enforcement Network Team (MDENT) from Stephens Auto Center of Danville, WV, in the amount of $31,719 as a result of a competitive bidding process.

Storage added that on May 27th, The City Manager's Office opened bids for a single transit van for MDENT. Two bids were received: One from Stephen's Auto Center of Danville WV in the amount of $31,719 and one from Peach State Ford of Cedartown, Georgia for $32,065; a price difference of $346. Stephen's Auto qualified for local vendor preference, but the preference is irrelevant given that it submitted the lowest bid prior to applying the preference.

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. 344-20 approved.

Purchase of MDENT Tranport Van
Project No. 2020-010
Bid Opening: May 27, 2020 @ 10:30 a.m.

	Stephens Auto Center	**Peach State Ford**	
	PO Box 278	2076 Rockmart Hwy	
	Danville, WV 25053	Cedartown, GA 30125	
	P: (304) 369-2411	P: (256) 2047-8066	
	mballard@stephensauto.com	PeachTrucks@outlook.com	
Project Total	$31,719.00	$32,065.00	
Local Vendor Preference (4%)	$30,450.24	N/A	
Project Completion		60-120 days	
Successful Bidder	✓		

l. Resolution No. 345-20 - Authorizing approval of Amendment No. 10 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. 10 in the FY 2019-2020 General Fund Budget as indicated on the attached list of accounts is approved.

Storage added that this type of budget amendment is typical this time of year. It balances out health care costs across departments to ensure that those departments that had unexpected overrun costs do not exceed certain required budgetary percentage thresholds. Department accounts having overruns will receive transfers from departments that had surpluses.

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. 345-20 approved.

General Fund FY 2019-2020 Budget Amendment No. 10 - June 1, 2020

Account No.	Department	Account Description	Amount
001 700 00 000 1 105	Police Department	Medical & Life Insurance	(800,000)
001 706 00 000 1 105	Fire Department	Medical & Life Insurance	(1,250,000)
001 750 00 000 1 105	Street Department	Medical & Life Insurance	(150,000)
001 754 00 000 1 105	Equipment Maintenance	Medical & Life Insurance	(100,000)
001 800 00 000 1 105	Refuse & Recycling	Medical & Life Insurance	(165,000)
001 410 00 000 1 105	City Council	Medical & Life Insurance	70,000
001 418 00 000 1 105	Accounting	Medical & Life Insurance	15,000
001 566 00 000 1 105	Public Works	Medical & Life Insurance	15,000
001 567 00 000 1 105	Public Grounds	Medical & Life Insurance	90,000
001 440 93 000 1 105	Regular Retirees	Medical & Life Insurance	400,000
001 700 93 000 1 105	Police Retirees	Medical & Life Insurance	325,000
001 706 93 000 1 105	Fire Retirees	Medical & Life Insurance	1,550,000

To adjust and reallocate various departmental expense accounts to align budgets with actual expenses for medical claims.

m. Resolution No. 346-20 - Authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2020, and ending June 30, 2021.

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

   The Mayor is hereby authorized to enter into a Memorandum of Understanding, consistent with Attachment A hereto, with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT) that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2020, and ending June 30, 2021.

Storage added that this MOU is an annual renewal agreement between all of the municipal, state, and federal governmental units comprising MDENT. The MOU renewal ensures continuity of service within this special taskforce over the course of the next 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. 346-20 approved.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.