



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Public Safety Committee

AGENDA

FINANCE COMMITTEE MEETING

UNTIL FURTHER NOTICE, MEETINGS WILL BE MADE AVAILABLE TO THE PUBLIC VIA ZOOM AND CIVICCLERK

Monday, June 15, 2020

6:30 PM

***Join via internet: <https://us02web.zoom.us/j/88266615160?pwd=cEFQemduRjVEK2JlRjdHWmYvYTUvUT09>**

Password: 162754

***Join via Telephone: (312) 626-6799 or (929) 436-2866**

Webinar ID: 882 6661 5160

***Join via CivicClerk: <https://charlestonwv.civicclerk.com>**

I. DISCUSSION:

- a. Approval of Previous Minutes 6-1-2020

II. RESOLUTIONS:

- a. Resolution No. 342-20 - Adoption of the Fiscal Year 2020-2021 Coliseum & Convention Center Budget
- b. Resolution No. 347-20 – Authorizing a contract with The Health Plan relating to the administration of the City's Health Savings Account program
- c. Resolution No. 348-20 - Authorizing a runout agreement with The Health Plan relating to the administration of health insurance claims processed after July 1, 2020

III. BILLS:

- a. Bill No. 7873 - A BILL to amend the Municipal Code of the City of Charleston by adding a new section relating to prohibiting insurance subsidies for retirees who were hired on or after July 1, 2020

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 Mobile	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 Mobile	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 Mobile	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 Mobile	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	Boat 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	Full Time Employees					20
Department	571 Parking						
Unit	00 Administration						
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			FY 2021 Proposed		
Title	FLSA/Paygrade	FTE	Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1	Director Parking Operations	E/119	1
Lead Parking Technician	N-OT/107	1	Meter Mntce. & Cllct. Crew Ldr.	N-OT/109	1
Lead Maintenance Worker	N-OT/107	1	Maintenace Crew Leader	N-OT/109	1
Lead Parking Enforcement Speciali	N-OT/107	1	Office Support Specialist	N-OT/107	4
Parking Technician	N-OT/105	9	Maintenace Worker	N-OT/107	1
Meter Maintenance	N-OT/105	1	Meter Mntce. & Collections Spec.	N-OT/107	1
Parking Collection & Support Tech.	N-OT/105	4	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 18			Total 20

FY 2020 Current Approved		FY 2021 Proposed	
Pay Type	Amount	Pay Type	Amount
Elected Wages & Salaries	-	Elected Wages & Salaries	-
Regular Wages & Salaries	594,563	Regular Wages & Salaries	709,521
Irregular Part Time (IPT)	51,000	Irregular Part Time (IPT)	51,000
Overtime	16,000	Overtime	16,800
Tool Allowance	-	Tool Allowance	-
Total	661,563	Total	777,321

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
606	Maintenance Vehicle	30,000					
607	Maintenance Vehicle	30,000					
609	Maintenance Vehicle	30,000					
613	Maintenance Vehicle	30,000					
Total		120,000	-	-	-	-	-

¹Total 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 Transport 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	✓		

- I. 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.

Resolution No. 342-20

Introduced in Council:

Adopted by Council:

June 1, 2020

Introduced by:

Referred to:

Joseph Jenkins

Finance

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

3

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

5

6 The proposed Fiscal Year 2020-2021 Coliseum & Convention Center budget is adopted as
7 indicated on the attached document.

8

City of Charleston
Municipal Budget
FY 2021
Coliseum and Convention Center Revenue Summary

Rev. Code	Description	Actual FY 2019	Original FY 2020	FY 2020 YTD Amendments	Current FY 2020	YTD May Actual FY 2020	Estimated FY 2021
Operating Revenue							
358-00-0302	Rent	1,167,712	1,290,000		1,290,000	866,403	1,067,500
358-00-0304	Commissions	275,397	265,000		265,000	146,763	178,000
358-00-0307	Parking - Buildings & Lots	118,718	113,000		113,000	84,750	165,000
358-00-0311	Distinctive Gourmet	297,028	659,000		659,000	318,794	365,000
358-00-0312	Patron Services	161,615	170,000		170,000	114,327	138,000
358-00-0313	Security	67,624	69,000		69,000	34,825	51,000
358-00-0314	Advertising	342,375	375,000		375,000	295,950	310,000
358-00-0315	Spotlight Rental	11,930	8,000		8,000	3,971	7,500
358-00-0316	Power Usage	57,722	58,000		58,000	34,449	59,500
358-00-0317	Table Covers/Drapes	33,800	36,000		36,000	13,397	36,000
358-00-0318	Rent - PA System	15,960	15,000		15,000	6,725	15,000
358-00-0319	Staging	24,067	23,000		23,000	16,674	17,000
358-00-0320	Booth Rental	80,154	72,000		72,000	37,457	80,000
358-00-0321	Interest	10,017	5,000		5,000	6,435	5,000
358-00-0322	Piano Rental	1,495	1,500		1,500	640	1,500
358-00-0323	Table Rental	34,409	30,000		30,000	19,251	38,000
358-00-0324	Miscellaneous	20,221	19,000		19,000	12,817	18,853
358-00-0325	Building Damages	3,474	2,000		2,000	79	1,000
358-00-0326	Telephone Rental	7,718	7,000		7,000	2,600	5,000
358-00-0327	Audio/Visual Equipment	283,313	224,000		224,000	105,000	170,000
358-00-0328	Teletix	-	1,500		1,500	-	1,000
358-00-0329	Carpet Rental	19,761	22,000		22,000	4,995	24,000
358-00-0330	Drayage	1,679	2,000		2,000	301	1,000
	Total Operating Revenue	3,036,191	3,467,000	-	3,467,000	2,126,602	2,754,853
Non-Operating Revenue							
358-00-0331	CC Capital Improvement Fee	82,012	-		-	49,295	-
358-00-0341	Trf In/Gen. Fund - Debt Svc	528,591	615,000	(52,103)	562,897	473,804	530,000
358-01-0341	Trf In/Gen. Fund - Health Care	217,464	212,000		212,000	365,446	200,000
358-02-0341	Trf In/Gen. Fund - Other	560,000	973,000		973,000	511,000	570,000
358-03-0341	Trf In/Gen. Fund - Equipment	-	-		-	381,260	-
358-00-0342	Transfers In/Coal Severance	149,376	135,025	52,103	187,128	160,526	169,687
358-00-0343	Transfers In/Cap. Imp. Fund	36,688	-		-	69,500	-
358-00-0379	Gain/Loss from Sale of Assets	5,553	-		-	-	-
381-11-0000	Energy Rebates	135,024	123,000	-	123,000	83,935	7,500
	Total - Non Operating Revenue	1,714,708	2,058,025	-	2,058,025	2,094,765	1,477,187
	Total Revenue	4,750,898	5,525,025	-	5,525,025	4,221,367	4,232,040

**City of Charleston
Municipal Budget
FY 2021**

Fund 402 Charleston Coliseum and Convention Center Fund
Department 910 CCCC/Municipal Auditorium
Unit 01 CCCC Operations

Full Time Employees 25

Expense Object	FY 2019 Actual	FY 2020 Original	FY 2020 YTD Amend.	FY 2020 Current	FY 2020 YTD May Actual	FY 2021 Proposed
Personal Services						
000-1-103 Salaries & Wages	1,414,873	1,588,226		1,588,226	1,151,644	1,306,148
000-1-104 FICA	102,609	121,499		121,499	83,765	99,920
000-1-105 Medical & Life Insurance	162,268	392,644		392,644	336,915	228,975
000-1-106 PERS	112,887	124,323		124,323	96,953	102,115
000-1-111 Dental & Optical Insurance	10,000	13,517		13,517	8,122	11,875
000-1-112 Employee Insurance Cont.	(54,716)	(58,360)		(58,360)	(44,796)	(55,250)
000-1-113 OPEB - Current	20,000	20,000		20,000	-	20,000
Total Personal Services	1,767,920	2,201,849	-	2,201,849	1,632,603	1,713,783
Contractual Services						
000-2-211 Telephone	55,998	50,185		50,185	54,239	50,185
000-2-212 Printing	15,762	10,000		10,000	7,464	10,000
000-2-213 Utilities	737,883	770,000		770,000	539,024	650,000
000-2-214 Travel	6,979	8,150		8,150	2,667	-
000-2-215 Mtce & Repair - Bldg/Ground	34,405	40,000		40,000	15,984	15,000
000-2-216 Mtce & Repair - Equipment	44,915	40,000		40,000	19,847	10,000
000-2-218 Postage	189	700		700	58	500
000-2-219 Building & Equipment Rent	229,322	180,000		180,000	104,950	140,000
000-2-220 Advertising & Legal Pub	7,025	45,000		45,000	6,952	20,000
000-2-221 Training	1,819	3,000		3,000	1,840	3,200
000-2-222 Dues & Subscriptions	1,726	1,825		1,825	1,497	2,627
000-2-223 Professional Services	-	-		-	-	-
000-2-226 Insurance - WC & UC	12,953	28,087		28,087	10,527	24,425
000-2-227 Insurance - Liability	127,039	130,000		130,000	130,535	275,000
000-2-230 Contracted Services	685,838	761,595		761,595	537,409	515,702
Total Contractual Services	1,961,853	2,068,542	-	2,068,542	1,432,993	1,716,639
Commodities						
000-3-341 Materials & Supplies	163,392	140,000		140,000	127,199	90,000
000-3-343 Gas, Oil & Tires	2,143	2,000		2,000	1,858	2,000
000-3-345 Uniforms	6,328	5,000		5,000	3,016	7,000
Total Commodities	171,863	147,000	-	147,000	132,073	99,000
Contributions & Other						
000-6-671 Principal on Bonds	510,000	530,000		530,000	-	550,000
000-6-672 Interest on Bonds	187,762	173,888		173,888	138,090	149,618
000-6-674 Bond Service Charges	2,787	4,800		4,800	2,690	3,000
Total Contributions & Other	700,549	708,688	-	708,688	140,781	702,618
Total CCCC/Municipal Auditorium	4,602,185	5,126,079	-	5,126,079	3,338,450	4,232,040

**City of Charleston
Municipal Budget
FY 2021**

Fund 402 Charleston Coliseum and Convention Center Fund
Department 910 CCCC/Municipal Auditorium
Unit 01 CCCC Operations

Authorized Full Time Positions & Salary Schedule

FY 2020 Current Approved			FY 2021 Proposed		
Title	FLSA/Paygrade	FTE	Title	FLSA/Paygrade	FTE
Executive Director	E/132	1	Executive Director	E/132	1
Assistant Director of Civic Center	E/124	1	Assistant Director of Civic Center	E/124	1
Sales and Marketing Manager	E/121	1	Sales and Marketing Manager	E/121	0
Facility Superintendent	E/116	1	Facility Superintendent	E/116	1
Business Manager Civic Center	E/115	1	Business Manager Civic Center	E/115	1
Senior Event Coordinator	N-COMP/114	1	Senior Event Coordinator	N-COMP/114	1
Safety & Security Coordinator	E/112	1	Safety & Security Coordinator	E/112	1
Events Coordinator	N-COMP/112	1	Events Coordinator	N-COMP/112	1
Technology Services Coordinator	N-COMP/113	1	Technology Services Coordinator	N-COMP/113	1
Box Office Manager	E/111	1	Box Office Manager	E/111	1
Engineering Assistant	N-OT/111	1	Engineering Assistant	N-OT/111	1
Maintenance Technician	N-OT/109	7	Maintenance Technician	N-OT/109	7
Administrative Assistant I	N-OT/109	1	Administrative Assistant I	N-OT/109	1
Office Support Specialist	N-OT/107	1	Office Support Specialist	N-OT/107	0
Accounting Clerk	N-OT/106	1	Accounting Clerk	N-OT/106	1
Facility Support Technician	N-OT/106	7	Facility Support Technician	N-OT/106	5
Box Office Assistant	N-OT/105	1	Box Office Assistant	N-OT/105	1
Total		29	Total		25

FY 2020 Current Approved		FY 2021 Proposed	
Pay Type	Amount	Pay Type	Amount
Elected Wages & Salaries	-	Elected Wages & Salaries	-
Regular Wages & Salaries	1,191,226	Regular Wages & Salaries	981,148
Irregular Part Time (IPT)	345,000	Irregular Part Time (IPT)	285,000
Overtime	52,000	Overtime	40,000
Tool Allowance	-	Tool Allowance	-
Total		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.

Resolution No. 347-20

Introduced in Council:

Adopted by Council:

June 15, 2020

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 347-20 – Authorizing the Mayor or City Manager to contract with The Health
2 Plan of Wheeling, West Virginia, to act as the City’s third-party administrator (“TPA”) for the
3 purpose of administering the City’s new Health Savings Account (“HSA”) program associated
4 with Public Employees Insurance Agency’s (“PEIA”) PPB Plan C.
5
6 Be it Resolved by the Council of the City of Charleston, West Virginia:
7
8 The Mayor or City Manager is authorized to contract with The Health Plan of Wheeling, West
9 Virginia, to act as the City’s TPA for the purpose of administering the City’s new HSA program
10 associated with PEIA’s PPB Plan C.

Consumer Driven Accounts City of Charleston

	The Health Plan	Health Equity	PayFlex
Set Up Fees	Waive	HSA: Waived FSA: \$250	Waived
HSA Administration Fees	\$3.50	Stand Alone HSA: \$2.25 If added with FSA then the HSA fee would be \$0.00 (FSA admin fee still applies)	\$2.50
FSA Administration Fees	\$4.00	\$3.85	\$4.00
Limited FSA Administration Fees	\$4.00	\$2.00	\$4.00
Combined Fees	\$6.50 HSA/FSA	HSA, FSA and LPFSA Combined Fees: \$5.85	HSA & Limited FSA \$6.50
Allows Investments	Yes	Yes	Yes
Provides Debit Card	Yes	Yes	Yes
Implementation Timeline	30 Days	30 Days	60-90 Days
Disclaimers: Information provided above is based off of AssuredPartners understanding of the proposals provided. If there is a discrepancy, the actual proposal will prevail.			



A fresh choice for self-funded insurance plans

City of Charleston
FSA & HSA Proposal
May 29, 2020

The Health Plan
1110 Main Street
Wheeling, WV 26003
1.800.624.6961





consumer driven plans



The consumer directed account approach is flexible and most of all, it gives the employer and the employee a choice in benefits.

Health Reimbursement Arrangement (HRA)

Health Savings Account (HSA)

Flexible Spending Account (FSA)

Parking & Transit

The Health Plan knows that consumer driven health care is important. We realize all of the best performers use consumer driven plans for managing costs.

The Health Plan offers the full suite of consumer driven plans for employers to use in their benefits strategy. They can incorporate incentives using outcome-based wellness incentives or other custom designs to meet plan objectives. The Health Plan uses a state of the art system in order to provide the most seamless and modern approach possible for both our integrated and standalone accounts.

We know the consumer (employee) wants to control the financial side of their benefits. The Health Plan can assist in meeting those expectations by making a debit card available, providing an online portal, supplying a powerful mobile app, and a knowledgeable customer service team who can assist employees with their questions. Both the portal and the mobile app provide 24/7 access to account balances, submitting claims or receipts, and updating profile information. Participants can sign up to receive important notifications through email or text messaging. Additionally, HSA participants can view account summaries, request distributions, manage investments, and set HSA goals.

consumer driven plans

Our Consumer Driven Products include:

- Employer Portal
- Consumer Portal
- Stackable Debit Card
- Mobile App
- Convenient shopping tool for FSA or HSA eligible items



Health Reimbursement Arrangement (HRA)

The HRA is integrated with an employer-sponsored health plan and is solely funded by the employer. The HRA reimburses employees for qualified medical expenses that are not normally covered under the benefit plan. Reimbursable expenses are defined by the employer and must comply with section 213(d) of the Internal Revenue Code. Any unused account balances can be rolled over to the following plan year, as long as the employee remains enrolled in the plan.

Our debit card provides consumers with a convenient payment solution and the flexibility for the employer to implement a strategy. The Health Plan offers the following HRAs:

- Traditional HRA
- Wellness HRA
- Retiree HRA

Health Savings Account (HSA)

The HSA tax-advantage medical savings account is available to employees who are enrolled in a qualified high deductible health plan (QHDHP). The funds can be contributed by the employee or employer on a pre-tax basis. The funds are owned by the employee and can be rolled over at the end of the plan year. This portable savings account can be used to pay for health care expenses incurred by the employee, their spouse, and any tax dependent.

Investment options are available with our HSA solution for accounts with balances of \$2,000 or more. Tools on the portal make it easy for consumers to manage their HSA.

Flexible Spending Account (FSA)

The FSA is a tax-advantage financial account that employees contribute pre-taxed funds to be used for qualified medical expenses. Reimbursable medical expenses must comply with section 213(d) of the Internal Revenue Code. Employers have the option to allow unused funds (up to \$500) to be rolled over to the next plan year. In addition to the medical FSA, we offer a dependent care FSA, allowing employees to use pre-tax dollars on eligible expenses related to care for a child, disabled spouse, elderly parent, or other dependent.

Parking and Transit Plans

The Health Plan has full capabilities to administer parking and transit plans.

CDS Sales Sheet 9/23/2019





Health Reimbursement Arrangement (HRA)

HRAs are integrated with an employer sponsored plan and are fully funded by the employer. However, they can be designed in a variety of ways such as a set dollar amount, post deductible, deductible only, and with and without rollover. The Health Plan will work with you to set up an HRA with your plan's needs and objectives in mind, whether your goal is to save plan dollars, encourage healthy behaviors, or plan for future expenses.

The Health Plan's HRA offers convenient tools for managing the HRA for both you the employer and for your employees, including an employer portal, consumer portal, and mobile app.

The Health Plan offers several convenient reimbursement methods:

- Debit cards
 - Online or manual claims submission
 - Reimbursement from claim files
- (for clients with a medical account with us.) **From the employer portal you will be able to:**
- Receive scheduled reporting or run reports
 - View employee activity (with appropriate access)
 - Update employee profiles

Our consumer portal makes it easy for employees to:

- Sign up for direct deposit
- Track available balances
- Submit reimbursement requests
- Submit receipts
- View account history
- Make profile updates

The Health Plan's mobile app has similar functionality to the consumer portal:

- It's available for iOS and Android mobile devices
- Sign up for text messages and alerts
- View balances
- Submit reimbursement requests and receipts



Group: City of Charleston

Total Employee's:

Administration

(Check services sold below)

FSA Only	\$4.00
HSA Only	\$3.50
Combined HSA and FSA	\$6.50

10% commission included above

Run-in fee: <100 lives - \$250, 100 to 250 lives - \$500, >250 lives - \$1,000

Partnership Letter of Intent

By signing below, City of Charleston agrees to purchase FSA administration as indicated in the proposal from The Health Plan, with the execution of this acknowledgment.

Accepted and agreed to this ____ day of _____:

City of Charleston

Name:

Signature:

Title:

Date:

The Health Plan

Name:

Signature:

Title:

Date:

Please return this signed Letter of Intent to Rick Legg at rlegg@healthplan.org or call 740.699.6260 for any additional questions.

Resolution No. 348-20

Introduced in Council:

June 15, 2020

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 348-20 – Authorizing the Mayor or City Manager to enter into a runout
2 agreement with The Health Plan of Wheeling, West Virginia, to administer health claims
3 processed on or after July 1, 2020, that are associated with active employee coverages
4 pursuant to the City’s legacy self-insured health benefits program. The authorized agreement is
5 attached as Exhibit A.

6

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

8

9 The Mayor or City Manager is authorized to enter into a runout agreement with The Health
10 Plan of Wheeling, West Virginia, to administer health claims processed on or after July 1, 2020,
11 that are associated with active employee coverages pursuant to the City’s legacy self-insured
12 health benefits program. The authorized agreement is attached as Exhibit A.

ADDENDUM TO ADMINISTRATIVE SERVICES AGREEMENT

The Employer **City of Charleston** shall pay THP Insurance Co., as Claims Administration Supervisor, the following fees for administrative services:

Claims Run-out Administration

THP Insurance Co. agrees to perform claims run-out administration, as outlined in Section I., C., of the Administrative Services Agreement between THP Insurance Co. and the Employer for claims with dates of services from 7/1/2019 through 6/30/2020 for the following run-out periods:

Medical Claims Run-out Period 7/1/2020-6/30/2021

- Fee: \$10.00 PEPM 7/1/2020-12/31/2020 (based on enrollment as of 6/1/2020)
- Applies only to Active Employees

CITY OF CHARLESTON

BY: _____

TITLE: _____

DATE: _____

THP INSURANCE CO.

BY: Ril H. Hegg

TITLE: SENIOR VICE PRESIDENT

DATE: 6/10/2020

Bill No. 7873

Introduced in Council:

June 1, 2020

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Bill No. 7873 - A BILL to amend the Municipal Code of the City of Charleston, as amended, by adding thereto a new section, designated Section 2-164, and by amending and reenacting Section 54-103, Section 66-65, and Section 86-105, all relating to prohibiting insurance subsidies for retirees who were hired on or after July 1, 2020.

WHEREAS, other post-employment benefits (“OPEB”) refers to benefits, other than pensions, that a state or local government provides to retirees; and

WHEREAS, costs associated with OPEB, sometimes referred to as OPEB liability, provide a great strain on governmental budgets and negatively impact the credit rating of governmental entities; and

WHEREAS, the State of West Virginia decided to end health insurance subsidies for all retirees who were hired on or after July 1, 2010, in order to reduce its OPEB liability; and

WHEREAS, Kanawha County decided to end health insurance subsidies for all retirees who were hired on or after July 1, 1986, in order to reduce its OPEB liability; and

WHEREAS, the City of Charleston’s underfunded OPEB liabilities have resulted in downgrades to the City’s issuer and lease revenue ratings from certain credit ratings agencies; and

WHEREAS, ending the insurance subsidy for future employees upon their retirement will help provide long-term stability to the OPEB liability of the City and allow future administrations to make increased investment in the City of Charleston;

Now, therefore, be it ordained by the Council of the City of Charleston:

That the Municipal Code of the City of Charleston, as amended, is amended by adding thereto a new section, designated Section 2-164, and by amending and reenacting Section 54-103, Section 66-65, and Section 86-105, all to read as follows:

Chapter 2 – ADMINISTRATION.

ARTICLE IV. – OFFICERS AND EMPLOYEES.

DIVISION 2. – BENEFITS.

Sec. 2-164. End of insurance subsidy for retirees who were hired on or after July 1, 2020.

Notwithstanding any provision of this code or City policy to the contrary, the City of Charleston is hereafter prohibited from paying any subsidy or any portion of the cost of insurance coverage for retired employees whose most recent hire date is on or after July 1, 2020. The City of Charleston shall update all relevant policies to ensure that employees hired on or after July 1, 2020, are not eligible for a health insurance subsidy or contribution when they retire, but that the employee may elect to maintain health insurance coverage and pay the entire premium without any subsidy from the City of Charleston.

Chapter 54 – FIRE PREVENTION AND PROTECTION.

ARTICLE II. – FIRE DEPARTMENT.

DIVISION 3. – VACATION, OTHER LEAVE, DUTY HOURS, AND CALCULATION OF OVERTIME PAY.

Sec. 54-103. - Sick leave.

(a) Beginning January 1, 2015, each uniformed member shall be entitled to and granted sick leave with full pay. Such leave shall accrue at the rate of eight hours credited on the last day of each month during which the member has worked or has had leave credited for one or more tours of duty.

(b) When a member hired before July 1, 2020, retires, the member will have the privilege of converting up to 144 hours of sick leave accrued under subsection 54-103(a) on or after January 1, 2012, or any remaining unused sick leave accrued prior to January 1, 2012, whichever is greater, to insurance benefits based on the formula of 24 hours for one month single coverage insurance premium or 36 hours for one month family coverage insurance premium. Any sick leave accrued by a member under subsection 54-103(a) on or after January 1, 2012, that is not converted to insurance benefits to the extent permitted by this section shall be forfeited effective as of the date of the member's retirement or separation from employment.

(c) Sick leave shall be granted for the following reasons:

(1) Illness on the part of or injury to the member, incapacitating him or her for duty.

(2) Illness in the immediate family, i.e. spouse, child, father, mother, sister, brother, father-in-law and mother-in-law, of such a critical nature as to require the presence of the member. This provision shall not be construed to cover absences for the purpose of nursing or caring for members of the immediate family not declared by the attending physician to be critically ill.

(3) Exposure to contagious diseases and subsequent determination by competent medical authority that such member's presence on duty might jeopardize the health of others.

(d) After the equivalent of half of the annual sick leave has been used by the

member, the member shall provide the fire chief with a certificate from the attending physician setting forth the nature and duration of any of the conditions which would entitle him to sick leave as provided in subsection (c) of this section. Failure to provide such certificate satisfactory to the fire chief shall result in the member's not being granted sick leave with pay, and may subject the member to discipline for an unexcused absence.

(e) The city manager may, in his or her discretion and at the request of the fire chief, advance additional leave necessary to avoid substantial hardship to any member, provided that all other accrued vacation, sick and personal contingency leave shall have first been exhausted.

(f) The fire chief shall also have the right to investigate or cause to be investigated the alleged illness of any member and, for good cause shown, not only to deny sick leave but also to take proper disciplinary action against any feigner or abuser.

(g) In the event of an emergency, as declared by the mayor, an attending physician's excuse may be required for any days missed; and during the emergency, the mayor may suspend, in whole or in part, any sick leave or personal contingency leave as permitted by subsections (a) and (c) of this section.

(h) For purposes of this section, a medical provider shall include a licensed physician, surgeon, chiropractor, psychologist, or dentist.

Chapter 66 – LAW ENFORCEMENT.

ARTICLE II. – POLICE DEPARTMENT.

DIVISION 2. – DUTY HOURS, HOLIDAYS AND OTHER LEAVE.

Sec. 66-65. - Sick leave.

(a) Beginning January 1, 2015, each uniformed member shall be entitled to and granted sick leave with full pay. Such leave shall accrue at the rate of eight hours credited on the last day of each month during which the member has worked or has had leave credited for one or more tours of duty.

(b) When a member hired before July 1, 2020, retires, the member will have the privilege of converting up to 96 hours of sick leave accrued under subsection 66-65(a) on or after January 1, 2015, or any remaining unused sick leave accrued prior to January 1, 2015, whichever is greater, to insurance benefits based on the formula of 16 hours for one month single coverage insurance premium or 24 hours for one month family coverage insurance premium. Any sick leave accrued by a member under subsection 66-65(a) on or after January 1, 2015, that is not converted to insurance benefits to the extent permitted by this section shall be forfeited effective as of the date of the member's retirement or separation from employment.

(c) Sick leave shall only be granted for the following reasons:

(1) Illness on the part of or injury to the member, incapacitating him for duty.

(2) Illness in the immediate family, i.e. husband, wife, child, father, mother, sister, brother, father-in-law and mother-in-law, of such a critical nature as to require the presence of the member. This provision shall not be construed as to cover absences for the purposes of nursing or caring for immediate family members not declared by the attending physician to be critically ill.

(3) Exposure to a contagious disease and subsequent determination by competent medical authority that the member's presence on duty might jeopardize the health of others.

(d) A member shall be required to furnish to the chief of police a certificate from the attending physician for all consecutive days of sick leave granted beyond three working days.

(e) After the equivalent of half of annual sick leave has been used in single-day events, a member shall furnish documentation from a physician or other medical provider establishing reason for relief from duty for use of additional sick leave for single-day events.

(f) In cases of emergency, the chief of police may, at his discretion, grant advance sick leave up to 240 hours beyond that accumulated provided that all regularly earned sick and vacation leave has been used.

(g) The chief of police shall otherwise have the right to investigate or cause to be investigated the alleged illness of any member and, for good cause shown, to not only deny sick leave but also to take proper disciplinary action against any feigner or abuser.

(h) In the event of any emergency, as declared by the mayor, an attending physician's excuse may be required for any days missed; and, further, during such emergency, the mayor may suspend, in whole or in part, any sick leave as permitted by subsection (c) of this section.

Chapter 86 – PERSONNEL MANAGEMENT AND PRACTICES.

ARTICLE II. – NON-UNIFORMED PERSONNEL.

DIVISION 1. – PERSONNEL RULES AND ADMINISTRATIVE POLICIES ESTABLISHED.

Sec. 86-105. - Sick leave.

(a) *Sick leave accruals*: Full-time employees shall accrue sick leave with pay on the basis of eight hours for each calendar month of service. Sick leave shall accrue on the last day of each month. Part-time, seasonal, part-time elected, and certain appointed positions shall not accrue sick leave.

(b) *Maximum accrual*: Employees shall be permitted to carry over from year to year an unlimited amount of any unused sick leave.

(c) *Transfer/promotion*: Promotion, transfer or reassignment does not affect sick leave accrual or the amount of accrued by unused sick leave.

(d) *Separation*: Upon separation of employment other than retirement, all sick leave accrued by an employee shall be forfeited as of his or her last working day with the city. Consistent with this Code and the Personnel Rules and Administrative Policies, employees hired before July 1, 2020 who retire will be eligible to convert accrued but unused sick leave accrued into City health insurance benefits or credit for months of service in accordance with state law and West Virginia Public Employees Retirement System guidelines. Under no circumstances shall employees be paid accrued but unused sick leave upon separation.

(e) *Advance of sick leave*: In cases of emergency or in unforeseen circumstances, the city manager may, at his discretion and on a case-by-case basis,

174 approve an advance of sick leave up to 240 hours provided that all accrued sick leave
175 and vacation have been exhausted. Any employee who receives a sick leave advance
176 shall be required to agree in writing to resolve any deficit in accrual resulting from the
177 advance under terms and conditions approved by the city manager.