

CHARLESTON CITY COUNCIL

Regular Meeting

June 15, 2020

at 7:00 PM



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

City Hall, 501 Virginia St. E.

Charleston, WV

AGENDA

*Join via internet: <https://us02web.zoom.us/j/84168908445?pwd=VGgrdkJzYVgvL3NIYWxXMTIwa0xndz09>

Password: 993263

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

Webinar ID: 841 6890 8445

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

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. **INTERESTED PUBLIC SPEAKERS MUST REGISTER WITH THE CLERK'S OFFICE VIA PHONE ON JUNE 15, 2020 FROM 3:00-6:00 P.M. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)). 304-348-8179.**
2. Claims 6-15-2020

PROCLAMATIONS

1. 6-15-2020

COMMUNICATIONS

1. 6-15-2020

REPORTS OF STANDING COMMITTEES

FINANCE

1. Resolution No. 342-20 - Adoption of the Fiscal Year 2020-2021 Coliseum & Convention Center Budget
2. Resolution No. 347-20 – Authorizing a contract with The Health Plan relating to the administration of the City’s Health Savings Account program
3. 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
4. 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

REPORTS OF OFFICERS

1. 6-15-2020

NEW BILLS

1. 6-15-2020

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE HELD JULY 6 , 2020 AT 7:00 P.M.



AFFIDAVIT
Charleston Sanitary Board



STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

The Mayor, Recorder, and/or Municipal Attorney of the City of Charleston, West Virginia, will take notice that this day appeared before the undersigned authority,

Chelsea T. Austin, Claimant,
who, after being first by me duly sworn, deposes and says:

That this affiant resides at: 3807 Noyes Avenue

Telephone Number: (270) 723-0822

and that on the 23rd day of MAY, 2019/2020, at approximately 11:00 am/pm
in the City of Charleston, West Virginia, he/she sustained

basement flooding & damage of personal property

Nature Of Injury And/Or Damage

As A Result Of:

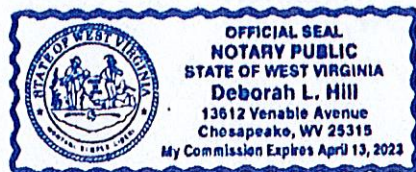
blockage in sewer pipe

As a result of which accident the Claimant, Chelsea T. Austin, does hereby
make claim against the City of Charleston, West Virginia, for damages incurred and to be incurred by
him/her in the future.

Chelsea Austin
Signature of Claimant

Taken, subscribed and sworn to before me this 1st day of June, 2020.
My commission expires April 13, 2023.

Deborah L. Hill
Notary Public





AFFIDAVIT City of Charleston



STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

The Mayor, Recorder, and/or Municipal Attorney of the City of Charleston, West Virginia, will take notice that this day appeared before the undersigned authority,

George M. Lively, Claimant,
who, after being first by me duly sworn, deposes and says:

That this affiant resides at: 859 Anaconda Ave. Charleston, WV 25302

Telephone Number: (304) 543-5276

and that on the 26th day of May, 2019 (2020) at approximately 12¹⁰ pm
in the City of Charleston, West Virginia, he/she sustained

substantial fire damage requiring replacement

Nature Of Injury And/Or Damage

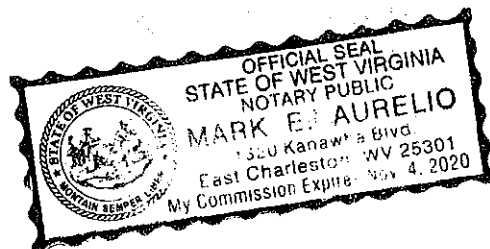
As A Result Of:

While returning to work from lunch, driving
West/North West on Smith St in the general area
between the Charleston Area Alliance and Enterprise
Rent-A-Car, I heard/felt jolt to front right wheel & saw in my rear view
my hub cap rolling, I turned around at capital market, retrieved my
As a result of which accident, the Claimant, George M. Lively, does hereby
make claim against the City of Charleston, West Virginia, for damages incurred and to be incurred by
him/her in the future.

[Signature]
Signature of Claimant

Taken, subscribed and sworn to before me this 1 day of June, 2020.
My commission expires 11/4/20.

[Signature]
Notary Public



Cont
on
back



AFFIDAVIT City of Charleston



STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

The Mayor, Recorder, and/or Municipal Attorney of the City of Charleston, West Virginia, will take notice that this day appeared before the undersigned authority,

Ammi J. Ray, Claimant,
who, after being first by me duly sworn, deposes and says:

That this affiant resides at: 4005 VIRGINIA AVE. CHARLESTON, WV

Telephone Number: 304-552-8828

and that on the 8th day of MAY, 2019/2020, at approximately Early am (pm)
in the City of Charleston, West Virginia, he/she sustained

My 2018 JEEP GRAND CHEROKEE STRUCK BY A
DEAD BRANCH (OAK TREE) OWNED BY THE CITY

Nature Of Injury And/Or Damage * WEATHER / WIND WAS NOT
A FACTOR

As A Result Of:

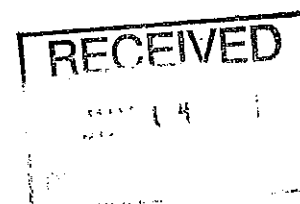
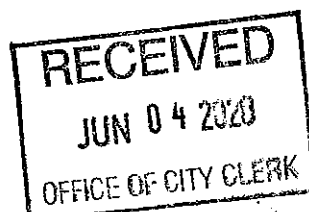
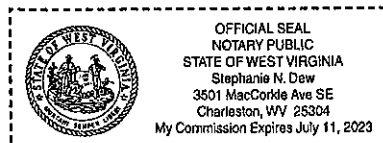
My VEHICLE WAS PARKED IN FRONT OF MY HOME (4005 VIRGINIA AVE)
ON 5/8/20 - A LARGE DEAD BRANCH FELL OUT OF THE CITY OWNED
OAK TREE - HITTING THE TOP PART OF THE PASSENGER SIDE DOOR
I HAVE ATTACHED PHOTOS

As a result of which accident, the Claimant, Ammi J. Ray, does hereby
make claim against the City of Charleston, West Virginia, for damages incurred and to be incurred by
him/her in the future.

[Signature]
Signature of Claimant

Taken, subscribed and sworn to before me this 4th day of June, 2020.
My commission expires 07/11/2023

[Signature]
Notary Public





AFFIDAVIT City of Charleston



STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

The Mayor, Recorder, and/or Municipal Attorney of the City of Charleston, West Virginia, will take notice that this day appeared before the undersigned authority,

Iammi J. Ray, Claimant,
who, after being first by me duly sworn, deposes and says:

That this affiant resides at: 4005 VIRGINIA AVE. CHAS. WV

Telephone Number: 304-552-8820

and that on the 16th or 17th day of May, 2019/2020, at approximately ? am/pm
in the City of Charleston, West Virginia, he/she sustained

My 1988 Ford F150 WAS STRUCK BY A DEAD OAK TREE BRANCH

Nature Of Injury And/Or Damage

As A Result Of:

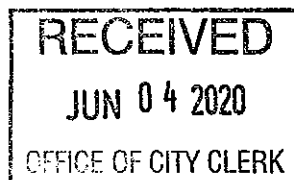
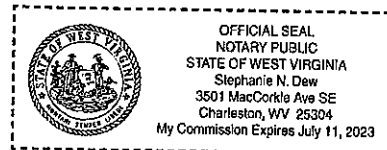
I HAD GONE OUT OF TOWN THE WEEKEND OF 5/10+5/11. I RETURNED ON 5/11 IN THE EARLY EVENING. (MY TRUCK WAS PARKED IN FRONT OF MY HOME (4005 VIRGINIA AVE) I NOTICED A LG. DEAD BRANCH LYING IN FRONT & ON THE GROUND & NOTICED THE DENT ACROSS THE HOOD OF MY TRUCK. THE DEAD SOME DEAD WOOD FRAGMENTS WERE STILL ON THE HOOD

As a result of which accident, the Claimant, Iammi J. Ray, does hereby make claim against the City of Charleston, West Virginia, for damages incurred and to be incurred by him/her in the future.

[Signature]
Signature of Claimant

Taken, subscribed and sworn to before me this 4th day of June, 2020.
My commission expires 07/11/2023.

[Signature]
Notary Public





AFFIDAVIT City of Charleston



STATE OF WEST VIRGINIA
COUNTY OF KANAWHA, to-wit:

The Mayor, Recorder, and/or Municipal Attorney of the City of Charleston, West Virginia, will take notice that this day appeared before the undersigned authority,

_____, Claimant,
who, after being first by me duly sworn, deposes and says:

That this affiant resides at: 208 Costello St, Charleston WV, 25302

Telephone Number: 910-461-7254

and that on the 28th day of May, 2019/2020, at approximately 1:45 am/pm
in the City of Charleston, West Virginia, he/she sustained

Damage to Scooter

Nature Of Injury And/Or Damage

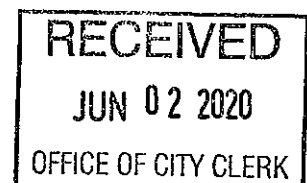
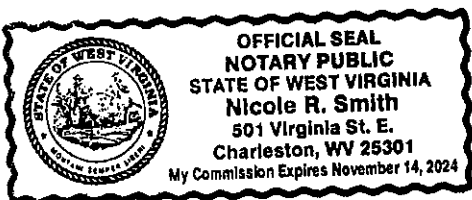
As A Result Of: Rat hole

As a result of which accident, the Claimant, Virgil Stutler, does hereby make claim against the City of Charleston, West Virginia, for damages incurred and to be incurred by him/her in the future.

Virgil Stutler
Signature of Claimant

Taken, subscribed and sworn to before me this 2 day of June, 2020.
My commission expires November 14, 2024.

[Signature]
Notary Public



**EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION**

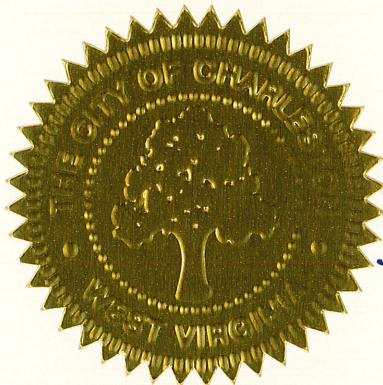
- WHEREAS:** President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring slaves in Confederate territory free; and
- WHEREAS:** It was not until June 19, 1865—two- and one-half years later—Major General Gordon Granger landed in Galveston, Texas with news that the war had ended and that slavery had been abolished; and
- WHEREAS:** Juneteenth, which combines June and nineteenth, is the oldest nationally celebrated commemoration of the ending of slavery in the United States; and
- WHEREAS:** Juneteenth, today, celebrates the contributions and achievements of African Americans and serves as an opportunity to reaffirm the fundamental truth that all people are created equal and liberty is a right; and
- WHEREAS:** Across our City and State, African Americans continue to enrich every facet of American life; and
- WHEREAS:** As Juneteenth takes on a more symbolic and global perspective, we each play an important role in the promotion and cultivation of African American history and culture; and

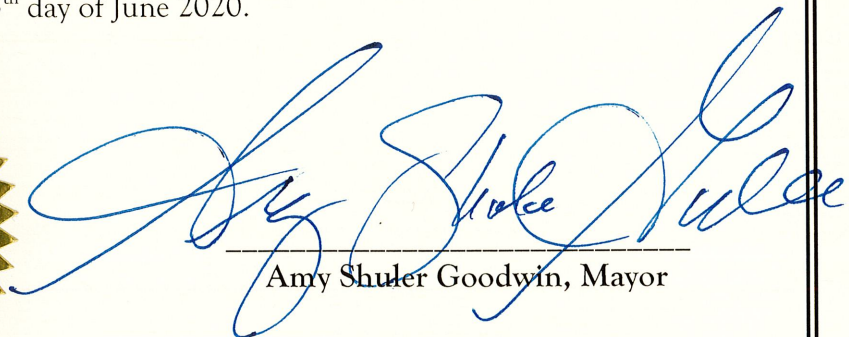
NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of the City of Charleston, do hereby proclaim June 19, 2020, as

JUNETEENTH

in Charleston, West Virginia and urge all citizens to become more aware of the significance of this celebration in African American history and in the heritage of our City, State and Nation.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 15th day of June 2020.





Amy Shuler Goodwin, Mayor

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: CHANGES IN COUNCIL COMMITTEES

DATE: JUNE 15, 2020

I am making the following changes to Committee assignments on City Council effective July 1, 2020.

Environmental and Recycling Committee

- Remove Pat Jones, Deanna McKinney, Robert Sheets and Sam Minardi; and
- Add Will Laird, Ben Adams, Naomi Bays and Caitlin Cook.

Facilities Committee

- Remove Adam Knauff, and Ben Adams; and
- Add Chad Robinson and Naomi Bays.

Finance Committee

- Remove Keeley Steele and Shannon Snodgrass; and
- Add Bed Adams and Becky Ceperley.

Ordinance and Rules Committee

- Remove Chuck Overstreet, Tiffany Wesley-Plear and Caitlin Cook; and
 - Add Robert Sheets, Bobby Reishman and John Kennedy Bailey.
-
- Remove Bobby Haas as Vice-Chairperson; and
 - Add Bobby Reishman as Vice-Chairperson.

Parks and Recreation Committee

- Remove Bruce King and John Kennedy Bailey; and
- Add Robert Sheets and Joseph Jenkins.

Planning / Streets and Traffic Committee

- Remove Jennifer Pharr; and
- Add Sam Minardi.

Public Safety Committee

- Remove Robert Sheets, Joseph Jenkins, Brady Campbell and Naomi Bays; and
- Add Pat Jones, Tiffany Wesley-Plear, Shannon Snodgrass and Bruce King.

Urban Renewal Committee

- Remove Bobby Reishman, Naomi Bays and Caitlin Cook; and
- Add Chuck Overstreet, Adam Knauff and Brady Campbell.

ASG/tls

Resolution No. 342-20

Introduced in Council:

Adopted by Council:

June 15, 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.

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	33,346	33,346	0	0.00%	266,769	266,769	0	0.00%	289,000	22,231
		IPT	-	-	-		-	-	-		-	-
Budget	3	OT	-	-	-		-	-	-		-	-
Actual	3	Total	33,346	33,346	0	0.00%	266,769	266,769	0	0.00%	289,000	22,231
Mayor - CARE Office	409-02	Regular	12,346	12,346	0	0.00%	74,077	45,154	28,923	39.04%	107,000	61,846
		IPT	-	-	-		-	-	-		-	-
Budget	2	OT	-	-	-		-	-	-		-	-
Actual	2	Total	12,346	12,346	0	0.00%	74,077	45,154	28,923	39.04%	107,000	61,846
City Council	410	Regular	19,500	25,500	(6,000)	-30.77%	156,000	139,000	17,000	10.90%	169,000	30,000
		IPT	-	-	-		-	-	-		-	-
Budget	26	OT	-	-	-		-	-	-		-	-
Actual	26	Total	19,500	25,500	(6,000)	-30.77%	156,000	139,000	17,000	10.90%	169,000	30,000
City Manager - Admin.	412-00	Regular	57,865	48,023	9,841	17.01%	462,918	433,341	29,576	6.39%	501,494	68,153
		IPT	1,787	2,800	(1,013)		1,787	2,800	(1,013)		23,233	20,433
Budget	7	OT	-	-	-		-	-	-		-	-
Actual	5	Total	59,652	50,823	8,829	14.80%	464,705	436,141	28,563	6.15%	524,727	88,586
City Treasurer	413	Regular	14,217	14,217	(0)	0.00%	113,733	113,733	(0)	0.00%	123,211	9,478
		IPT	1,038	-	1,038	100.00%	8,308	4,655	3,653	43.97%	9,000	4,345
Budget	3	OT	-	-	-		-	-	-		-	-
Actual	3	Total	15,255	14,217	1,038	6.81%	122,041	118,388	3,653	2.99%	132,211	13,823
City Collector	414	Regular	77,705	66,596	11,109	14.30%	621,642	539,637	82,004	13.19%	673,445	133,808
		IPT	-	-	-		-	-	-		-	-
Budget	15	OT	-	-	-		-	47	(47)		-	(47)
Actual	13	Total	77,705	66,596	11,109	14.30%	621,642	539,685	81,957	13.18%	673,445	133,760
City Clerk	415	Regular	14,309	14,309	(0)	0.00%	114,474	114,475	(0)	0.00%	124,014	9,539
		IPT	-	-	-		-	-	-		-	-
Budget	3	OT	-	-	-		-	-	-		-	-
Actual	3	Total	14,309	14,309	(0)	0.00%	114,474	114,475	(0)	0.00%	124,014	9,539
Municipal Court	416	Regular	33,488	29,316	4,172	12.46%	267,906	248,480	19,426	7.25%	290,232	41,752
		IPT	2,077	1,812	265	12.76%	16,615	13,812	2,803	16.87%	18,000	4,188
Budget	8	OT	2,585	349	2,236	86.51%	20,677	8,928	11,749	56.82%	22,400	13,472
Actual	7	Total	38,150	31,477	6,673	17.49%	305,199	271,221	33,978	11.13%	330,632	59,411

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney 417		Regular	42,287	42,000	287	0.68%	338,294	336,000	2,294	0.68%	366,485	30,485
		IPT	-	-	-		-	-	-		-	-
Budget 5		OT	-	-	-		-	-	-		-	-
Actual 5		Total	42,287	42,000	287	0.68%	338,294	336,000	2,294	0.68%	366,485	30,485
Accounting 418		Regular	33,134	33,844	(711)	-2.14%	265,068	267,318	(2,250)	-0.85%	287,157	19,839
		IPT	-	-	-		-	-	-		-	-
Budget 5		OT	-	-	-		-	-	-		-	-
Actual 5		Total	33,134	33,844	(711)	-2.14%	265,068	267,318	(2,250)	-0.85%	287,157	19,839
Engineering - General 420-00		Regular	53,174	49,036	4,138	7.78%	425,392	406,596	18,795	4.42%	460,841	54,245
		IPT	404	-	404	100.00%	3,231	-	3,231	100.00%	3,500	3,500
Budget 7		OT	-	-	-		-	-	-		-	-
Actual 7		Total	53,578	49,036	4,542	8.48%	428,622	406,596	22,026	5.14%	464,341	57,745
Engineering - Stormwater 420-01		Regular	25,036	25,036	0	0.00%	200,286	200,286	0	0.00%	216,976	16,690
		IPT	-	-	-		-	-	-		-	-
Budget 4		OT	-	-	-		-	-	-		-	-
Actual 4		Total	25,036	25,036	0	0.00%	200,286	200,286	0	0.00%	216,976	16,690
MOECD 421		Regular	45,493	45,493	0	0.00%	363,943	363,255	689	0.19%	394,272	31,017
		IPT	-	-	-		-	-	-		-	-
Budget 7		OT	-	-	-		-	-	-		-	-
Actual 7		Total	45,493	45,493	0	0.00%	363,943	363,255	689	0.19%	394,272	31,017
Human Resources 422		Regular	47,370	39,215	8,154	17.21%	378,958	355,020	23,938	6.32%	410,538	55,518
		IPT	-	-	-		-	-	-		-	-
Budget 7		OT	-	-	-		-	-	-		-	-
Actual 6		Total	47,370	39,215	8,154	17.21%	378,958	355,020	23,938	6.32%	410,538	55,518
Mail Room 431		Regular	3,708	3,708	(0)	0.00%	29,664	29,672	(8)	-0.03%	32,136	2,464
		IPT	-	-	-		-	-	-		-	-
Budget 1		OT	-	-	-		-	-	-		-	-
Actual 1		Total	3,708	3,708	(0)	0.00%	29,664	29,672	(8)	-0.03%	32,136	2,464
Building Commission 436		Regular	71,890	72,168	(277)	-0.39%	575,123	561,649	13,474	2.34%	623,050	61,401
		IPT	-	-	-		-	-	-		-	-
Budget 13		OT	-	-	-		-	-	-		-	-
Actual 13		Total	71,890	72,168	(277)	-0.39%	575,123	561,649	13,474	2.34%	623,050	61,401
Planning 437		Regular	45,529	40,130	5,400	11.86%	364,234	347,253	16,981	4.66%	394,587	47,334
		IPT	-	-	-		-	-	-		-	-
Budget 7		OT	-	-	-		-	-	-		-	-
Actual 6		Total	45,529	40,130	5,400	11.86%	364,234	347,253	16,981	4.66%	394,587	47,334

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	64,202	58,939	5,264	8.20%	513,618	494,584	19,034	3.71%	556,420	61,836
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	10	Total	64,202	58,939	5,264	8.20%	513,618	494,584	19,034	3.71%	556,420	61,836
Actual	9											
General Services	440	Regular	43,910	45,575	(1,666)	-3.79%	351,277	378,568	(27,291)	-7.77%	380,550	1,982
		IPT	5,192	2,068	3,125	60.18%	41,538	7,098	34,441	82.91%	45,000	37,903
		OT	7,200	-	7,200	100.00%	57,600	37,399	20,201	35.07%	62,400	25,001
Budget	11	Total	56,302	47,643	8,659	15.38%	450,415	423,065	27,351	6.07%	487,950	64,885
Actual	11											
Strategy Management	442	Regular	20,182	5,389	14,793	73.30%	161,455	107,013	54,443	33.72%	174,910	67,897
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	3	Total	20,182	5,389	14,793	73.30%	161,455	107,013	54,443	33.72%	174,910	67,897
Actual	1											
Constituent Services	442-01	Regular	8,583	3,519	5,064	59.00%	45,778	8,094	37,684	82.32%	51,500	43,406
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	2	Total	8,583	3,519	5,064	59.00%	45,778	8,094	37,684	82.32%	51,500	43,406
Actual	1											
Morris Square Property	500	Regular	2,748	2,748	0	0.00%	21,982	26,456	(4,474)	-20.35%	23,814	(2,642)
		IPT	-	-	-		-	-	-		-	-
		OT	1,108	-	1,108	100.00%	8,862	1,503	7,359	83.04%	9,600	8,097
Budget	1	Total	3,855	2,748	1,108	28.73%	30,844	27,959	2,885	9.35%	33,414	5,455
Actual	1											
Public Works	566	Regular	12,000	12,000	-	0.00%	96,000	96,000	-	0.00%	104,000	8,000
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	1	Total	12,000	12,000	-	0.00%	96,000	96,000	-	0.00%	104,000	8,000
Actual	1											
Public Grounds - Adm.	567-00	Regular	99,263	91,855	7,407	7.46%	794,102	742,219	51,883	6.53%	860,277	118,058
		IPT	-	-	-		-	-	-		-	-
		OT	2,769	21	2,748	99.24%	22,154	4,450	17,704	79.91%	24,000	19,550
Budget	27	Total	102,032	91,876	10,156	9.95%	816,256	746,669	69,587	8.53%	884,277	137,608
Actual	25											
Public Grounds - C/T	567-01	Regular	7,092	7,092	-	0.00%	56,736	56,922	(186)	-0.33%	61,464	4,542
		IPT	-	-	-		-	-	-		-	-
		OT	462	-	462	100.00%	3,692	92	3,601	-100.00%	4,000	3,908
Budget	2	Total	7,554	7,092	462	6.11%	60,428	57,014	3,414	5.65%	65,464	8,450
Actual	2											
Police - Uniform	700-00	Regular	933,016	848,957	84,058	9.01%	7,464,126	6,934,549	529,577	7.09%	8,086,136	1,151,587
		OT	269,146	209,235	59,911	22.26%	1,682,425	1,749,565	(67,139)	-3.99%	1,763,138	13,573
		Reimb.	(2,885)	(4,096)	1,211	41.99%	(23,077)	(22,168)	(909)	-3.94%	(25,000)	(2,832)
Budget	173	Total	1,199,277	1,054,097	145,180	12.11%	9,123,474	8,661,946	461,528	5.06%	9,824,274	1,161,328
Actual	160											

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Civilian	700-01	Regular	96,268	96,705	(437)	-0.45%	770,142	756,642	13,500	1.75%	834,320	77,678
		IPT	5,769	-	5,769	100.00%	46,154	14,970	31,184	67.57%	50,000	35,030
		OT	10,338	10,813	(475)	-4.59%	82,708	65,840	16,868	20.39%	89,600	23,760
		Total	112,375	107,519	4,857	4.32%	3,433,927	837,451	2,596,476	1.79%	973,920	136,469
	Budget	24										
	Actual	24										
Fire - Uniform	706-00	Regular	993,058	869,401	123,657	12.45%	9,470,463	9,201,407	269,056	2.84%	10,244,058	1,042,651
		OT	206,691	180,086	26,604	12.87%	1,026,325	852,893	173,431	16.90%	1,014,784	161,891
		Reimb.	(1,385)	(3,020)	1,635	118.11%	(11,077)	(14,874)	3,797	34.27%	(12,000)	2,874
		Total	1,198,363	1,046,467	151,896	12.68%	10,485,711	10,039,427	446,283	4.26%	11,246,842	1,207,415
	Budget	169										
	Actual	153										
Fire - Civilian	706-01	Regular	9,849	9,849	0	0.00%	78,790	78,790	0	0.00%	85,356	6,566
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	640	(640)	-	-	640	(640)	-	-	(640)
		Total	9,849	10,489	(640)	-6.50%	78,790	79,430	(640)	-0.81%	85,356	5,926
	Budget	2										
	Actual	2										
Traffic	712	Regular	49,322	51,738	(2,416)	-4.90%	394,578	407,937	(13,360)	-3.39%	427,459	19,522
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	1,292	103	1,189	92.01%	10,338	6,796	3,542	34.26%	11,200	4,404
		Total	50,615	51,841	(1,227)	-2.42%	404,916	414,734	(9,818)	-2.42%	438,659	23,925
	Budget	11										
	Actual	11										
Emergency Services	716	Regular	16,535	-	16,535	100.00%	132,278	45,188	87,090	65.84%	143,301	98,114
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	16,535	-	16,535	100.00%	132,278	45,188	87,090	65.84%	143,301	98,114
	Budget	2										
	Actual	0										
Street	750	Regular	268,363	227,109	41,254	15.37%	2,146,902	1,947,612	199,290	9.28%	2,325,810	378,198
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	19,385	2,464	16,921	87.29%	227,077	127,881	99,196	43.68%	240,000	112,119
		Total	287,747	229,573	58,174	20.22%	2,373,979	2,075,493	298,486	12.57%	2,565,810	490,317
	Budget	73										
	Actual	62										
Equipment Maintenance	754	Regular	91,995	76,296	15,700	17.07%	735,963	681,625	54,338	7.38%	797,293	115,668
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	6,000	3,326	2,674	44.57%	48,000	23,552	24,448	50.93%	52,000	28,448
		Total	97,995	79,622	18,374	18.75%	783,963	705,177	78,786	10.05%	849,293	144,117
	Budget	21										
	Actual	17										
Refuse & Recycling	800	Regular	227,539	201,495	26,044	11.45%	1,820,311	1,691,488	128,823	7.08%	1,972,004	280,516
		IPT	-	-	-	-	-	513	(513)	-	-	(513)
		OT	28,385	29,592	(1,208)	-4.25%	209,308	120,355	88,953	42.50%	246,000	125,645
		Total	255,924	231,087	24,837	9.70%	2,029,619	1,812,356	217,263	10.70%	2,218,004	405,648
	Budget	67										
	Actual	63										

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual		
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available	
Parks & Recreation		900	Regular	134,286	115,430	18,855	14.04%	1,074,284	954,286	119,998	11.17%	1,163,808	209,522
			IPT	16,800	-	16,800	100.00%	212,800	199,282	13,518	6.35%	280,000	80,718
Budget	31	OT	5,908	-	5,908	100.00%	47,262	32,846	14,416	30.50%	51,200	18,354	
Actual	27	Total:	156,993	115,430	41,563	26.47%	1,334,346	1,186,413	147,933	11.09%	1,495,008	308,595	
Public Arts		906	Regular	5,769	5,769	(0)	0.00%	46,154	46,154	(0)	0.00%	50,000	3,846
			IPT	-	-	-		-	-	-		-	-
Budget	1	OT	-	-	-		-	-	-		-	-	
Actual	1	Total:	5,769	5,769	(0)	0.00%	46,154	46,154	(0)	0.00%	50,000	3,846	
Municipal Auditorium		910	Regular	11,157	11,157	(0)	0.00%	89,257	90,184	(927)	-1.04%	96,695	6,511
			IPT	-	-	-		-	-	-		-	-
Budget	3	OT	462	-	462	100.00%	3,692	1,750	1,942	52.60%	4,000	2,250	
Actual	3	Total:	11,619	11,157	461	3.97%	92,949	91,934	1,015	1.09%	100,695	8,761	
Spring Hill Cemetery		952	Regular	37,346	29,056	8,290	22.20%	298,769	246,743	52,026	17.41%	323,666	76,923
			IPT	11,625	-	11,625	100.00%	50,375	31,873	18,502	36.73%	62,000	30,127
Budget	8	OT	1,108	554	554	49.99%	8,862	3,108	5,754	64.93%	9,600	6,492	
Actual	6	Total:	50,079	29,610	20,469	40.87%	358,005	281,723	76,282	21.31%	395,266	113,543	
General Fund			Regular	3,762,878	3,364,363	398,514	10.59%	31,581,445	29,760,098	1,821,346	5.77%	34,226,279	4,466,181
			IPT	44,693	6,680	38,013	85.05%	380,808	275,002	105,806	27.78%	490,733	215,731
			OT	562,836	437,183	125,653	22.32%	3,458,981	3,037,644	421,336	12.18%	3,603,922	566,278
Budget	765	Reimb.	(4,269)	(7,116)	2,847	66.68%	(34,154)	(37,042)	2,888	8.45%	(37,000)	42	
Actual	696	Total:	4,366,138	3,801,110	565,028	12.94%	35,387,080	33,035,704	2,351,376	6.64%	38,283,934	5,248,230	

CITY OF CHARLESTON
Payroll Variance Analysis
May 2020

Department		Type	Current Month				Year To Date				Annual		
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available	
Coliseum & Conv. Center		402	Regular	137,449	104,878	32,571	23.70%	1,099,593	967,106	132,487	12.05%	1,191,226	224,120
Budget		29	IPT	39,808	-	39,808	100.00%	318,462	259,634	58,827	18.47%	345,000	85,366
		OT	6,000	17	5,983	99.72%	48,000	27,864	20,136	41.95%	52,000	24,136	
Actual		24	Total:	183,257	104,895	78,362	42.76%	1,466,055	1,254,604	211,451	14.42%	1,588,226	333,622
Parking System		406	Regular	68,603	67,225	1,378	2.01%	548,827	540,314	8,514	1.55%	594,563	54,249
Budget		18	IPT	5,885	1,639	4,246	72.15%	47,077	31,522	15,555	33.04%	51,000	19,478
		OT	1,846	-	1,846	100.00%	14,769	4,010	10,759	72.85%	16,000	11,990	
Actual		17	Total:	76,334	68,864	7,470	9.79%	610,674	575,845	34,828	5.70%	661,563	85,718
Total			Regular	3,968,930	3,536,466	432,464	10.90%	33,229,865	31,267,518	1,962,347	5.91%	36,012,068	4,744,550
			IPT	90,385	8,319	82,067	90.80%	746,347	566,158	180,189	24.14%	886,733	320,575
			OT	570,682	437,200	133,482	23.39%	3,521,750	3,069,518	452,232	12.84%	3,671,922	602,404
		Budget	812	Reimb.	(4,269)	(7,116)	2,847	-66.68%	(34,154)	(37,042)	2,888	-8.45%	(37,000)
Actual		737	Total:	4,625,729	3,974,869	650,860	14.07%	37,483,808	34,866,153	2,597,655	6.93%	40,533,723	5,667,570

Vacancy Report:

City Manager	2
City Collector	2
Municipal Court	1
Human Resources	1
Planning	1
Information Systems	1
Strategy Management	2
Constituent Services	1
Public Works - All	21
Police - Uniform	13
Fire - Uniform	16
Homeland Security	2
Parks & Recreation	4
Spring Hill Cemetery	2
Total General Fund	69
CCCC	5
Parking System	1
Total All	75

As of May 31, 2020

**MUNICIPAL COURT
CITY OF CHARLESTON**
Post Office Box 2749
Charleston, West Virginia 25330
(304) 348-8079

Anne B. Charnock, Judge

Conrad Lucas, Clerk

TO: Mayor Amy Shuler Goodwin
FROM: Conrad Lucas, Clerk
DATE: **Thursday, June 4th, 2020**
RE: **May 2020** Financial Information, Charleston Municipal Court

TOTAL CITATIONS FILED: 484

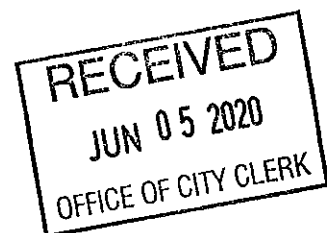
Criminal Violations: 174
Traffic Violations: 310
Parking: 0
Building Search Warrants: 0

RESTITUTION COLLECTED (paid to victims): \$1,871.00

Primarily related to shoplifting cases, restitution monies are collected and refunded to the store/victim.

FINANCIAL REPORT ATTACHED

cc: Judge Anne B. Charnock
Miles Cary, City Clerk
Victor Grigoraci, Treasurer
Scott Dempsey, Deputy Chief of Police
Tony Harmon, Building Department
David Potters, Office of the City Attorney
Captain Mark Abbott, CPD
Nikki Smith, City Clerk's Office



 Violations by Filed Date...

CRIMINAL	174	
TRAFFIC	310	
Total Filed Violations		484

 Completed Cases...

Paid Fine...		
CRIMINAL	9	
TRAFFIC	130	
Total Paid Fines		139
Before Judge...		
CRIMINAL	7	
TRAFFIC	3	
Total Before Judge		10
Total Completed		149

 Other Completed...

DISMISS- OFFICER NOT WITH CITY		
CRIMINAL	1	
TRAFFIC	2	
Total		3
DEFENDANT DECEASED		
CRIMINAL	5	
TRAFFIC	1	
Total		6
DISMISSED OFFICER FAIL TO PROS		
CRIMINAL	1	
TRAFFIC	1	
Total		2
DISMISSED(PRESENTED INSURANCE)		
CRIMINAL	0	
TRAFFIC	15	
Total		15
DISMISSED E-PROOF		
CRIMINAL	0	
TRAFFIC	1	
Total		1
DISMISSED STORE CLOSED		
CRIMINAL	2	
TRAFFIC	0	

CHARLESTON MUNICIPAL COURT
Report For May 1, 2020 Thru May

31, 2020

Page: 2
FILEDST

Total		2
DISMISSED (PROSECUTOR'S ORDER)		
CRIMINAL	2	
TRAFFIC	38	
Total		40
DISMISSED PRESENTED RECORDS		
CRIMINAL	0	
TRAFFIC	24	
Total		24
DISMISSED AFTER PT DIVERSION		
CRIMINAL	2	
TRAFFIC	2	
Total		4
DISMISSED WITHOUT PREJUDICE		
CRIMINAL	9	
TRAFFIC	8	
Total		17
VOIDED DOCKET		
CRIMINAL	2	
TRAFFIC	0	
Total		2
Total Other Completed		116
Grand Total Completed		265
Net Difference Filed/Complete		219

Warrants...

Issued...		
CRIMINAL	4	
TRAFFIC	0	
Total Violations		4
Total Warrants Issued		4
Cleared...		
CRIMINAL	106	
TRAFFIC	85	
Total Violations		191
Total Warrants Cleared		191
Change in Total Warrants		187-

Other Paid Cases...

Paid Fine...

Total Other Paid Fines	69
------------------------	----

FINE FINE	\$20,051.00
LAWFND LAW ENFORCE. TRAIN STATE	\$782.00
LAWLOC LAW ENFORCE. TRAIN (LOCAL)	\$498.00
CVC CRIME VICTIM'S FUND	\$968.00
ADMIN ADMINISTRATIVE COST	\$247.52
JAILF REGIONAL JAIL CORR.	\$5,257.00
REST RESTITUTION	\$1,871.00
CCF COMMUNITY CORRECTIONS FUND	\$271.00
OP OVER PAYMENT	\$804.00
Total Fees/Fines Paid	\$30,749.52

Monthly Report – Definition Key

Violations by Filed Date:

Violations keyed into the Court software during the month

Completed Cases:

Cases where the fine and court costs were paid in full and the case was closed during the month.

Before Judge:

Number of violations where a case set for trial before the judge; the defendant was found guilty or entered a guilty plea at trial and the defendant paid off all costs/fines in full thereby closing the case.

Other Completed -Dismissed (By Complainant):

The City Attorney moved to dismiss cases because the person who filed the complaint no longer wishes to pursue the charges.

Defendant Deceased:

Cases dismissed because the defendant died.

Dismissed Officer Fail to Pros:

Cases dismissed because the officer failed to appear in Court.

Dismissed (presented insurance):

Cases dismissed because the defendant presented valid proof of insurance for the offense date.

Dismissed (presented DL):

Cases dismissed because the defendant presented a valid driver's license.

Dismissed Mistaken Identity:

Cases dismissed cases on the City Attorney's motion due to mistaken identity.

Dismissed (Prosecutor's Order):

Cases dismissed on the City Attorney's motion or as a result of a plea agreement.

Dismissed Presented Records:

Cases dismissed because the defendant presented records to satisfy a code or Court requirement.

Dismissed After PT Diversion:

Cases dismissed because the defendant entered into a Pre-Trial Diversion agreement with the City and satisfied the requirements of the Pre-Trial Diversion.

Dismissed Victim/Witness FTA:

Cases dismissed because the witness or victim did not appear in Court for trial.

Dismissed without prejudice:

Cases dismissed but the City having the option to re-file the case within one (1) year of the date of the offense.

Dismissed No Drug Results:

Drug results were not received for trial.

Dismissed – Officer Not With City

Officer/Witness is no long employed by the City.

Warrants

The Court issues warrants for Failure to Appear in Court for court sessions. These warrants are printed and copied to the CPD Warrants Division.

Cleared:

The Court clears warrants once the warrant is served by an officer or when a defendant self reports to the Court. The Court also clears warrants if a person is deceased, posts bond and or, in some cases, enters a plea.

Other Paid Cases:

The Court received a partial payment for a case; however, the defendant still has a balance due.

Search Warrant Issued:

A search warrant document was prepared and presented to the court by the City Attorney's office with regard to safety and public health concerns of a structure/property.

This report is not indicative of the case volume in Municipal Court. Rather, this information reflects payment status/coding for cases.



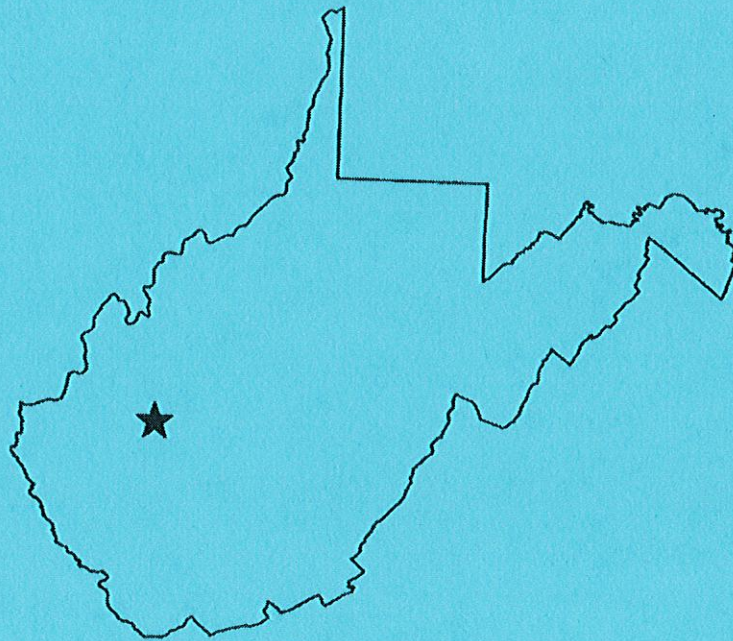
City of Charleston West Virginia

Vic Grigoraci, City Treasurer

City Treasurer's Report to City Council

Month Ended

May 2020



Respectfully submitted,

A handwritten signature in black ink, which appears to read "Vic Grigoraci". The signature is fluid and cursive.

Victor Grigoraci, CPA – City Treasurer

<u>Fund / Description</u>	<u>Balance May 2019</u>	<u>Balance April 2020</u>	<u>Collections May 2020</u>	<u>Withdrawals May 2020</u>	<u>Balance May 31, 2020</u>
001 General Fund	7,070,244.87	13,539,203.05	6,925,506.22	7,362,522.13	13,102,187.14
002 Coal Severance Tax	64.03	20.99	0.00	0.00	20.99
003 Municipal Stabilization	4,277,763.55	4,342,055.51	367.77	0.00	4,342,423.28
009 Community Development	22,330.14	2,239.27	7,620.11	5,028.83	4,830.55
012 West Side Improvement	98.50	9,577.25	0.00	0.00	9,577.25
014 IT Infrastructure	0.00	90,936.38	7.70	0.00	90,944.08
015 Charleston Land Reuse	0.00	30,505.85	1,173.39	5,500.00	26,179.24
016 Charleston Land Trust	46,232.07	0.00	0.00	0.00	0.00
017 Project West Invest	515.31	559.32	0.05	0.00	559.37
026 Uniform Pension Reserve Fund	17,068,060.25	19,518,435.39	1,944,982.66	331,173.00	21,132,245.05
035 Municipal Beautification	32,086.99	32,745.65	2.77	0.00	32,748.42
036 Special Demolition	15,386.96	18,327.49	1.55	0.00	18,329.04
037 Sister Cities	27,166.86	27,575.17	2.34	0.00	27,577.51
038 Solid Waste	791,978.55	465,691.26	392,157.93	95,697.00	762,152.19
039 Waste Disposal	46,872.20	0.00	95,697.20	95,697.20	0.00
040 Landfill Closure	3,306,138.61	3,405,325.24	8,629.78	0.00	3,413,955.02
041 Police Contributions	11,434.65	10,941.42	0.93	0.00	10,942.35
042 Police Evidence	1,260,586.07	1,075,186.19	90.83	3,655.68	1,071,621.34
043 Forfeited Funds	252,541.62	296,231.98	2,797.30	31.99	298,997.29
044 Municipal Court	202,510.14	207,788.24	33,473.52	17,643.29	223,618.47
045 Homeland Security	12,625.29	61,372.88	12,557.90	12,557.90	61,372.88
047 Health Insurance Reserves	6,145,742.84	6,238,109.30	528.36	0.00	6,238,637.66
048 Wayfinding Commission	73,485.53	21,221.91	1.80	0.00	21,223.71
049 Live On The Levee	67,522.35	16,326.62	1.36	2,500.00	13,827.98
080 Human Rights	176,793.29	176,793.29	0.00	0.00	176,793.29
081 Home Program	13,431.15	70,566.10	1,337.96	806.85	71,097.21
085 Firefighters Assistance Grant	77.08	77.08	0.00	0.00	77.08
088 SBA Riverfront Project Donation Account	9.18	9.18	0.00	0.00	9.18
088 SBA Riverfront Project Grant Account	10,167.71	10,167.71	0.00	0.00	10,167.71
089 Rail Trail Project	0.00	0.00	277,010.16	0.00	277,010.16
095 Police Grants	204,051.03	149,389.68	19,476.10	2,014.67	166,851.11
096 Historic Preservation	2,601.00	20,601.00	0.00	0.00	20,601.00
099 Public Arts Grant	147,264.34	148,914.34	0.00	0.00	148,914.34
100 Sinking Fund	4,064,267.23	4,022,969.86	340.74	0.00	4,023,310.60
200 Infrastructure	151,108.85	153,379.92	12.99	0.00	153,392.91
214 Civic Center Capital Improvement	318,692.37	351,676.64	29.79	0.00	351,706.43
215 Municipal Auditorium Capital Improvement	153,459.14	166,800.11	14.13	0.00	166,814.24
220 General Maintenance	1,792,360.63	3,021,073.02	255.88	0.00	3,021,328.90
221 City Service Fee Capital Project	2,171,033.61	641,285.66	47.52	248,670.00	392,663.18
222 Facilities Maintenance	2,308,834.98	992,945.24	84.04	906.96	992,122.32
255 Ballpark Maintenance	62,949.49	53,189.09	4.51	0.00	53,193.60
402 Civic Center Revenue	267,301.60	79,162.28	547,489.71	556,571.22	70,080.77
406 Parking System Revenue	4,910,227.77	5,273,719.74	114,273.94	160,995.22	5,226,998.46
426 Parking Operation and Maintenance	1,091,449.37	1,489,661.10	123.82	54,378.75	1,435,406.17
427 Civic Center TIF Project	38,177.59	211,105.67	2,405.76	0.00	213,511.43
900 M - DENT	786,138.14	647,337.03	849.70	3,554.73	644,632.00
901 Pending Forfeiture	923,861.56	1,039,446.03	85.52	190,279.58	849,251.97
Working Cash Advance Fund	33,325.00	32,925.00	0.00	0.00	32,925.00
Total All Funds	60,358,969.49	68,163,571.13	10,389,443.74	9,150,185.00	69,402,829.87

1 **Bill No. 7874**

2 Passed by Council:

3 Introduced in Council

4 **June 15, 2020**

6 Introduced by:

7 Chuck Overstreet

Referred to

Planning, Streets and Traffic

10 **Bill No. 7874** - A Bill to establish a no parking zone for the 1100 Block of Livingston
11 Avenue on the south side of the street and amending the Traffic Control Map and Traffic
12 Control File, established by the code of the City of Charleston, West Virginia, two
13 thousand and three, as amended, Traffic Laws, Section 263, Division 2, Article 4,
14 Chapter 114, to conform therewith.

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

16 Section 1. A Bill to establish a no parking zone for the 1100 Block of Livingston Avenue
17 on the south side of the street

18 Section 2. The Traffic Control Map and Traffic Control File, established by the code
19 of the City of Charleston, West Virginia, two thousand and three, as amended, Traffic
20 Laws, Section 263, Division 2, Article 4, Chapter 114, shall be and
21 hereby are amended, to conform to this Ordinance.

22
23 Section 3. All prior Ordinances, inconsistent with this Ordinance are hereby
24 repealed to the extent of said inconsistency.