MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JULY 20, 2020
A/V CONFERENCE ROOM*

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., July 20, 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
Ben Adams
Brent Burton
Becky Ceperley
Mary Beth Hoover
Will Laird

*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. <u>DISCUSSION:</u>

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the July 6, 2020 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

a. Resolution No. 349-20 - 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 Urban 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 Urban 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:
   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 and medical needs/co-pays related to COVID-19.
   $170,000
   Public Service - activities to assist homeless and low- to- moderate income individuals or households in response to Covid-19.
   $515,000
   General Administration – Costs incurred for the general management, oversight, and coordination of the CDBG-CV grant funds.
   $119,000
   Unprogrammed Funds – Funds to assist with cost overruns and emergencies for coronavirus efforts.
   $88,222

Larry Malone, Director of the MOECD, added that that the resolution is the continuation and final process for the City to spend the special funding it received from the CARES Act. The entities being funding are those that responded by submitting their applications. The funding is only available for COVID-19 related expenses above and beyond the normal operations of these social services organizations. He added that some of the applications were for reimbursement as far back as March 15, 2020. HUD requested that a portion of the funds be held in reserve for later if needed.

Councilmember Jenkins confirmed that the $350,000 being held back is listed under the item MOECD Public Service Activity, General Administration and Unprogrammed Funds.

Councilmember Adams confirmed with Malone that the US Senators were key in getting the funds approved, but they were not involved in the development of the proposed budget (which was developed by the MOECD and the Administration).

Mayor Goodwin added that the Administration met for many hours going over every application and report. Additionally, the community had input and support in the proposals. The pandemic has strained all of the social services agencies to the max. She cautioned the Committee from thinking that the reserves were significant to the needs of the organizations. The Mayor added that they have secured funding for a Mental Health Outreach Coordinator.

Councilmember Laird added that he wasn't sure if COVID-19 related highway expenses is a legitimate use for CARES Act funds as the Governor has suggested. However, if that is to be done, he suggested that Maccorkle Avenue be fixed as it has three hospitals on it and is littered with potholes.

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. 349-20 approved.

b. Resolution No. 358-20 - Authorizing the Mayor or City Manager to enter into a renewal of the Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for FY 2020 in the amount of $79,920.00 in accordance with Federal OMB Circular A-133. This amount includes $74,000 to Suttle & Stalnaker for the audit contract and $5,920 to the WV State Auditor's Office for a processing fee.

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

That the Mayor or City Manager is hereby authorized to enter into a renewal of the Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for FY 2020 in the amount of $79,920.00 in accordance with Federal OMB Circular A-133. This amount includes $74,000 to Suttle & Stalnaker for the audit contract and $5,920 to the WV State Auditor's Office for a processing fee.

City Manager, Jonathan Storage, added that pursuant to State law, the financial records of municipal corporations must be audited annually, known as the Single Audit. The State Auditor is responsible for carrying out this audit function, but due to limited time and resources, the Auditor often requires municipalities to hire an accounting firm to perform this function on his or her behalf. The proper selection of an accounting firm requires following detailed procurement processes established by the State Auditor, called the Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments. This process is a competitive and is overseen by the State Auditor. Once the selection process is complete, municipalities and the selected accounting firms enter into a Uniform Contact to Audit/Review Local Government Financial Statements. As the name suggests, this contract is uniform for all municipalities and accounting firms in the State. Suttle & Stalnaker is the City of Charleston's auditing firm for the purposes of the Single Audit, as approved by State Auditor's Chief Inspector's Office. This proposed agreement renewal complies with the terms and conditions of the State Auditor's Office.

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. 358-20 approved.

c. Resolution No. 359-20 - Authorizing the Mayor or City Manager to renewal an annual software maintenance contract with Tritech Software Systems (formerly Zuercher Technologies) for the provision of a records management system for the Charleston Police Department in an amount not to exceed $66,121.19.

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

The Mayor or City Manager is authorized to renewal an annual software maintenance contract with Tritech Software Systems for the provision of a records management system for the Charleston Police Department in an amount not to exceed $66,121.19.

Storage added that The Charleston Police Department uses a sophisticated software system to record and track all police citations, reports, and other key documents. Every line police vehicle is equipped with computers that connect to the software system so that officers can report incidents in real time. The system also permits CPD to aggregate large amounts of data to improve overall policing. The system may also be used by prosecutors with permission to access key information necessary to work up criminal cases.

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. 359-20 approved.

d. Resolution No. 360-20 - Authorizing the Mayor or City Manager to enter into a contract with Oval Construction Management LLC for concrete sidewalk & accessible ramp project construction services for $288,868.40, as the 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 enter into a contract with Oval Construction Management LLC for concrete sidewalk & accessible ramp project construction services for $288,868.40, as the result of a competitive bidding process.

Storage added that the City received five bids to for concrete sidewalk and accessible ramp construction services. The project is to ensure that the City complies with ADA requirements. The lowest bidder was Oval Construction Management of Charleston, WV, with a bid amount of $288,868.40. A local vendor preference was applied to four of the five bidders, but the application of the preference did not alter the outcome of the bid opening.

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. 360-20 approved.

Concrete Sidewalk & Accessible Ramp Project Summer 2020
Project No. 2020-018
Bid Opening: July 2, 2020 at 11:00am

			Garcie R. Marker & Sons, Inc. 1119 Jefferson Road South Charleston, WV 25309 P: (304) 744-0590 grmarkersons@aol.com		McClanahan Construction Co. 744 N. Poca River Road Poca, WV 25159 P: (304) 776-3355 bruce@mcclanahanconstruction.com		Wolf Creek Contracting Co., LLC 5461 Big Tyler Road, Charleston, WV 25313 P: (740) 749-3459 hoffenberger@wolfcreekcontractors.com		Oval Construction Management LLC 1506 Hansford St. Charleston, WV 25311 P: (304) 347-8820 JCARNEY@ovalconstruction.com		Jim Construction Inc. P.O. Box 3926 Charleston, WV 25339 P: (304) 343-7448 sagekerkes@yahoo.com	
Item	**Unit**	**Estimated Quantity**	**Price per Unit**	**Total Cost**	**Price per Unit**	**Total Cost**	**Price per Unit**	**Total Cost**	**Price per Unit**	**Total Cost**	**Price per Unit**	**Total Cost**
Item No. 3.01 Concrete Ramp and Sidewalk	SF	13,330	$21.00	$279,930.00	$21.40	$285,262.00	$33.00	$439,890.00	$18.49	$246,471.70	$26.93	$358,976.90
Item No. 3.02 Curb and Gutter	LF	150	$50.00	$7,500.00	$45.00	$6,750.00	$157.50	$23,625.00	$13.99	$2,098.50	$134.00	$20,100.00
Item No. 3.03 Integral Curb	LF	2,200	$21.00	$46,200.00	$21.40	$47,080.00	$23.00	$50,600.00	$7.99	$17,578.00	$46.00	$101,200.00
Item No. 3.04 Plain Curb	LF	300	$25.00	$7,500.00	$20.00	$6,000.00	$95.00	$28,500.00	$7.49	$2,247.00	$30.00	$9,000.00
Item No. 3.05 Detectable Warning Surfaces	EA	96	$500.00	$48,000.00	$230.00	$22,080.00	$214.00	$20,544.00	$199.99	$19,199.04	$145.00	$13,920.00
Item No. 3.06 Curb Inlet Adjustment	EA	15	$250.00	$3,750.00	$200.00	$3,000.00	$172.00	$2,580.00	$1.00	$15.00	$646.00	$9,690.00
Item No. 3.07 Asphalt Replacement	SY	84	$150.00	$12,600.00	$140.00	$11,760.00	$167.00	$14,028.00	$14.99	$1,259.16	$217.00	$18,228.00
TOTAL PROJECT COST				**$405,480.00**		**$381,932.00**		**$579,767.00**		**$288,868.40**		**$531,114.90**
Local Vendor Preference (4%)			($5,000.00) $400,480.00		($5,000.00) $376,932.00		N/A		($5,000.00) $283,868.40		($5,000.00) $526,114.90	
Successful Bidder with Local Preference Consideration									✓			

e. Resolution No. 361-20 - Authorizing the Mayor or City Manager to enter into a contract with Thaxton Construction Company, Inc. for pile and lagging retaining wall services for $276,900, as the 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 enter into a contract with Thaxton Construction Company, Inc. for pile and lagging retaining wall services for $276,900, as the result of a competitive bidding process.

Storage added that the City received 2 bids for pile and lagging retaining wall services. The low bidder meeting specification was Thaxton Construction Company of Sissonville. Thaxton's bid was for $276,900 and qualified for local vendor preference.

Councilmember Adams asked if there was a list of the projects. City Engineer, Chris Knox, replied that the locations are: Ledge Hill Drive and Atlee Drive (for pile and lagging walls) and Cosmos Drive and Amity Drive (as stone buttress work as on alternate).

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. 361-20 approved.

2020 Pile and Lagging Retaining Wall Project

Project No. 2020-019

Bid Opening: July 14, 2020 at 11:00am

			Alan Stone Company 1324 Ellis Run Road Cutler, OH 45724 P: (304) 375-6484 blake@alanstonecompany.com		Thaxton Construction Company, Inc. of Sissonville PO Box 13279 Charleston, WV 25360 P: (304) 984-2299 thaxtonconstruction@gmail.com	
Item	**Unit**	**Quantity**	**Price per Unit**	**Total Cost**	**Price per Unit**	**Total Cost**
Item No. 3.01 Mobilization	LS	1	$16,000.00	$16,000.00	$1,000.00	$1,000.00
Item No. 3.02 Predrilled Soldier Pile HP10x42	LF	1,500	$113.00	$169,500.00	$80.00	$120,000.00
Item No. 3.04 Steel Wale HP6x28	LF	150	$204.00	$30,600.00	$40.00	$6,000.00
Item No. 3.05 Concrete Lagging 8x24x45	EA	200	$510.00	$102,000.00	$80.00	$16,000.00
Item No. 3.06 Allowances		1	$15,000.00	$15,000.00	$15,000.00	$15,000.00
Base Bid Total				**$333,100.00**		**$158,000.00**
Alternate No. 1						
Item No. 4.01 Clearing, Grubbing and Debris Removal	SF	3,000	$5.00	$15,000.00	$9.30	$27,900.00
Item No. 4.02 Excavation Onsite Soils	CY	650	$35.00	$22,750.00	$60.00	$39,000.00
Item No. 4.03 Rock Buttress	CY	650	$37.00	$24,050.00	$80.00	$52,000.00
Alternate No. 1 Total				**$61,800.00**		**$118,900.00**
TOTAL PROJECT COST				**$394,900.00**		**$276,900.00**
Local Vendor Preference (4%)			N/A		($5,000.00) $271,900.00	
Successful Bidder with Local Preference Consideration					✓	

f. Resolution No. 362-20 - Authorizing the Finance Director to establish a special revenue fund, to be known as the LGBTQ+ Community Working Group Fund, that accounts for revenues received from various sources to be dedicated to furthering the Working Group's mission of bringing greater visibility to the LGBTQ+ community and its needs, developing recommendations that will result in positive and lasting change, and ensuring the LGBTQ+ community's voice is heard.

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

   The Finance Director is authorized to establish a special revenue fund, to be known as the LGBTQ+ Community Working Group Fund, that accounts for revenues received from various sources to be dedicated to furthering the Working Group's mission of bringing greater visibility to the LGBTQ+ community and its needs, developing recommendations that will result in positive and lasting change, and ensuring the LGBTQ+ community's voice is heard.

Storage added that Jake Jarvis, Chair of the Charleston LGBTQ Working Group, submitted a letter to the Administration requesting the establishment of a special fund to receive funds dedicated to the Group's mission. Should the fund be approved by the Council, the Working Group will adopt bylaws that will address the receiving and spending of funds, which will include the involvement of senior Administration staff. The Administration recommends the establishment of the special fund.

Councilmember Hoover said was proud of this group and what the Working Group is doing.

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. 362-20 approved.

g. <u>Resolution No. 364-20</u> - Authorizing approval of Amendment No. 1 in the FY 2020-2021 General Fund Budget as indicated on the attached list of accounts.

<u>Be it Resolved by the Council of the City of Charleston, West Virginia:</u>

That Amendment No. 1 in the FY 2020-2021 General Fund Budget as indicated on the attached list of accounts is approved.

Storage added that the State Auditor's Office rules requires municipal bodies to make take some budgetary action within the first 30 days of the new fiscal year to address issues such as appropriating unspent funds that are otherwise committed to be spent. With the rollover to the new fiscal year, several budget items from FY19 need to be appropriated, as certain purchases are either made but not paid for or purchases are soon to be made. By way of example, the Council had previously approved the purchase of a certain quantity of police vehicles. Orders for those vehicles have been placed, but payment will not occur until delivery. Four CFD ambulances have been ordered, and we are awaiting news of their completion. Certain other purchases were budgeted in FY 2020 but are in the pipeline to be bid out but did not get completed before the close of the Fiscal Year.

Director of Finance, Andy Wood, added that the other items for debt service and pre-paid insurance are accounting things related to items that have been paid for and are included in the fund balance, but the City does not want to spend them again until they have a revenue source to offset them.

Councilmember Laird clarified that the majority of the items are contractual obligations for purchases that have already been made and previously approved by Council. Councilmember Jenkins confirmed that is correct.

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. 364-20 approved.

General Fund FY 2020-2021 Budget Amendment No. 1 - July 20, 2020

Account No.	Department	Account Description	Amount
001 976 00 700 4 459	Police	Capital Outlay - Equipment	1,117,280
001 976 00 706 4 459	Fire	Capital Outlay - Equipment	444,996
001 977 00 750 4 459	Street	Capital Outlay - Equipment	51,705
001 978 00 800 4 459	Refuse	Capital Outlay - Equipment	300,000
001 980 00 952 4 459	Spring Hill Cemetery	Capital Outlay - Equipment	10,000
001 298 0	Assigned Fund Balance		**(1,923,981)**

Manual Encumbrances - To adjust proper accounts in the FY 2021 Municipal Budget for the purchase of equipment not completed within FY 2020 including: 30 Police Interceptor SUV and related equipment and install costs for the Police Department, 4 ambulances for the Fire Department, 1 pickup truck for the Street Department, 1 packer truck and 2 stake body trucks for the Refuse Department, and 1 hydraulic hammer tractor attachement for the Spring Hill Cemetery.

001 305 01 0000	Revenues	B & O Tax - Current Year	359,397
001 296 0	Restricted Fund Balance		**(359,397)**

Restricted Fund Balances - To recognize funds restricted for Ball Park Debt Service.

001 305 01 0000	Revenues	B & O Tax - Current Year	1,045,727
001 295 0	Non-Spendable Fund Balance		**(1,045,727)**

Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance expenses.

Reportable: To Maintain compliance with the budgetary guidelines of the State of West Virginia

h. <u>Resolution No. 365-20</u> - Authorizing approval of Amendment No. 1 of the FY 2020-2021 Coal Severance Budget as indicated on the attached list of accounts.

<u>Be it Resolved by the Council of the City of Charleston, West Virginia:</u>

That Amendment No. 1 of the FY 2020- Coal Severance Budget as indicated on the attached list of accounts is approved.

Storage added that pursuant to W. Va. Code § 11-13A-6, each municipality must create a Coal Severance Tax Fund from the money distributed to the municipality from the additional tax on the severance, extraction, and production on coal. Coal Severance Tax funds may be used for any public purpose, except that no more than 25% of the total fund may be used for personal services (wages, workers' comp, benefits). The City of Charleston's Coal Severance Tax Fund is dedicated to the Coliseum & Convention Center's bond debt service. The transfer of the $17,541 is reflected in the supporting amendment documents as transfers out of the Coal Severance Tax Fund and into the Coliseum & Convention Center fund, which requires the General Fund debt service contribution to be increased and offset with the healthcare subsidy that gets transferred. Storage added that the justification for Resolution No. 366-20 is exactly the same.

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. 365-20 approved.

Coal Severance Fund FY 2020-2021 Budget Amendment No. 1 - July 20, 2020

Account No.	Department	Account Description	Amount
002 298 0		Coal Severance Tax - Balance on Hand	17,541
002 000 00 000 5 566		Contributions to Other Funds	(17,541)

To recognize coal severance tax receivable to establish the beginning balance for FY 2021

i. Resolution No. 366-20 - Authorizing approval of Amendment No. 1 of the FY 2020-2021 Charleston Coliseum and Convention Center 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. 1 of the FY 2020- Charleston Coliseum and Convention Center as indicated on the attached list of accounts is approved.

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. 366-20 approved.

Colesium and Convention Center FY 2020-2021 Budget Amendment No. 1 - July 20, 2020

Account No.	Department	Account Description	Amount
402 358 00 0342	Civic Center Revenues	Trf In - Coal Severance Fund	17,541
402 358 00 0341	Civic Center Revenues	Trf In - General Fund - Debt Svc.	(17,541)

To true up sources of transfer-in revenues as a result of estimated coal severance revenue.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.