



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Parks and Recreation Committee

AGENDA FINANCE COMMITTEE MEETING

Tuesday, June 22, 2021

6:00 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 6-7-2021

II. RESOLUTIONS:

- a. Resolution No. 485-21 - Authorizing the Finance Director to amend the 2019 and 2020 Community Development Block Grant budgets.
- b. Resolution No. 493-21 - Authorizing the Mayor or City Manager to enter into an agreement for the purchase of various Microsoft software licenses necessary for ongoing business.
- c. Resolution No. 494-21 - Authorizing the Mayor or City Manager to renew an excess workers' compensation insurance policy.
- d. Resolution No. 495-21 - Adopting the proposed Fiscal Year 2021-2022 Parking System budget as indicated within the attached document.
- e. Resolution No. 496-21 - Adopting the proposed Fiscal Year 2021-2022 Coliseum & Convention Center and Municipal Auditorium budget as indicated within the attached document.
- f. Resolution No. 497-21 - Authorizing the Mayor or City Manager to purchase 1 replacement vehicle to be used by the Metropolitan Drug Enforcement Network Team.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JUNE 7, 2021
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., June 7, 2021.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Ben Adams
Brent Burton
Becky Ceperley
Mary Beth Hoover
Will Laird

Members Absent:
Bobby Reishman, Vice Chair

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the May 17, 2021 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 483-21 – A Resolution granting the Woodbridge Homeowner’s Association Right-of-Way Privileges for the purpose of installing and maintaining private road signs within the Woodbridge subdivision. Further, the Mayor is hereby authorized to execute the Private Sign on Public Right-of-Way Authorization and Agreement attached as Exhibit A hereto.

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

That the Woodbridge Homeowner’s Association is hereby granted Right-of-Way Privileges for the purpose of installing and maintaining private road signs within the Woodbridge subdivision. Further, the Mayor is hereby authorized to execute the Private Sign on Public Right-of-Way Authorization and Agreement attached as Exhibit A hereto.

City Manager, Jonathan Storage added that Woodbridge Homeowner’s Association requested that the City grant permission for them to be able to have their own signage installed and maintained at their expense. He added that there is precedence for this, as the City granted a similar permission to a subdivision in 2018.

Councilmember Jenkins added that Councilmember Snodgrass had sent him pictures of the well-made posts to be used that meet all traffic safety requirements.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 483-21 approved.



- b. Resolution No. 484-21 - Authorizing the Mayor or City Manager to submit an application to The Greater Kanawha Valley Foundation under the Charleston West Side Initiative Program in the amount of \$30,000 and administer any funds awarded. These funds will be used for a new park installation to include basketball courts, playground and parking area at the corner of Washington Street West and Beatrice Streets.

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

That the Mayor or City Manager is hereby authorized to submit an application to The Greater Kanawha Valley Foundation under the Charleston West Side Initiative Program in the amount of \$30,000 and administer any funds awarded. These funds will be used for a new park installation to include basketball courts, playground and parking area at the corner of Washington Street West and Beatrice Streets.

Mayor Goodwin added that they are working on putting a park on the West Side that will have two basketball courts and a “play place.” They will be a MOU with CURA for the proposed property. The Greater Kanawha Valley Foundation alerted the Administration to a grant that would cover part of the cost of the park.

Councilmember Jenkins asked what the total cost of the park would be. Mayor Goodwin replied that the initial estimate (for three basketball courts was around \$200,000).

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 484-21 approved.

- c. Resolution No. 486-21 - Authorizing the Mayor or City Manager to enter into a contract with Greetings Tour, Inc., in an amount not to exceed \$27,000 for the creation of a unique City of Charleston themed postcard mural to be installed on City property under the supervision of the Director of Public Art.

Now, therefore, 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 contract with Greetings Tour, Inc., in an amount not to exceed \$27,000 for the creation of a unique City of Charleston themed postcard mural to be installed on City property under the supervision of the Director of Public Art.

Jeff Pierson, Director of Public Art, added that resolution is for a nationally known artist, The Greeting Store, that travels across the country creating murals that are unique to each state. He added that it will elevate the community.

Councilmember Adams asked where the mural will be located. Pierson replied that it will be in the Summers Street parking garage on a wall that is visible from the street. The mural will be 12x25 feet. He added that is under cover, near Slack Plaza/City Center and well lit.

Councilmember Hoover confirmed that the funds will come from the Parking budget.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 486-21 approved.

- d. Resolution No. 487-21 - Approving, pursuant to Municipal Code § 2-553, a revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto.

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

That, pursuant to Municipal Code § 2-553, the revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto, is approved.

Storage added that Council had previously passed a bill to remove the codification of rates for the Convention Center, and to allow the Board more flexibility. Patrick Leahy, of the Charleston Coliseum and Convention Center, added that purpose for the rates structure is to give a broader range based on day, etc. It will also allow for more flexible packages for the customer.

Councilmember Jenkins added that there had been an updated rate attachment sent out not long before the meeting started that was mostly to correct a clerical error.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 487-21 approved.

- e. Resolution No. 488-21 - Authorizing the Mayor or City Manager to enter into an agreement with OptumRx to serve as the City's Retiree Plan Pharmacy Benefit Manager for the period of July 1, 2021 through June 30, 2024. The agreement is subject to final review and approval by the City Attorney and annual budgetary appropriations by Charleston City Council. Based on repricing of claims for the period January 2020 through December 2020, the agreement is anticipated to result in an estimated annual savings of \$499,053. The agreement also includes a performance guarantee with applicable penalties should OptumRx not meet the key performance measures as set forth in the agreement.

Now, therefore, 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 an agreement with OptumRx to serve as the City's Retiree Plan Pharmacy Benefit Manager for the period July 1, 2021 through June 30, 2024. The agreement is subject to final review and approval by the City Attorney and annual budgetary appropriations by Charleston City Council.

Mandi Carter, Director of Human Resources, added that the new contract period will begin July 1, 2021 for a three-year term. Through a market check, the proposed vendor was able to procure improved pricing which will result in an annual savings of approximately \$500,000.

Councilmember Adams confirmed that the proposed vendor was not the lowest. Mitch Bearden, from J. Arthur Dail Inc., added that they recommended that OptumRx be chosen because they offered an annual wholesale price guarantee and outperformed that guarantee during an analysis. The other vendor that was technically lower had higher administration and dispensing fees, which means that the City will end up paying more in hard dollars. OptumRx also has greater access to specialty drugs.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 488-21 approved.

- f. Resolution No. 489-21 - Authorizing approval of Amendment No. 8 of the FY 2020-2021 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 8 of the FY 2020-2021 General Fund Budget as indicated on the attached list of accounts is approved.

Finance Director, Andy Wood, added that the proposed amendment is what is traditionally done around the end of the fiscal year. It will balance healthcare costs, legal claims and settlements and equipment rentals to host Council meetings at the Convention Center.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 489-21 approved.

General Fund FY 2021 Budget Amendment No. 8 - June 7, 2021

Account No.	Department	Account Description	Amount
001 750 00 000 1 105	Street Department	Medical & Life Insurance	(150,000)
001 800 00 000 1 105	Refuse & Recycling	Medical & Life Insurance	(150,000)
001 440 93 000 1 105	Regular Retirees	Medical & Life Insurance	900,000
001 700 93 000 1 105	Police Retirees	Medical & Life Insurance	50,000
001 706 93 000 1 105	Fire Retirees	Medical & Life Insurance	(650,000)

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

001 386 00 0000	Revenue	Insurance Claims	(890,000)
001 417 00 000 2 229	Legal	Court Costs & Damages	890,000

To recognize liability insurance claim expenses and reimbursement from the insurance carrier.

001 699 00 000 5 598	Contingency	Contingency	(7,500)
001 410 00 000 2 219	City Council	Building & Equipment Rents	7,500

To allow for payment to the CCCC for rental space to hold City Council and committee meetings during February - May 2021.

- g. Resolution No. 490-21 - Authorizing the Mayor or City Manager to enter into a memorandum of understanding with the Raleigh County Solid Waste Authority for services relating to the processing of mixed recyclables for the City of Charleston as detailed in Exhibit A attached hereto.

Now, therefore, 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 Raleigh County Solid Waste Authority for services relating to the processing of mixed recyclables for the City of Charleston as detailed in Exhibit A attached hereto.

Storage added that the Environment and Recycling Committee had recommended the resolution. The Administration continues to look for realistic options for improving recycling within the City. He added that the MOU is essential “pay as you go,” in that it can be cancelled at any time. The pricing has not increased from the previous year, and Raleigh County will continue to take the same types of recyclables as before.

Councilmember Adams confirmed that other municipalities that transport their recycling to Raleigh County are paying the same rate.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 490-21 approved.

- h. Resolution No. 491-21 - Authorizing the Mayor or City Manager to enter into a contract with David Ferrell, Jr., DBA Ferrell Electronics & Pyrotechnics, in the amount of \$27,000 to provide event pyrotechnic effects services for the City of Charleston's 2021 Fourth of July celebration.

Now, therefore, 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 contract with David Ferrell, Jr., DBA Ferrell Electronics & Pyrotechnics, in the amount of \$27,000 to provide event pyrotechnic effects services for the City of Charleston's 2021 Fourth of July celebration.

Storage added that the vendor also provides services to the Convention Center.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 491-21 approved.

Councilmember Burton motioned to adjourn the meeting.

Meeting adjourned.

Resolution No. 485-21

Introduced in Council:

Adopted by Council:

June 22, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

1 Resolution No. 485-21 - Authorizing the Finance Director to amend the 2019 and 2020
2 Community Development Block Grant budgets as indicated on the accounts listed below.

3

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

5

6 That the Finance Director is hereby authorized and directed to amend the 2019 and 2020
7 Community Development Block Grant budgets as indicated on the accounts listed below:

8

9 <u>Account Number</u>	<u>Description</u>	<u>Amount</u>	
10			
11 009-019-00-011-0-999	Pro Kids, Inc.	(4,861.20)	
12 009-019-00-199-0-999	Contingencies		4,861.20
13			
14 009-020-00-011-0-999	WV Refugee	(5,000.00)	
15 009-020-00-059-0-999	Kanawha Valley Senior Services	(50,000.00)	
16 009-020-00-199-0-999	Contingencies	55,000.00	
17			
18 009-019-00-199-0-999	Contingencies	(54,000.00)	
19 009-019-00-002-0-999	YWCA Sojourner's		54,000.00
20			

21 The city proposes to cancel CDBG funding for: Pro Kids, WV Refugee and Kanawha Valley Senior
22 Services activities and re-allocate CDBG funds for the installation of a fire alarm system at YWCA
23 Sojourner's shelter (City owned building). Written comments regarding the proposed changes may
24 be made to MOECD, 105 McFarland Street, Charleston, WV 25301; fax 348-0704 or e-mail
25 MOECD@cityofcharleston.org until 5:00 p.m., June 11, 2021.

Resolution No. 493-21

Introduced in Council:

Adopted by Council:

June 22, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

Resolution No. 493-21 - Authorizing the Mayor or City Manager to enter into a Microsoft Enterprise Agreement with SHI International Corp. in the amount of \$97,056.42 for the purchase of various Microsoft software licenses necessary for the ongoing business of the City government, where the vendor and purchase price was determined through a competitively-sourced state-wide contract.

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 Microsoft Enterprise Agreement with SHI International Corp. in the amount of \$97,056.42 for the purchase of various Microsoft software licenses necessary for the ongoing business of the City government, where the vendor and purchase price was determined through a competitively-sourced state-wide contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 6-14-21

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

Microsoft EA software licenses.

Renew current and add additional.

Purchase justification: Software licenses required for daily business
operatinos, secure email, and regulatory compliance.

If approved, the total purchase price will be: \$97,056.42

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

1.	<u>SHI Quote 20251516</u>	Price Quote: \$ <u>97,056.42</u>
2.	<u> </u>	Price Quote: \$ <u> </u>
3.	<u> </u>	Price Quote: \$ <u> </u>
4.	<u> </u>	Price Quote: \$ <u> </u>
5.	<u> </u>	Price Quote: \$ <u> </u>

AND

OR

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

(Name & Phone Number)

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: 
Don Peal Department: Information Systems

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval:  Date: 6/14/2021
Authorized Financial Officer

Account Number: 001-439-00-000-2-216

City Manager Approval: _____ Date: _____



Pricing Proposal
Quotation #: 20251516
Created On: 3/25/2021
Valid Until: 6/30/2021

City of Charleston

Matthew Sponaugle

WV
United States
Phone: 304-348-8048
Fax:
Email: Matthew.Sponaugle@cityofcharleston.org

Inside Account Executive

Chris Bream

290 Davidson Avenue
Somerset, NJ 08873
Phone: 732-652-0836
Fax: 732-564-8698
Email: Chris_Bream@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 O365GCCE1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: U4S-00002 Contract Name: Microsoft Licensing and Services Contract #: ADSPO16-130651 Subcontract #: LAR20 Coverage Term: 7/1/2021 – 6/30/2022 Note: Current Year 1 EA Renewal	286	\$78.48	\$22,445.28
2 O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-11894 Contract Name: Microsoft Licensing and Services Contract #: ADSPO16-130651 Subcontract #: LAR20 Coverage Term: 7/1/2021 – 6/30/2022 Note: Current Year 1 EA Renewal	343	\$215.82	\$74,026.26
3 PowerAutomateplanGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: SFR-00001 Contract Name: Microsoft Licensing and Services Contract #: ADSPO16-130651 Subcontract #: LAR20 Coverage Term: 7/1/2021 – 6/30/2022 Note: Current Year 1 EA Renewal	1	\$161.86	\$161.86
4 Project Plan3 GCC Shared All Lng Subs VL MVL Per User Microsoft - Part#: 7MS-00001 Contract Name: Microsoft Licensing and Services Contract #: ADSPO16-130651 Subcontract #: LAR20 Coverage Term: 7/1/2021 – 6/30/2022 Note: Current Year 1 EA Renewal	1	\$275.66	\$275.66
5 WinSvrSTDCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EM-00270 Contract Name: Microsoft Licensing and Services Contract #: ADSPO16-130651 Subcontract #: LAR20 Coverage Term: 7/1/2021 – 6/30/2022	8	\$18.42	\$147.36

Note: Current Year 1 EA Renewal

Subtotal	\$97,056.42
Shipping	\$0.00
Total	\$97,056.42

Additional Comments

SHI Vendor Number: 117794

Microsoft Licenses will typically be available 24-72 hours after receiving order confirmation from SHI.
Please note that for new Microsoft GOV Cloud (GCC) products being added on to your agreement, licenses will be available estimated 4-8 days after processing at SHI.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 01-06-2021

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0212 0212 LAR20 1	Procurement Folder:	824933
Document Name:	LAR20: Statewide Contract for Microsoft Licensing & Services	Reason for Modification:	
Document Description:	NASPO Master Agreement No. ADSP016-130651		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2021-04-07

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000117794 SHI INTERNATIONAL CORP 290 DAVIDSON AVE SOMERSET NJ 08873 US Vendor Contact Phone: 304-541-4288 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Andrew C Lore Requestor Phone: (304) 957-8267 Requestor Email: andrew.c.lore@wv.gov
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

AGENCY COPY

Total Order Amount: Open End

MA 01/08/2021 PURCHASING DIVISION AUTHORIZATION DATE: ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 1/15/2021 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 1/15/2021 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CMA COOPERATIVE AWARD (NASPO)

LAR20 - STATEWIDE CONTRACT COOPERATIVE AWARD FOR MICROSOFT LICENSING AND SERVICES

This Statewide Open-end Contract with SHI International Corp, is to provide Microsoft Licensing and Services to all agencies in the State of West Virginia via the attached Participating Addendum, the NASPO Master Agreement No. ADSP016-130851, Amendment_1 dated 02/28/2018, Amendment_2 dated 03/30/2018, Amendment_3 dated 01/31/2019, Amendment_4 dated 02/20/2020, all incorporated by reference and made apart hereof.

Effective Dates: January 1, 2021 - April 7, 2021

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43230000			EA	0.000000
	Service From	Service To			

Commodity Line Description: Microsoft Licensing and Services

Extended Description:

See attached documentation

	Document Phase	Document Description	Page 3
LAR20	Draft	NASPO Master Agreement No. ADSP016-130851	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Resolution No. 494-21

Introduced in Council:

Adopted by Council:

June 22, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

Resolution No. 494-21 - Authorizing the Mayor or City Manager to renew an excess workers' compensation insurance policy with Safety National for \$236,433 based on the results of a competitive insurance quote review process. The effective date of the policy will be from July 1, 2021 through June 30, 2022.

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

That the Mayor or City Manager is authorized to renew an excess workers' compensation insurance policy with Safety National for \$236,433 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, 2020.

INSURANCE QUOTATION



HEFFERNAN INSURANCE BROKERS

A Member of the Heffernan Group

THIS IS TO CERTIFY that the undersigned have procured an Insurance Quotation as herinafter specified from certain Insurers. Insurance described herein has been effected, against which a Certificate(s) and/or Policy(ies) will be issued and in the event of any inconsistency the terms, conditions and provisions of the Certificate(s) and/or Policy(ies) shall prevail.

Insured and Address: City of Charleston, WV
PO Box 2749, Charleston, WV 25330

Coverage: Excess Workers' Compensation

Policy Term: 7/1/21- 7/1/22

Insurance Carrier: Safety National Casualty Company

Estimated Annual Payroll: \$36,839,011

Estimated Manual Premium: \$580,413

Employers Liability Limit: \$1,000,000 per Occ. & Agg.

Aggregate Limit: \$1,000,000

Specific Excess Limit: Statutory

Self-Insured Retention:

All Other	\$600,000
USLH	\$1,000,000
Presumptive Loss	\$750,000

Aggregate Loss Limitation:

All Other	\$600,000
USLH	\$1,000,000
Presumptive Loss	\$750,000

Aggregate Retention: 350%

Term: Year 2

Estimated Agg Retention: \$2,031,446

Rate as a % of Payroll: 0.6418

Deposit Premium: \$236,433

Minimum Premium: \$224,611

Terrorism Premium: incl

Endorsements: See below

Audit Type: Voluntary

Quote Period: Quote expires 7/2/21

Please review carefully as the coverages offered may differ from those requested in your specification. Should there be any questions, contact this office immediately.

The Undersigned are not the Insurers; however, Insurance Quotes have been effected by Heffernan Insurance Brokers.

Dated at: Chesterfield, Missouri this 4th day of June, 2021. Producer: Buz Midden, Heffernan Insurance Brokers

16100 Swingley Ridge Road, Suite 250, Chesterfield, MO 63017 phone: (636) 536-2082 fax: (636) 536-0475



HEFFERNAN INSURANCE BROKERS

A Member of the Heffernan Group

Endorsements:

Longshoremen's and Harbor Workers' Compensation Act Coverage Endorsement
Maritime Coverage Endorsement
Voluntary Compensation Endorsement - Premium Delineation
West Virginia Mandatory Endorsement(s), if applicable
Employers' Liability per Occurrence & Aggregate Maximum Limit of Liability
Employers' Liability Maximum Limit & Aggregate Maximum Limit of Liability
Self-Insured Retention per Occurrence - U.S. Longshoremen's and Harbor Worker's Compensation Act
Self-Insured Retention per Occurrence
Definition of Presumptive Loss Endorsement
West Virginia Revised Intentional Tort and Unlawful Employment Practices Exclusion
Claim Expense Exception
Terrorism Risk Insurance Program Reauthorization Act Endorsement

Note:

1. West Virginia law requires insurers to levy a .55% premium surcharge on West Virginia policy premiums. Please note that this charge is in addition to the deposit premium shown in this quote.
2. Subject to receipt, review, and approval of a completed watercraft supplemental application.
3. Endorsements mandated by the coverage state(s) will automatically be added to your policy regardless of whether they are shown in the above schedule. In addition, a change in an endorsement form number may occur as a result of state filing requirements/updates arising subsequent to this quote.
4. Included in our quote are the MAP Client Services. These resources consist of both risk control and claim services including: Safety Essentials Online, Workers' Comp Kit, Safety Training Source, and Medical Management Program. These services help facilitate complicated claims toward the best possible outcome. Available services include Catastrophic Claims Consulting, Impartial Medical Review, Long-Term Claims Evaluation, and Chronic Pain & Opioid Dependency Programs.
5. This Agreement will include coverage for Workers' Compensation loss caused by acts of terrorism as defined in the Agreement. Coverage for such losses will still be subject to all terms, definitions, exclusions, and conditions in the Agreement and any applicable federal and/or state laws, rules, or regulations. Be advised that, under the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization of 2015 (collectively, the Act), terrorism losses would be partially reimbursed by the U.S. Government under a formula established by the Act. Under this formula, the U.S. Government would generally reimburse 80% to 85% of covered terrorism losses exceeding a deductible paid by us. The Act contains \$100 billion cap that limits the reimbursement from the U.S. Government as well as from all insurers. If aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced. The portion of the EMPLOYER's annual premium attributable to coverage for losses caused by a certified act of terrorism is: 0.5%

Excess Workers' Compensation Insurance Quotation

City of Charleston

7-1-2021/2022 Renewal

CONTRACT TERMS	EXPIRING 2018-2019	EXPIRING 2019-2020	EXPIRING 2020-2021	SAFETY RENEWAL QUOTE 2021-2022
Based on Annual Payroll of:	\$36,937,643	\$36,775,377	\$35,031,048	\$36,839,011
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
Aggregate Excess Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Specific Excess Limit	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 \$1,000,000 USLH	\$600,000 All Other \$1,000,000 USLH
Estimated Aggregate Retention	2 Year Est = \$4,402,926 (can't show as 2 one year retentions)		\$1,997,062	\$2,031,446
Premium Rate (per \$100 Payroll)	0.6292	0.6292	0.6418	0.6418
Deposit Premium	\$232,412	\$231,391	\$224,829	\$236,433
0.55% WV Surcharge	\$1,278.27	\$1,272.65	\$1,236.56	\$1,300.39
Total Annual Premium (Incl. Tax)	\$233,690.27	\$232,663.65	\$226,065.56	\$237,733.39

Resolution No. 495-21

Introduced in Council:

June 22, 2021

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance Committee

Resolution No. 495-21 - Adopting the proposed Fiscal Year 2021-2022 Parking System budget as indicated within the attached document.

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

The proposed Fiscal Year 2021-2022 Parking System budget is adopted as indicated within the attached document.

City of Charleston
Municipal Budget
FY 2022
Parking System Revenue Summary

Rev. Code	Description	Actual FY 2020	Original FY 2021	FY 2021 YTD Amendments	Current FY 2021	YTD May 2021 Actual	Estimated FY 2022
Parking Building Revenues							
Building #1 - City Service Center							
343-01-0801	Daily	-	-		-	-	
343-01-0809	Meter - SMART - Credit Card	1,562	1,600		1,600	696	1,200
343-01-0810	Meter - SMART - Park Mobile	1,104	1,100		1,100	741	1,000
343-01-0811	Meter - SMART - Coin	1,311	1,400		1,400	1,004	1,200
343-01-0812	Meter - Mechanical - Park Mo	2,850	3,200		3,200	3,429	3,300
343-01-0813	Meter - Mechanical - Coin	3,750	4,100		4,100	978	2,400
343-01-0802	Monthly	310,205	287,400		287,400	274,663	307,000
343-01-0805	Commercial	145,817	132,300		132,300	132,607	145,700
343-01-0808	Special Rates	4	500		500	-	800
	Total Building #1	466,602	431,600	-	431,600	414,118	462,600
Building #2 - Washington							
343-02-0801	Daily	20,704	22,800		22,800	5,529	15,500
343-02-0813	Meter - Mechanical - Coin	-	-		-	-	-
343-02-0802	Monthly	148,215	136,900		136,900	80,050	124,800
343-02-0803	Theatre Parking	7,500	13,700		13,700	12,500	10,800
343-02-0805	Commercial	78,176	68,400		68,400	72,946	77,900
343-02-0807	Theatre Override	44,893	45,600		45,600	5,004	5,004
343-02-0808	Special Rates	644	500		500	-	200
	Total Building #2	300,132	287,900	-	287,900	176,029	234,204
Building #5 - Shanklin							
343-05-0801	Daily	-	-		-	-	-
343-05-0809	Meter - SMART - Credit Card	7,362	7,800		7,800	3,140	5,400
343-05-0810	Meter - SMART - Park Mobile	3,077	3,400		3,400	2,414	2,800
343-05-0811	Meter - SMART - Coin	14,950	15,500		15,500	10,010	12,900
343-05-0812	Meter - Mechanical - Park Mo	3,595	3,900		3,900	1,241	2,500
343-05-0813	Meter - Mechanical - Coin	7,265	7,800		7,800	4,230	5,900
343-05-0802	Monthly	181,523	168,800		168,800	145,325	171,300
343-05-0808	Special Rates	81,943	74,800		74,800	75,807	84,200
	Total Building #5	299,714	282,000	-	282,000	242,166	285,000
Building #6 - Summers							
343-05-0801	Daily	-	-		-	-	-
343-05-0809	Meter - SMART - Credit Card	15,909	16,400		16,400	9,384	13,100
343-05-0810	Meter - SMART - Park Mobile	12,312	13,500		13,500	15,821	14,800
343-05-0811	Meter - SMART - Coin	10,531	11,000		11,000	8,727	10,000
343-05-0812	Meter - Mechanical - Park Mo	9,434	10,300		10,300	8,478	9,300
343-05-0813	Meter - Mechanical - Coin	12,804	12,800		12,800	13,826	14,000
343-05-0802	Monthly	481,290	456,300		456,300	408,500	486,300
343-05-0808	Special Rates	-	500		500	-	100
	Total Building #6	542,280	520,800	-	520,800	464,736	547,600
	Total Building Revenue	1,608,728	1,522,300	-	1,522,300	1,297,049	1,529,404

**City of Charleston
Municipal Budget
FY 2022
Parking System Revenue Summary**

Rev. Code	Description	Actual FY 2020	Original FY 2021	FY 2021 YTD Amendments	Current FY 2021	YTD May 2021 Actual	Estimated FY 2022
Other Parking Revenue							
327-01-0000	Residential Permit Parking	4,750	5,000		5,000	5,175	5,300
342-00-0000	Meter - SMART - Credit Card	122,848	95,800		95,800	88,629	109,800
342-01-0000	Meter - SMART - Park Mobile	59,369	63,900		63,900	52,149	58,100
342-02-0000	Meter - SMART - Coin	203,191	205,300		205,300	141,009	178,500
342-03-0000	Meter - Mechanical - Park Mo	42,846	45,600		45,600	32,213	39,000
342-04-0000	Meter - Mechanical - Coin	177,953	177,900		177,900	124,155	156,700
343-11-0000	Auditorium Lot (Spec. Ev.)	1,222	1,400		1,400	4,826	4,100
345-00-0002	Auditorium Lot (Monthly)	8,170	7,300		7,300	5,655	7,400
343-15-0000	Morris Square/Morris Street	22,500	21,900		21,900	9,510	24,900
343-14-0000	Smith Street Lot	-	-		-		-
343-20-0000	Union Building Parking Lot	18,710	18,300		18,300	16,270	21,700
343-21-0000	Special Events	13,837	14,600		14,600	7,264	10,900
345-00-0000	Rents/Concessions/Leases	79,670	73,000		73,000	85,578	83,000
320-00-0000	Police Fines/Court Costs	1,160	1,400		1,400	275	2,300
320-03-0000	Boot Fees	500	900		900	-	800
321-21-0000	Overtime Meter Violations	76,348	86,700		86,700	60,415	84,400
321-22-0000	All Other Parking Violations	171,224	173,400		173,400	130,121	191,400
321-24-0000	Bagged Meter Fees	2,190	1,400		1,400	13,203	5,500
381-11-0000	Energy Rebates	-	-		-	138	100
386-00-0000	Insurance Claims	-	-		-	-	1,800
399-00-0000	Miscellaneous Revenue	18,471	1,800		1,800	2,060	12,700
Total Other Revenue		1,024,959	995,600	-	995,600	778,646	998,400
Total Operating Revenue		2,633,687	2,517,900	-	2,517,900	2,075,694	2,527,804
Non-Operating Revenue							
322-00-0085	Transfers from Other Funds	-	-		-	-	-
380-00-0000	Interest on Investments	62,573	68,400		68,400	4,043	7,500
380-00-0001	Interest on MBC deposits	15,240	-		-	-	-
399-05-0000	Cash Over/Short	(20)	-		-	15	-
379-00-0000	Gain/(Loss) Sale of Assets	-	-		-	-	-
Total Non-Operating Revenue		77,793	68,400	-	68,400	4,058	7,500
Total Parking System Revenue		2,711,480	2,586,300	-	2,586,300	2,079,752	2,535,304

**City of Charleston
Municipal Budget
FY 2022**

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

Full Time Employees	21
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Expense Object		FY 2020 Actual	FY 2021 Original	FY 2021 YTD Amend.	FY 2021 Current	FY 2021 YTD May Actual	FY 2022 Proposed
Personal Services							
000-1-103	Salaries & Wages	630,498	777,321		777,321	590,134	781,584
000-1-104	FICA	45,122	59,465		59,465	43,711	59,791
000-1-105	Medical & Life Insurance	114,568	183,180		183,180	115,044	155,904
000-1-106	PERS	58,986	72,632		72,632	55,159	73,058
000-1-111	Dental & Optical Insurance	13,055	9,500		9,500	9,193	9,807
000-1-112	Employee Insurance Cont.	(35,725)	(44,200)		(44,200)	(16,109)	(23,478)
000-1-113	OPEB - Current	40,000	40,000		40,000	-	40,000
Total Personal Services		866,504	1,097,898	-	1,097,898	797,132	1,096,666
Contractual Services							
000-2-211	Telephone	12,623	15,000		15,000	15,239	17,000
000-2-213	Utilities	156,851	200,000		200,000	135,965	200,000
000-2-214	Travel	-	1,000		1,000	-	1,000
000-2-215	Mtce & Repair - Bldg/Ground	46,386	75,000		75,000	33,449	75,000
000-2-216	Mtce & Repair - Equipment	5,216	10,000		10,000	22,888	20,000
000-2-217	Mtce & Repair - Auto/Truck	13,578	9,700		9,700	7,064	9,700
000-2-218	Postage	614	5,000		5,000	27	5,000
000-2-219	Building & Equipment Rent	37,114	50,000		50,000	24,222	50,000
000-2-221	Training	695	1,000		1,000	-	1,000
000-2-222	Dues & Subscriptions	830	750		750	738	750
000-2-223	Professional Services	336	500		500	1,638	500
000-2-226	Insurance - WC & UC	13,023	19,540		19,540	13,773	20,832
000-2-227	Insurance - Liability	79,454	52,000		52,000	43,328	52,000
000-2-230	Contracted Services	231,549	275,000		275,000	148,837	275,000
000-2-232	Bank Fees	879	2,500		2,500	738	2,500
001-2-232	Electronic Meter Fees	21,609	55,000		55,000	3,029	55,000
Total Contractual Services		620,757	771,990	-	771,990	450,934	785,282
Commodities							
000-3-341	Materials & Supplies	42,814	50,000		50,000	38,825	50,000
000-3-343	Gas, Oil & Tires	4,611	8,000		8,000	4,377	8,000
000-3-345	Uniforms	5,261	5,000		5,000	5,833	6,000
Total Commodities		52,686	63,000	-	63,000	49,035	64,000
Capital Outlay							
000-4-458	Equipment Purchase	-	120,000		120,000	-	10,000
Total Capital Outlay		-	120,000	-	120,000	-	10,000
Contributions & Other							
000-5-566	Contributions to Other Funds	1,930,405	533,412		533,412	-	580,456
Total Contributions & Other		1,930,405	533,412	-	533,412	-	580,456
Total Parking		3,470,351	2,586,300	-	2,586,300	1,297,100	2,536,404

**City of Charleston
Municipal Budget
FY 2022**

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

Authorized Full Time Positions & Salary Schedule

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

FY 2022 Proposed		
Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1
Meter Mntce. & Clct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spe	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technicia	N-OT/105	4
Security Custodian	N-OT/105	5
Parking Technician	N-OT/105	2
Total		21

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

FY 2022 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	713,784
Irregular Part Time (IPT)	51,000
Overtime	16,800
Tool Allowance	-
Total	781,584

Projected Capital Equipment Acquisitions

		FY 2022				FY 2023	FY 2024
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Unit #	Equipment						
	Computers (5)	5,000					
	Truck Bed Equipment	5,000					
Total		10,000	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2022.

Resolution No. 496-21

Introduced in Council:

Adopted by Council:

June 22, 2021

Introduced by:

Referred to:

Joseph Jenkins

Finance Committee

Resolution No. 496-21 - Adopting the proposed Fiscal Year 2021-2022 Coliseum & Convention Center and Municipal Auditorium budget as indicated within the attached document.

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

The proposed Fiscal Year 2021-2022 Coliseum & Convention Center and Municipal Auditorium budget is adopted as indicated within the attached document.



Charleston
Coliseum

Convention Center



[CHARLESTON COLISEUM & CONVENTION COMPLEX BUDGET PROPOSAL]

The following budget proposal for the Charleston Coliseum & Convention Complex is based on financial analytics performed by the Management Team through fiscal years 2018-2019 and 2019-2020. Our recommendations are a reflection of the results of those analytics, as well as an overall evaluation of indirect expenses incurred by the facility during the pre-covid event activities.

TABLE OF CONTENTS

Fiscal Years 2018 – 2019 / 2019-2020 Overview.....	1
Fiscal Years 2018 – 2019 / 2019-2020 Events.....	2
Fiscal Year 2021 -2022 Event Analytic Results and Recommendations	3
Fiscal Year 2021 -2022 Event Percentages by Type	4
Fiscal Year 2021 -2022 Event Income Levels by Type.....	4
Fiscal Year 2017 -2022 Historical Revenue vs Expenses	5
Fiscal Year 2017 -2022 Historical Utilities Expenses	5
Fiscal Year 2021 -2022 Proposed Budget Summary	6-7
Fiscal Year 2021 -2022 Indirects Summary	8
Fiscal Year 2021 -2022 IS Projection by Month	9
Fiscal Year 2021 -2022 Event Type Assumptions	10
Fiscal Year 2021 -2022 Executive Budget Summary	11
Fiscal Year 2021 -2022 Finance Budget Summary	11
Fiscal Year 2021 -2022 Box Office Budget Summary	11
Fiscal Year 2021 -2022 Marketing Budget Summary	11
Fiscal Year 2021 -2022 Conference Sales Budget Summary.....	11
Fiscal Year 2021 -2022 Corporate Sales Budget Summary	11
Fiscal Year 2021 -2022 Event Management Budget Summary	11
Fiscal Year 2021 -2022 Operations Budget Summary	12
Fiscal Year 2021 -2022 Overhead Budget Summary	12
Fiscal Year 2021 -2022 Advertising, Suites and Other Revenue Budget Summary.....	12

FISCAL YEARS JULY 2018 – JUNE 2021

OVERVIEW

As the selected management company for the Charleston Coliseum and Convention Complex, OVG Facilities has positioned the facility to emerge from the impacts of COVID restrictions on event activity with a positive outlook on confirmed and future bookings. In order to accomplish this goal, the OVG Facilities management team have identified and implemented several key factors that have built the foundation for the Charleston Coliseum and Convention Complex to succeed:

- Position the Charleston Coliseum Convention Center and Municipal Auditorium as open for business for the West Virginia and Appalachian region.
- Direct relationships with touring promoters, agents and partners to build a significant increase in confirmed and potential show activity for the FY 2021-2022 year.
- Managing staffing departmental expenses during the recovery through COVID
- Proactively working with City Leaders, Departments and Community partners to provide the best experiences possible for visitors to the facility, downtown Charleston and Kanawha County.
- Actively updating marketing strategies, website, rental packages and rates, group sales and operations to generate increased facility activity and awareness.

Fiscal year 2020 – 2021, had seen **228** events take place within the Charleston Coliseum and Convention Complex. This reduction to the anticipated activity was directly related to the impact of COVID and the restrictions placed on all event activity throughout the State. Pre COVID during years 2018 – 2019 during the period outside of restrictions, there were **334** events spanning **743** total event days. With the increased success of the newly renovated Conference Center portion of the facility and the demand for conferencing and meeting space in our region, there was a positive momentum of event activity resulting in a forecasted subsidy of approximately \$318,000 support required for the conclusion of the 2020-2021 fiscal year prior to the COVID impacts. This past fiscal year's successful track was abruptly diverted in March of 2020, based on restrictions and guidelines, resulting in a final Operational subsidy required to sustain the facility operations of \$615,391.

For the past 8 months at the Charleston Coliseum and Convention Complex has been active, despite limits on capacities, seating configurations and with a limited workforce available in the market.

The venue welcomed the WVSSAC Volleyball and Basketball Championships, Arena Cross, 22 Kanawha Health Department vaccination clinics, 3 consumer shows, 1 convention, and 35 various meetings, including graduations. This activity has resulted in some positive gains in the final months of the 2021 fiscal year and provides a good outlook for the upcoming year.

ACTIVITY YEARS 2018 – 2021
NOTABLE EVENTS

- WV State High School Basketball Tournament
- Expo 2019
- WV Home Show
- Celebrating Connections
- National Association of Social Workers WV Chapter
- WV Public Safety Expo
- Kid Strong Conference
- WV Army National Guard
- WV International Auto Show
- WV Small Farm Conference
- WV Music Educators Association
- Tim McGraw & Faith Hill Soul2Soul World Tour
- WWE Live: Summer Slam Heatwave Tour
- Chris Stapleton All American Road Show
- Jason Aldean: We Back Tour 2020
- Thomas Rhett: Life Changes
- Miranda Lambert: Roadside Bars and Pink Guitars
- Trans Siberian Orchestra
- Monster Jam
- TriState Arena Cross
- American Baptists Association Convention
- Lego Fan Convention
- Trojan Landing Boat Sale
- WV Home Show
- WV Optometric Association meetings
- Disney on Ice

FISCAL YEAR 2021 FORECASTED INCOME RESULTS AND **FISCAL YEAR 2022 BUDGET PROJECTIONS**

After careful evaluation and financial analysis of each the event categories, the following are the event operating income projections for the Fiscal Year 2021 - 2022 Budget.

To accurately reflect **Conference Center** income the classifications will change for the FY 2022 period. In previous years income was tracked by organization type. As we move into fiscal year 2022 we will begin tracking Conference Center income through event type categories which include Convention/Conference, Trade/Consumer Shows, Graduations, Social/Banquet, Sports events, In-house produced events, and Miscellaneous events. With an increased focus in sales for the conference center and under the new classifications we are projecting a conference center net event operating income for FY 2022 of **\$1,661,662** from a total of **142** events.

Coliseum Concerts and Family shows had gross Ticket sales in years 2018/2019 of **\$2,896,233** through 16 shows and 2019/2020 of **\$3,134,246** through **11** events. FY 2022 will show an increase in this category over 2019 through increased booking activity with the addition of **9** shows. We anticipate an increase in gross ticket sales activity to **\$6,175,550** from **20** budgeted concerts. This additional activity will also provide increases in the capital improvement fund contribution, convenience and ancillary income revenue categories.

Miscellaneous Sporting Events. For the FY2022 year these events will include annual events like the WVSSAC Volleyball and Basketball Championships, TBT (The Basketball Tournament), Cheer and Dance competitions, and work to incorporate wrestling, martial arts and other first time events to our region. We anticipate 8-10 events generating approximately **\$282,419** in net event activity.

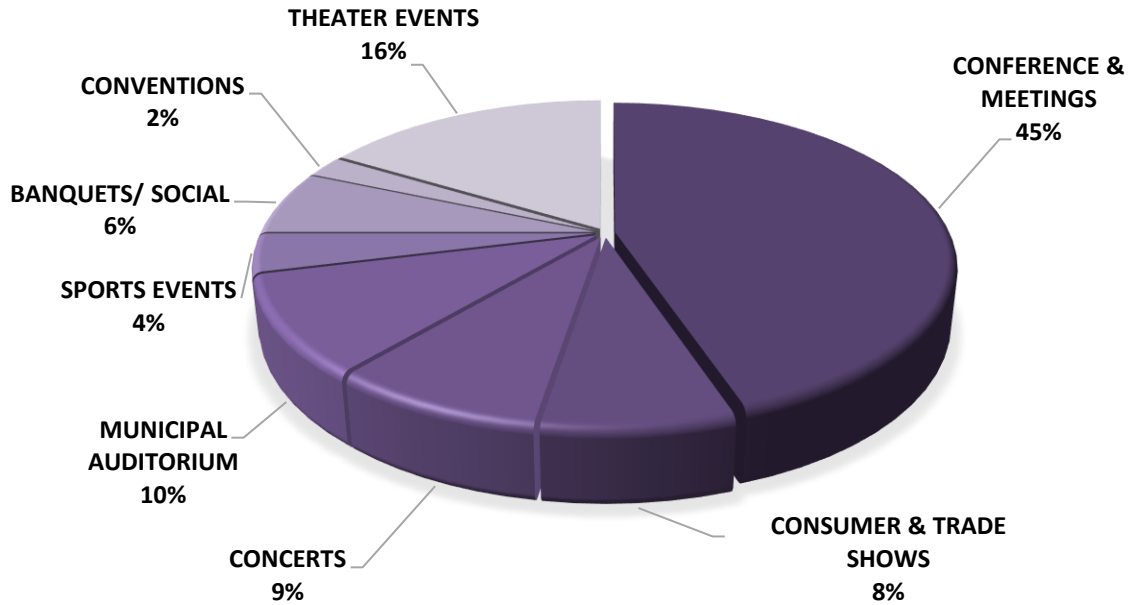
Municipal Auditorium shows had gross Ticket sales in years 2018/2019 of **\$496,100** through 6 shows and 2019/2020 of **\$195,873** through 4 events. FY 2022 will show an increase in this category over 2019 through increased booking activity with the addition of **18** shows. We anticipate an increase in ticketed show activity of **\$2,893,751** combined with **23** budgeted shows. This will also provide increases in the capital improvement fund contribution, convenience and ancillary income revenue categories.

With increases projected in these categories and all revenue sources, we anticipate a **\$3,915,581** in gross operating income for FY2022. The increase reflects an anticipated \$588,545 growth in annual operating income. Please refer to the charts on page 5 for a comparison of actual even income in comparison year 2018-2020 and FY 2022 budget.

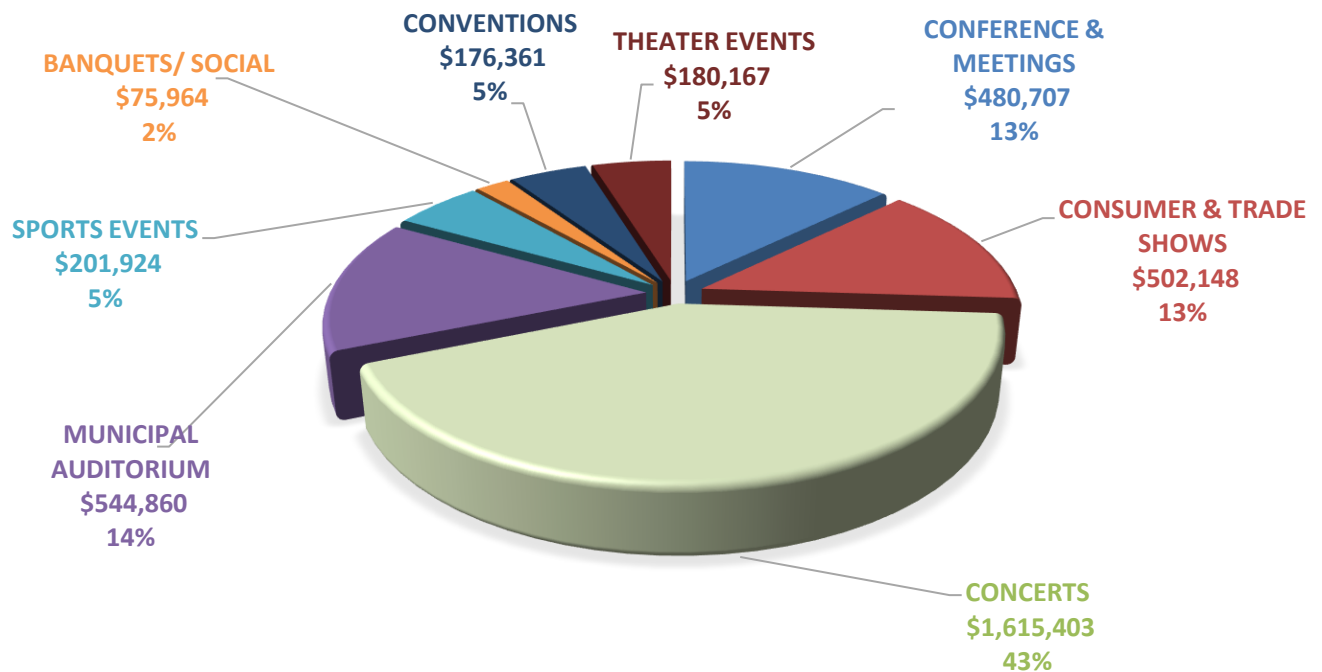
With increased activity and savings through efficiencies in utilities and operational needs, we anticipate a **\$4,270,084** operating expense for FY2022. The budgeted expense reflects a flat projection from the most recent comparable year. Please refer to the charts on page 5 for a comparison of historical expenses.

FY2022 BUDGET

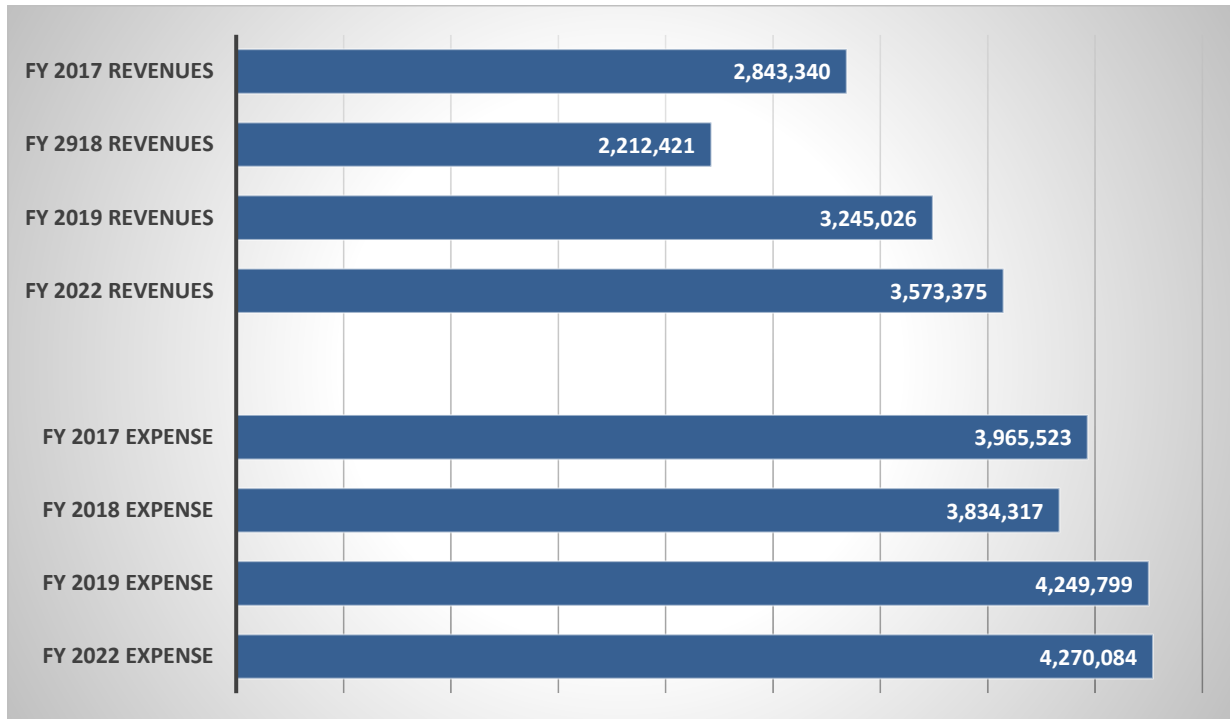
Charleston Coliseum and Convention Complex Budgeted Events July 2021 Through June 2022 (232 events)



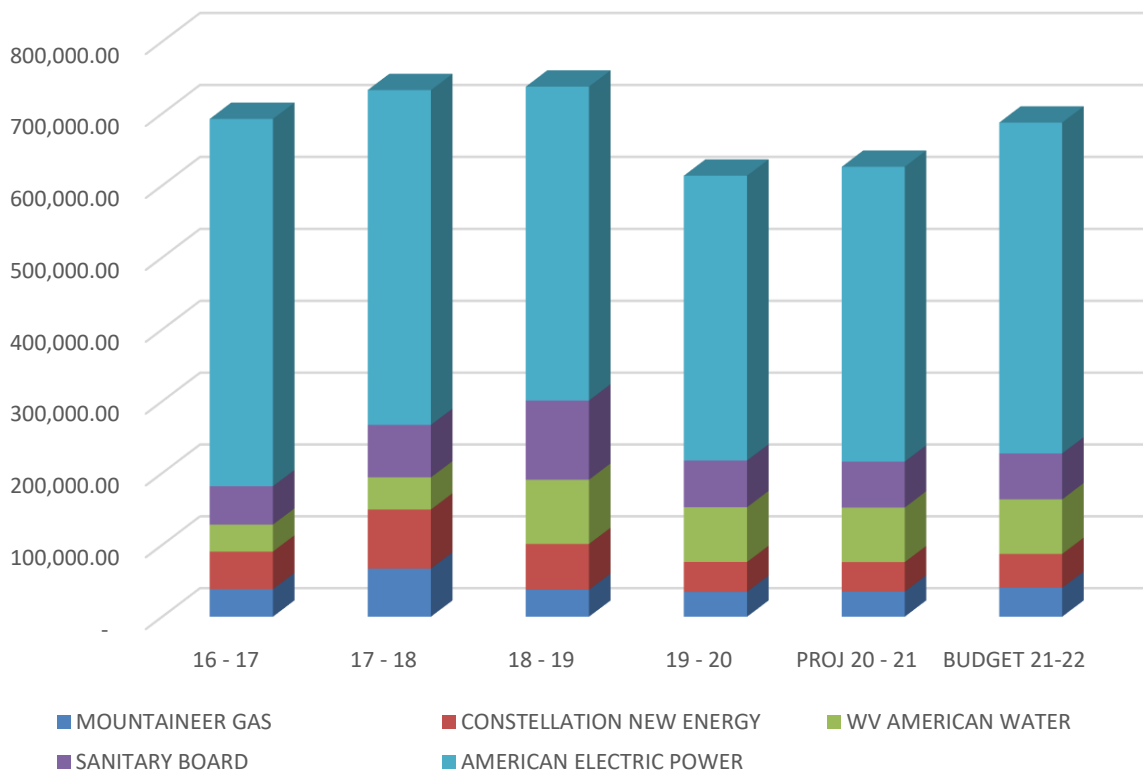
EVENT OPERATING INCOME FY2022 Budget \$3,650,689 Breakdown by event type



EVENT OPERATING INCOME vs EXPENSE ACTUAL FY2017 – PROPOSED FY2022



UTILITIES EXPENSES HISTORICAL ACTUAL FY2017 – PROPOSED FY2022



CCCC FISCAL YEAR 2022 BUDGET SUMMARY		BUDGET FY 2022
NUMBER OF EVENTS		224
GENERAL SEATING		366,909
SUITE		274
PAID GENERAL TICKETS		273,909
EVENT INCOME		
TICKET REVENUE		8,800,445
RENTAL REVENUE		1,090,841
MA AUDITORIUM RENTALS		-
SERVICES BILLED REVENUE		1,419,927
EVENT EXPENSES		1,595,075
PROMOTER SHARE		7,672,678
MARGIN ON RENT		2,043,460
SUITE TICKET REVENUE		13,776
F&B INCOME		
NET BANQUET INCOME		0
NET CATERING INCOME		573,502
NET SUITE CATERING INCOME		0
NET CONCESSIONS INCOME		1,005,563
F&B OVERHEAD COST		1,011,348
TOTAL NET F& B INCOME		567,718
ANCILLARY INCOME		
AUDIO		118,539
MERCHANDISE		40,687
PARKING		172,230
ELECTRIC		6,536
TICKET COMMISSION		739,004
CAPITAL IMPROVEMENT FEES		342,206
LESS COPRO / PROMOTER TM REBATE		393,468
TOTAL ANCILLARY INCOME		1,025,735
EVENT SPONSORSHIP		0
CENTERPLATE MARKETING REFUND		0
TOTAL EVENT INCOME		3,650,689

OTHER REVENUE	
ENERGY REBATE	0
FACILITY SPONSORSHIP	0
POURING RIGHTS	60,000
NAMING RIGHTS	0
ADVERTISING	204,893
MISCELLANEOUS REVENUE(AUDITORIUM)	0
TOTAL OTHER INCOME	264,893
TOTAL EVENT & OTHER REVENUES	3,915,581
LESS CAPITAL IMPROVEMENT - TRANSFER OUT	(342,206)
TOTAL OPERATING REVENUES	3,573,375
OPERATIONAL EXPENSES	
ACCOUNTING	157,235
BOX OFFICE	209,882
EXECUTIVE	385,265
EVENT SERVICES	133,567
MARKETING	297,192
OPERATIONS	1,567,811
FOOD AND BEVERAGE	-
OVERHEAD	1,398,271
AUDITORIUM OPS/OVERHEAD	120,860
TOTAL OPERATIONAL EXPENSES	4,270,084
TOTAL OPERATIONAL EXPENSES	4,270,084
MUNICIPAL AUDITORIUM SUBSIDY	
NET OPERATING INCOME/LOSS	(696,709)
TRANSFER IN GF CASH FLOW SUPPORT	696,709
GF HEALTH CARE SUBSIDY EQ	
MUNICIPAL AUDITORIUM SUBSIDY	
TOTAL OPERATING SUPPORT / TRANSFERS IN	696,709
OVG PERFORMANCE INCENTIVE PER CONTRACT	83,116
NET OPERAINING (SUBSIDY) / SURPLUS	(779,826)
EXTRAORDINARY ITEMS	
DUE TO CENTERPLATE	(122,166)
TRANSFER IN CAPITAL IMP	
NET OPERAINING (SUBSIDY) / SURPLUS	(901,991)

OVG Facilities											
CCCC											
INDIRECTS											
	Internal ID	Accounting	Box Office	Executive	Events Services	Marketing	Operations	MA Ops/ Overhead	F&B	Overhead	Total
SALARIES ADMINISTRATIVE	58	\$ 110,565	\$ 123,360	\$ 293,000	\$ 77,898	\$ 184,976	\$ 190,000	\$ -	\$ 315,000	\$ -	1,294,799
EIC	1163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	25,000
HOURLY WAGES		\$ -	\$ -		\$ -		\$ 471,182	\$ -	\$ 75,000		546,182
PART TIME WAGES	482	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 120,150	\$ -	\$ 58,850		194,000
PAYROLL TAXES	487	\$ 8,458	\$ 10,585	\$ 22,415	\$ 5,959	\$ 14,151	\$ 53,748	\$ -	\$ 120,000		235,315
EMPLOYEE BENEFITS	490	\$ 36,962	\$ 56,528	\$ 61,101	\$ 44,060	\$ 56,741	\$ 300,335	\$ -		\$ -	555,726
BONUS								\$ -			-
CELLPHONE	1290	\$ -	\$ 360	\$ -	\$ 1,080	\$ -	\$ 1,620	\$ -		\$ -	3,060
TRAVEL & ENTERTAINMENT	509	\$ 750		\$ 4,500	\$ 1,250	\$ 2,500		\$ -			9,000
OFFICE SUPPLIES	495		\$ 1,200				\$ 1,200	\$ -	\$ 4,000	\$ 5,000	11,400
DUES & SUBSCRIPTIONS	524			\$ 1,750				\$ -			1,750
CUSTOMER RELATIONS	1283			\$ 1,750	\$ 1,250			\$ -			3,000
PRINTING AND REPRODUCTION	527		\$ 250	\$ 500	\$ 1,000	\$ 7,500	\$ 5,000	\$ -		\$ 2,350	16,600
COMPUTER/SOFTWARE	503				\$ 720	\$ 450	\$ 3,950	\$ -			5,120
ADVERTISING	934								\$ 42,874		42,874
EMPLOYEE RECOGNITION	1315										-
WEBSITE/EMAIL DATABASE	1270					\$ 6,225					6,225
COMPUTER EXPENSE	503									\$ 17,980	17,980
COMPUTER EXPENSE-NETSUITE	1240										-
ARMORED CAR	1227		\$ 2,600						\$ 4,440		7,040
BANK FEES		\$ -							\$ 9,000		9,000
TRASH	1260						\$ 16,667				16,667
PAPER/ RESTROOM SUPPLIES	1260										-
PROMOTIONS						\$ 22,000					22,000
PROFESSIONAL SERVICES										\$ -	-
POSTAGE										\$ 1,500	1,500
CLEANING SUPPLIES	1259							\$ 17,500			17,500
PLUMBING SUPPLIES	1267										-
LINEN SUPPLIES AND CLEANING	1287								\$ 25,000		25,000
PAINTING SUPPLIES	1255	\$ 250									250
CARPENTRY SUPPLIES	1261										-
ELECTRICAL SUPPLIES	1263										-
REPAIRS & MAINTENANCE	1258						\$ 160,500	\$ 5,500	\$ 42,874		208,874
OFFICE EXPENSE : EQUIPMENT REN	502						\$ 30,000				30,000
EQUIPMENT RENTAL							\$ 2,500				2,500
DEPRECIATION									\$ 4,200		4,200
TELEPHONE / COMM									\$ 3,200		3,200
MANAGEMENT FEE									\$ 200,000	\$ 150,000	350,000
TRAINING										\$ 2,500	2,500
WATER USAGE	1209										-
PEST CONTROL	1268						\$ 360	\$ 360			720
LICENSES & PERMIT	1238									\$ 17,850	17,850
GENERAL SUPPLIES	1259						\$ 153,000	\$ 17,500			170,500
MISC	1288	\$ 250		\$ 250	\$ 350	\$ 2,650	\$ 500		\$ 18,000		22,000
CONTRACTED SERVICES OTHER	1384						\$ 44,500			\$ 53,488	97,988
CONTRACTED IT SERVICES	1241									\$ 82,499	82,499
MAINTENANCE AGREEMENTS	1258										-
UTILITIES: ELECTRICITY	1208							\$ 80,000	\$ 12,350	\$ 442,200	534,550
UTILITIES: WATER	1209									\$ 140,000	140,000
UTILITIES: NATURAL GAS/FUEL	1210									\$ 76,000	76,000
INSURANCE EXPENSE	935								\$ 51,000	\$ 311,500	362,500
SHIPPING AND POSTAGE	526										-
TAXES, LICENSES, FEES	1377								\$ 26,600		26,600
RELOCATION	486									\$ 30,000	30,000
CORPORATE SUPPORT	1355									\$ 15,000	15,000
CONTRACTED REVENUE : MANAGEM	1228										-
LANDSCAPING	1317				\$ -		\$ 12,600				12,600
WIFI/ TELECOMMUNICATON	1212									\$ 21,024	21,024
PAYROLL FEES	492									\$ 5,580	5,580
NETSUITE										\$ 7,800	7,800
UNIFORM	1239								\$ 16,100	\$ 16,000	32,100
MANAGEMENT SALARY ALLOCATION	946	\$ -			\$ -	\$ -	\$ -			\$ -	-
TOTALS		157,235	209,882	\$ 385,265	133,567	297,192	1,567,811	120,860	1,053,487	1,398,271	5,323,572

CCCC
FY 2022

INCOME STATEMENT PROJECTION BY MONTH

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Statistical Information:													
Number of events	9	9	11	17	22	18	19	20	27	29	27	24	232
Drop Count													
98410 - Drop count - General Seating	14,846	14,846	18,145	28,043	36,291	29,692	31,342	32,991	44,538	47,838	44,538	39,590	382,700
98420 - Drop count - COIMP	137	137	167	258	334	273	288	303	410	440	410	364	3,320
Total	14,983	14,983	18,312	28,301	36,624	29,965	31,630	33,295	44,948	48,278	44,948	39,954	386,020
Paid attendance													
98210 - Paid Attendance - General Seating	11,185	11,185	13,671	21,127	27,341	22,370	23,613	24,856	33,555	36,041	33,555	29,827	288,325
Total Paid attendance	11,185	11,185	13,671	21,127	27,341	22,370	23,613	24,856	33,555	36,041	33,555	29,827	288,325
Event Profit													
Conventions	-	-	-	93,028	46,514	-	46,514	-	-	-	-	46,514	232,569
Large Meetings	-	-	-	-	-	-	29,725	-	59,450	29,725	29,725	-	148,625
Small Meetings	8,309	4,154	4,154	4,154	16,617	12,463	8,309	8,309	8,309	12,463	16,617	8,309	112,165
Banquets	-	21,790	-	-	-	21,790	-	10,895	10,895	21,790	-	10,895	96,053
Conferences	-	-	38,670	19,335	19,335	19,335	38,670	38,670	58,005	77,340	58,005	58,005	425,370
Concerts	-	89,892	89,892	209,675	209,675	89,892	89,892	89,892	89,892	179,783	89,892	179,783	1,528,156
Tradeshows	-	-	-	53,332	-	-	89,892	-	-	-	53,332	-	106,684
Consumer Shows	11,961	-	11,961	11,961	11,961	-	11,961	11,961	11,961	23,922	11,961	11,961	131,571
Wedding Expo	-	-	-	-	-	-	-	-	-	32,826	-	-	32,826
Auto Show	-	-	-	-	-	-	-	88,076	-	-	-	-	88,076
Outdoor/Sport Show	-	-	-	-	-	-	-	62,169	-	-	-	-	62,169
Hunt/Fish Show	-	-	-	-	-	-	-	-	-	-	-	-	-
Basketball Tournaments	70,580	-	-	-	-	-	-	-	141,159	-	-	-	211,739
Contractor's Expo	-	-	-	-	-	-	-	-	90,639	-	-	-	90,639
Home Show	-	-	-	-	-	-	-	-	-	30,157	-	-	30,157
Auditorium Concerts	29,227	29,227	29,227	116,909	58,455	58,455	58,455	58,455	146,137	29,227	29,227	29,227	672,229
High School Graduations	-	-	-	-	-	-	-	-	-	-	21,400	10,700	32,100
Disney on Ice	-	-	-	-	-	-	-	-	173,208	-	-	-	173,208
Monster Jam	-	-	-	-	-	-	-	226,121	-	-	-	-	226,121
PBR	-	-	-	-	-	-	-	-	-	-	-	-	-
Theater Rental	5,094	2,547	2,547	2,547	2,547	7,640	2,547	2,547	5,094	10,167	5,094	10,167	58,575
Rehearsals/Commercials	-	-	9,475	-	47,373	18,949	18,949	9,475	9,475	18,949	9,475	-	142,118
Misc. Sports	-	-	-	-	11,780	-	11,780	-	-	11,780	23,560	-	70,680
Miscellaneous	1,743	2,615	2,615	2,615	2,615	3,486	4,358	3,486	4,358	4,358	5,229	6,101	43,575
Total Event Profit	126,913	150,224	188,540	573,555	486,870	232,009	321,158	735,471	808,579	482,506	353,516	371,681	4,831,020
Other Revenue													
Event Sponsorship	-	-	-	-	-	-	-	-	-	-	-	-	-
Pouring Rights	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
Naming Rights	-	-	-	-	-	-	-	-	-	-	-	-	-
Advertising	17,973	17,973	17,973	17,973	17,973	17,973	17,973	17,973	17,973	17,973	17,973	17,973	215,677
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total - Contracted Revenue	22,973	22,973	22,973	22,973	22,973	22,973	22,973	22,973	22,973	22,973	22,973	22,973	275,677
Indirect Expenses													
Accounting	12,340	12,340	12,340	16,918	12,340	12,340	12,340	12,340	12,340	16,918	12,340	12,340	157,235
Box Office	16,145	16,145	16,145	24,217	16,145	16,145	16,145	16,145	16,145	24,217	16,145	16,145	209,882
Executive	29,636	29,636	29,636	44,454	29,636	29,636	29,636	29,636	29,636	44,454	29,636	29,636	386,265
Event Services	10,274	10,274	10,274	15,412	10,274	10,274	10,274	10,274	10,274	15,412	10,274	10,274	133,567
Marketing	22,861	22,861	22,861	34,291	22,861	22,861	22,861	22,861	22,861	34,291	22,861	22,861	297,192
Operations	116,280	116,280	116,280	170,407	124,305	124,305	124,305	124,305	124,305	178,432	124,305	124,305	1,567,811
Food & Beverage	81,037	81,037	81,037	121,566	81,037	81,037	81,037	81,037	81,037	121,566	81,037	81,037	1,053,487
MA Ops/Overhead	10,072	10,072	10,072	10,072	10,072	10,072	10,072	10,072	10,072	10,072	10,072	10,072	120,860
Overhead	90,564	90,564	90,564	90,564	90,564	90,564	90,564	90,564	402,064	90,564	90,564	90,564	1,398,271
Total - Indirect Expenses	388,209	388,209	388,209	527,891	397,234	397,234	397,234	397,234	708,734	535,916	397,234	397,234	5,323,572
Operating Income(loss)	(239,323)	(216,012)	(177,656)	68,637	112,609	(142,262)	(53,103)	36,1210	122,818	(30,437)	(20,745)	(2,580)	(215,875)

Page | 43 of

FISCAL YEAR 2021 - 2022

INDIRECT EXPENSE BUDGET SUMMARY

The following is a summary of the format that OVG Facility will utilize to track and manage expenses within the Charleston Coliseum and Convention Complex. The structure OVG Facilities will use is broken down in to the following for Budget Reporting.

EXECUTIVE BUDGET SUMMARY

Expenses noted in this category are directly related to the executive administrative functions of the facility and include costs associated with executive travel, subscriptions, customer relations and salaries associated with the executive team at the venue. The executive team includes the General Manager, Assistant General Manager and Administrative Assistant.

ACCOUNTING BUDGET SUMMARY

Expenses noted in this category are directly related to the accounting & finance functions of the facility and include costs associated with travel, bank fees, office supplies, and salaries associated with the accounting & finance team at the venue. The finance team includes the Business Manager and Accounting Assistant / Receptionist.

BOX OFFICE BUDGET SUMMARY

Expenses noted in this category are directly related to the box office functions of the facility and include costs associated with printing, bank fees, office supplies, and salaries associated with the accounting & finance team at the venue. The box office team includes the Box Office Manager, Assistant Box Office Manager and Box Office Assistant.

SALES & MARKETING BUDGET SUMMARY

Expenses noted in this category are directly related to the sales and marketing functions of the facility and include costs associated with travel, printing, direct venue marketing and promotional activities, client and customer relations, website industry memberships and salaries associated with the marketing and sales team at the venue. The sales and marketing team includes the Director of Sales and 2 Convention Center Sales Managers.

EVENT SERVICES BUDGET SUMMARY

Expenses noted in this category are directly related to the Event Management functions of the facility and include costs associated with client and customer relations, travel, cad software, in-house event production and salaries associated with the event management team at the venue. The event team includes 2 Event Coordinators.

OPERATIONS BUDGET SUMMARY

Expenses noted in this category are directly related to the Facility Operation functions of the facility and include costs associated with repairs, maintenance, supplies, service contracts, work order processing systems and salaries associated with the operations team at the venue. The operations team includes Production Manager, Housekeeping Supervisor, Safety and Security Coordinator, Technology Service Coordinator, Engineering Assistant, (2) Maintenance Technician, (4) Facility Support Technician, (7) Operations Conversion Tech I & II and payroll costs for Patron service and contracted labor as needed for events.

- Anticipated Repairs and Maintenance for all venues is projected to be \$206,000.
- Anticipated supplies for events across all three venue operations include paper products, cleaning chemicals, minor repair items and equipment is projected to be \$170,500
- Preventative maintenance contracts on systems in the coliseum, convention center and municipal auditorium is projected to be \$44,500

OVERHEAD BUDGET SUMMARY

Expenses noted in this category not directly related to any specific operation and more facility wide functions of the facility and include costs associated with uniforms, contracted services, postage, utilities, licenses and permits, insurance, management fees, network and computers:

- Anticipated utilities for FY 2021-2022 of \$743,200 which includes the combined Municipal Auditorium, Coliseum and Convention Center anticipated expense.
- Anticipated General Liability and Insurance of \$311,500
- Anticipated Contracted Services are projected to be \$53,488

F&B BUDGET SUMMARY

Expenses noted in this category are related to the overhead operation of the Food Service contractor Centerplate and include costs associated with salaries and benefits of F&B office staff, insurance, payroll taxes, management fee, laundry, computer, uniform, contributions to marketing, repairs and maintenance.

FISCAL YEAR 2021 -2022 OTHER REVENUE SUMMARY

Expenses noted in this category are related to the revenue generated through event and venue sponsorships. Pouting rights, naming rights, advertising.

- Advertising revenue remain flat for coming fiscal year.
- Suite Ticketing Revenue is anticipated to increase through a more focused effort of selling the WV Lottery Suite.

**City of Charleston
Municipal Budget
FY 2022
Coliseum and Convention Center Revenue Summary**

Rev. Code	Description	Actual FY 2020	Original FY 2021	FY 2021 YTD Amendments	Current FY 2021	YTD May Actual FY 2021	Estimated FY 2022
Operating Revenue							
358-00-0302	Rent	942,144	1,067,500	(597,500)	470,000	130,453	1,492,436
358-00-0304	Commissions	146,763	178,000	(146,200)	31,800	106	530,093
358-00-0307	Parking - Buildings & Lots	88,944	165,000	66,000	231,000	59,639	216,335
358-00-0311	Distinctive Gourmet	317,747	365,000	(616,406)	(251,406)	(261,150)	589,522
358-00-0312	Patron Services	114,565	138,000	(67,720)	70,280	17,462	187,399
358-00-0313	Security	35,023	51,000	(20,870)	30,130	6,381	76,375
358-00-0314	Advertising	295,950	310,000	(76,199)	233,801	119,000	288,652
358-00-0315	Spotlight Rental	4,160	7,500	(6,000)	1,500	550	6,350
358-00-0316	Power Usage	40,739	59,500	(33,500)	26,000	12,736	65,310
358-00-0317	Table Covers/Drapes	17,752	36,000	(17,500)	18,500	5,835	46,413
358-00-0318	Rent - PA System	7,700	15,000	(14,630)	370	2,950	20,000
358-00-0319	Staging	18,194	17,000	(14,700)	2,300	2,248	16,000
358-00-0320	Booth Rental	47,252	80,000	(60,200)	19,800	19,970	96,725
358-00-0321	Interest	6,717	5,000	(4,950)	50	358	500
358-00-0322	Piano Rental	640	1,500	-	1,500	-	10,000
358-00-0323	Table Rental	23,593	38,000	(19,000)	19,000	6,290	38,988
358-00-0324	Miscellaneous	13,827	18,853	3,147	22,000	670	27,965
358-00-0325	Building Damages	79	1,000		1,000	-	2,000
358-00-0326	Telephone Rental	2,725	5,000	(3,630)	1,370	725	8,830
358-00-0327	Audio/Visual Equipment	129,971	170,000	23,000	193,000	32,644	332,375
358-00-0328	Teletix	-	1,000	(1,000)	-	-	-
358-00-0329	Carpet Rental	7,650	24,000	(13,000)	11,000	-	28,075
358-00-0330	Drayage	421	1,000	(1,000)	-	-	-
	Total Operating Revenue	2,262,554	2,754,853	(1,621,858)	1,132,995	156,867	4,080,343
Non-Operating Revenue							
358-00-0331	CC Capital Improvement Fee	84,588	-		-	2,085	-
358-00-0341	Trf In/Gen. Fund - Debt Svc	520,448	530,000	(17,541)	512,459	535,114	565,000
358-01-0341	Trf In/Gen. Fund - Health Care	406,147	200,000	(17,541)	182,459	167,775	-
358-02-0341	Trf In/Gen. Fund - Other	637,000	570,000	1,000,000	1,570,000	1,564,200	1,135,000
358-03-0341	Trf In/Gen. Fund - Equipment	381,260	-		-	-	-
358-04-0341	Trf In/Gen. Fund - Auditorium	-	-		-	-	200,000
358-00-0342	Transfers In/Coal Severance	160,526	169,687	17,541	187,228	89,982	100,000
358-00-0343	Transfers In/Cap. Imp. Fund	69,500	-		-	5,178	-
358-00-0346	Transfers In/Grant Fund	-	-		-	328,728	-
358-00-0379	Gain/Loss from Sale of Assets	409	-		-	360	-
381-11-0000	Energy Rebates	83,935	7,500		7,500	2,423	-
	Total - Non Operating Revenue	2,343,812	1,477,187	982,459	2,459,646	2,695,846	2,000,000
	Total Revenue	4,606,366	4,232,040	(639,399)	3,592,641	2,852,712	6,080,343

**City of Charleston
Municipal Budget
FY 2022**

Fund 402 Charleston Coliseum and Convention Center Fund
Department 910 CCCC/Municipal Auditorium
Unit 00 Municipal Auditorium Operations

Full Time Employees	0
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Expense Object	FY 2020 Actual*	FY 2021 Original*	FY 2021 YTD Amend.	FY 2021 Current	FY 2021 YTD May Actual*	FY 2022 Proposed
Contractual Services						
000-2-211 Telephone				-		2,500
000-2-215 Mtce & Repair - Bldg/Ground				-		5,500
000-2-216 Mtce & Repair - Equipment				-		17,000
000-2-230 Contracted Services				-		360
Total Contractual Services	-	-	-	-	-	102,860
Commodities						
000-3-341 Materials & Supplies				-		18,000
Total Commodities	-	-	-	-	-	18,000
Total Municipal Auditorium Operations	-	-	-	-	-	120,860

* The Municipal Auditorium was included in the General Fund prior to FY 2022

**City of Charleston
Municipal Budget
FY 2022**

Fund 402 Charleston Coliseum and Convention Center Fund
Department 910 CCCC/Municipal Auditorium
Unit 00 Municipal Auditorium Operations

Authorized Full Time Positions & Salary Schedule

FY 2021 Current Approved		
Title	FLSA/Paygrade	FTE
Total		0

FY 2022 Proposed		
Title	FLSA/Paygrade	FTE
Total		0

FY 2021 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	-
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	-

FY 2022 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	-
Irregular Part Time (IPT)	-
Overtime	-
Tool Allowance	-
Total	-

**City of Charleston
Municipal Budget
FY 2022**

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

Full Time Employees	33
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Expense Object		FY 2020 Actual	FY 2021 Original	FY 2021 YTD Amend.	FY 2021 Current	FY 2021 YTD May Actual	FY 2022 Proposed
Personal Services							
000-1-103	Salaries & Wages	1,199,635	1,306,148	(344,712)	961,436	618,853	694,768
000-1-104	FICA	88,200	99,920	(33,553)	66,367	45,762	53,150
000-1-105	Medical & Life Insurance	359,075	228,975	33,928	262,903	173,478	126,208
000-1-106	PERS	103,579	102,115	(35,225)	66,890	55,658	69,477
000-1-111	Dental & Optical Insurance	8,560	11,875		11,875	8,283	7,939
000-1-112	Employee Insurance Cont.	(54,233)	(55,250)	2,154	(53,096)	(25,528)	19,006
000-1-113	OPEB - Current	20,000	20,000		20,000	-	20,000
Total Personal Services		1,724,816	1,713,783	(377,408)	1,336,375	876,505	990,548
Contractual Services							
000-2-211	Telephone	59,696	50,185	(9,185)	41,000	51,516	24,084
000-2-212	Printing	7,464	10,000	(7,900)	2,100	-	16,600
000-2-213	Utilities	623,085	650,000	(127,000)	523,000	443,482	918,700
000-2-214	Travel	2,667	-		-	-	12,000
000-2-215	Mtce & Repair - Bldg/Ground	16,036	15,000	(4,300)	10,700	2,329	160,500
000-2-216	Mtce & Repair - Equipment	19,847	10,000	1,700	11,700	24,224	30,000
000-2-218	Postage	58	500	500	1,000	-	1,500
000-2-219	Building & Equipment Rent	119,013	140,000	(5,800)	134,200	33,945	198,723
000-2-220	Advertising & Legal Pub	7,202	20,000	(10,900)	9,100	6,000	64,874
000-2-221	Training	1,840	3,200	(700)	2,500	-	2,500
000-2-222	Dues & Subscriptions	1,589	2,627	(1,527)	1,100	200	1,750
000-2-226	Insurance - WC & UC	13,260	24,425		24,425	21,730	15,674
000-2-227	Insurance - Liability	174,967	275,000		275,000	257,007	311,500
000-2-230	Contracted Services	576,315	515,702	(67,379)	448,323	523,101	1,919,466
Total Contractual Services		1,623,038	1,716,639	(232,491)	1,484,148	1,363,535	3,677,871
Commodities							
000-3-341	Materials & Supplies	133,069	90,000	(33,000)	57,000	48,418	177,250
000-3-343	Gas, Oil & Tires	1,858	2,000	(1,000)	1,000	-	1,000
000-3-345	Uniforms	3,016	7,000	4,500	11,500	60	16,000
Total Commodities		137,943	99,000	(29,500)	69,500	48,478	194,250
Contributions & Other							
000-5-566	Contributions to Other Funds	84,298	-		-	-	-
000-5-598	Contingency	-	-		-	-	520,256
000-6-671	Principal on Bonds	530,000	550,000		550,000	550,000	570,000
000-6-672	Interest on Bonds	164,309	149,618		149,618	128,840	124,418
000-6-674	Bond Service Charges	2,748	3,000		3,000	1,050	3,000
Total Contributions & Other		781,355	702,618	-	702,618	679,889	1,217,674
Total CCCC Operations		4,267,152	4,232,040	(639,399)	3,592,641	2,968,408	6,080,343

**City of Charleston
Municipal Budget
FY 2022**

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

Authorized Full Time Positions & Salary Schedule

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

FY 2022 Proposed		
Title	FLSA/Paygrade	FTE
General Manager	OVG	1
Asst GM/Director of Operations	OVG	1
Business Manager Civic Center	E/115	1
Director of Sales/Marketing	OVG	1
Convention Center Sales	OVG	2
Event Manager	OVG	2
Director of Production Services	OVG	1
Box Office Manager	E/111	1
Asst Box Office Manager	OVG	1
Housekeeping Supervisor	OVG	1
Safety & Security Coordinator	E/112	1
Technology Services Coordinator	N-COMP/113	1
Administrative Assistant I	N-OT/109	1
Office Support Specialist	OVG	1
Box Office Assistant	OVG	1
Engineering Assistant	N-COMP/111	1
Maintenance Technician	N-OT/109	2
Facility Support Technician	N-OT/106	4
Operations Conversion Tech I	N-OT/106	3
Operations Conversion Tech I	OVG	3
Operations Conversion Tech II	N-OT/109	3
Total		33

FY 2021 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	636,472
Irregular Part Time (IPT)	285,000
Overtime	40,000
Tool Allowance	-
Total	961,472

FY 2022 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	547,468
Irregular Part Time (IPT)	94,500
Overtime	52,800
Tool Allowance	-
Total	694,768

Resolution No. 497-21

Introduced in Council:

June 22, 2021

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance Committee

Resolution No. 497-21 - Authorizing the Mayor or City Manager to purchase one (1) vehicle from Jim Robinson, Inc. in the amount of \$28,544, where the vehicle will serve as a replacement vehicle to be used by the Metropolitan Drug Enforcement Network Team (MDENT) and titled to the City of Charleston. The purchase will be made through a competitively sourced state-wide contract using MDENT funds.

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

That the Mayor or City Manager is authorized to purchase one (1) vehicle from Jim Robinson, Inc. in the amount of \$28,544, where the vehicle will serve as a replacement vehicle to be used by the Metropolitan Drug Enforcement Network Team (MDENT) and titled to the City of Charleston. The purchase will be made through a competitively sourced state-wide contract using MDENT funds.