

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JUNE 22, 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 22, 2021.

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
Becky Ceperley
Mary Beth Hoover
Will Laird

Members Absent:

Ben Adams
Brent Burton

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the June 7, 2021 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

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

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

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

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
009-019-00-011-0-999	Pro Kids, Inc.	(4,861.20)
009-019-00-199-0-999	Contingencies	4,861.20
009-020-00-011-0-999	WV Refugee	(5,000.00)
009-020-00-059-0-999	Kanawha Valley Senior Services	(50,000.00)
009-020-00-199-0-999	Contingencies	55,000.00
009-019-00-199-0-999	Contingencies	(54,000.00)
009-019-00-002-0-999	YWCA Sojourner's	54,000.00

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

Director of MOECD, Andy Backus, added that the amendments were fairly standard. Pro Kids, Inc. and WV Refugee were not able to expend the balance of their funds due to the pandemic. Kanawha Valley Senior Services began their project prior to the start date, and were unable to use their funds due to HUD guidelines.

Councilmember Ceperley asked if the funds would be re-allocated. Backus replied that the funds will go into a balance that is held for other projects, such as the recently approved HVAC project at YWCA Sojourner's.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 485-21 approved.

- b. 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.

City Manager, Jonathan Storage added that the routine agreement is for the continuation of business throughout the City. He added that it does increase cyber security.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 493-21 approved.

- c. 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.

Storage added that the City is self-insured for workers' compensation, and is required to have a stop-loss policy. The resolution is for the renewal of a second-year locked rate, so it is the same rate as last year.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 494-21 approved.

- d. 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.

Finance Director, Andy Wood, added that the parking revenue has been hard to quantify due to the pandemic, so an average from 2019, 2020 and year to date 2021 was taken. Overall, revenue is projected to be less. He added that the Parking systems runs very efficiently and frugally, and tends to generate an operating surplus every year. The only major change in expense is the addition of a Security Custodian position.

Parking Operations Director, Terri Allen, gave the Committee a list of all of the capital improvements made of the last 2 years, some of which were: the installation of high-definition security cameras in all 4 parking facilities, color-coded pedestrian entrance areas, upgraded emergency exit signs and removed and replaced the entire floor of the City Service Center lobby.

Councilmember Jenkins confirmed with Allen that most of the improvements came from the maintenance and improvement fund.

Councilmember Reishman asked if there were any structural improvements planned. Allen replied that they have plans for the parking garage attached to the cinema as well as having inspections of some of the sky bridges.

Jenkins asked how short the current fiscal year would be to the budget, and if expenses would also be lowered. Wood replied that it would likely be about \$300,000 under the estimated budget, and expenses are also under budget.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 495-21 approved.

- 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.

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.

Storage added that this is the first budget in which OVG has participated. Patrick Lahey, Executive Director of the Convention Center, added that the team has built the budget based on events, activities, expected revenues and expenses. He added that their budget process is net revenue focused. Lahey added that Eric Nelson, Finance Chair for the Budget and Rates Committee and Betty Tinney, Business Manager, were instrumental in the process.

Nelson added that it has been a very challenging year and a half, adding the OVG and the budget team has been fantastic.

Councilmember Hoover added that she is excited for what is coming to the Convention Center this year.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 496-21 approved.

- f. 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.

Storage added that the resolution is for a MDENT replacement that will be titled to the City for an undercover vehicle.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 497-21 approved.

III. MISCELLANEOUS:

Councilmember Jenkins added that there will be a meeting of the Select Committee on Insurance Relations – Property and Casualty July 1, 2021 at 5:30 in the AV Room.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.