



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
Public Safety Committee

AGENDA FINANCE COMMITTEE MEETING Monday, May 20, 2019 6:15 PM

I. RESOLUTIONS:

- a. Resolution No. 190-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with West Virginia State University by permitting an archaeological investigation at Fort Scammon.
- b. Resolution No. 191-19 - Authorizing the Mayor to convey approximately 3,350 square feet of real property at the intersection of Jackson and Thompson Streets in Charleston to Abundant Life Ministries, Inc., a non-profit corporation, in exchange for consideration in the amount of \$5,000.
- c. Resolution No. 192-19 - Authorizing the Mayor to sign and submit to the U.S. Department of Housing and Urban Development the Annual Action Plan for Program year 2019 (July 1, 2019- June 30, 2020).
- d. Resolution No. 193-19 – Authorizing approval of Amendment No. 9 in the FY 2018- 2019 General Fund Budget.
- e. Resolution 196-19 - Authorizing the Mayor or City Manager to apply for and administer up to \$5,000 in grant funds from the West Virginia Department of Environmental Protection's REAP Program to offset costs associated with City-wide cleanup events.
- f. Resolution No. 197-19 - Authorization the Mayor or City Manager to submit a grant application to the Federal Emergency Management Agency (FEMA) Port Security grant program in the amount of \$875,500.00 for the purchase of a new boat for the Charleston Fire Department.

II. BIDS/PURCHASES:

- a. Purchase of Personal Protective Equipment for the Charleston Fire Department Rapid Response Team in the amount of \$31,705.00.
- b. Purchase of fifteen (15) 2020 Ford Police Interceptor Utility Vehicles in the amount of \$541,035.

III. **DISCUSSION:**

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

Resolution No. 190-19

Introduced in Council:

May 20, 2019

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance Committee

Resolution No. 190-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with West Virginia State University, attached as Exhibit A hereto, permitting an archaeological investigation at Fort Scammon.

WHEREAS, as part of its instructional curriculum, West Virginia State University has proposed to conduct archeological excavations at Fort Scammon with Dr. W. Stephen McBride leading the investigation; and

WHEREAS, these archaeological investigations and mapping will generate the data necessary to more accurately interpret this Civil War fort and preserve its below ground resources;

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

That the City Manager or his designee is hereby authorized to enter into a Memorandum of Understanding with West Virginia State University, attached as Exhibit A hereto, permitting an archaeological investigation at Fort Scammon.

Memorandum of Understanding for Archaeological Investigations at Fort Scammon, Charleston, West Virginia

THIS AGREEMENT is made as of this _____ day of May, 2019, between **THE CITY OF CHARLESTON**, a municipal corporation, hereinafter called “City,” and **THE DEPARTMENT OF SOCIAL & BEHAVIORAL SCIENCE OF WEST VIRGINIA STATE UNIVERSITY**, hereinafter called “WVSU.”

WHEREAS, as part of its instructional curriculum, West Virginia State University has proposed to conduct archeological excavations at Fort Scammon in Charleston, West Virginia, with Dr. W. Stephen McBride leading the investigation; and

WHEREAS, these archaeological investigations and mapping will generate the data necessary to more accurately interpret this Civil War fort and preserve its below ground resources.

WITNESSETH:

1. WVSU will conduct an archaeological investigation at Fort Scammon (hereinafter the “Investigation”) to locate, expose, and map features associated with the powder magazine, revetments, and gun platform locations to better understand their construction so that they may be accurately interpreted and the features preserved for the future.
2. Based upon the archaeologist’s recommendations following the 2016 investigation, the proposed 2019 investigation will focus on further excavation and exposure of the powder magazine, further excavation of the rampart/parapet in order to expose the interface between a gun platform and rampart/parapet, and locating and exposing outer walls of the fort (hereinafter the “Fieldwork”).
3. Students enrolled in WVSU’s Summer Field School will carry out Fieldwork under the supervision of Dr. McBride with assistance from WVSU History professors Dr. Michael E. Workman and Dr. Billy Joe Peyton. All soil from Civil War era strata and features will be sifted through ¼ inch mesh wire screens and artifacts will be collected. Excavation units, trenches, and features will be mapped and photographed, and an overall site map will be completed using survey equipment and a GPS instrument.
4. The Fieldwork will be performed between the hours of 8:00 am and 5:00 pm.
5. Upon the completion of Fieldwork:
 - a) the recovered artifacts will be processed according to West Virginia State Historic Preservation Office (SHPO) standards. All artifacts will be washed, identified, cataloged, and then placed in curation quality zip-lock bags and labeled by artifact type and provenience.

- b) WVSU agrees to restore the area disturbed to approximately its original condition (e.g., grading, seeding, replanting, and/or replacement of gravel, etc.)
6. City agrees to take all actions necessary to allow WVSU authority to enter the property upon which the Investigation is to be performed. WVSU shall take all reasonable precautions to minimize any damage to the property covered by this Agreement, and to any adjoining property. WVSU acknowledges and agrees that any cost of correction, repair or replacement to such property, or adjoining properties shall be borne by solely WVSU.
7. During the performance of the Investigation, WVSU shall be solely responsible for putting in place adequate safety measures and warnings for pedestrians, and shall exercise reasonable care in restricting access to the ongoing Investigation when no WVSU personnel are on site.
8. WVSU and City agree that as between WVSU and City, WVSU shall be responsible for any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligations arising out of or in any manner connected with the Investigation, including (without limitations) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or negligence of City, its employees, agents, or contractors. WVSU shall be solely responsible for the safety and protection of all of its students and employees and for all physical injuries or death to its students, agents, and employees.
9. Should any human remains be encountered during the Investigation, WVSU agrees that all work will immediately cease and the West Virginia State Historic Preservation Office (hereinafter “SHPO”) and law enforcement will be contacted and all relevant federal, state, and local laws will be followed. No remains will be disinterred or moved without the appropriate permits. No photographs of human remains will be displayed or published. No member of the public shall be allowed to view human remains.
10. As a result of the Investigation, WVSU will produce a final project report that will include: (i) a brief historical account of the site; (ii) a description of the methods utilized and results of the Investigation; (iii) mapping; (iv) an artifact inventory; and (v) recommendations for future research, preservation, and interpretation of Fort Scammon. WVSU shall provide the final project report to the City, SHPO, and the Council for West Virginia Archaeology.
11. WVSU agrees that any final report, published results, or advertisement arising from the Investigation will include acknowledgment of the corporation of the City of Charleston.
12. Artifacts from this Investigation will be collected for the public domain. After processing, artifacts will be presented to the City of Charleston for curation.

13. If WVSU should fail to perform the Investigation in a professional manner, or create a public nuisance or hazard, the Parties agree that they will exercise good faith and commercially reasonable efforts to resolve any dispute through negotiation. If no reasonable resolution is reached through negotiation, City may, in its sole discretion and upon written notice to WVSU, amend the terms of this Agreement, or terminate this Agreement.

IN WITNESS WHEREOF, The Parties have caused this Agreement to be properly executed by their officer thereunto duly authorized.

THE CITY OF CHARLESTON,
a municipal corporation

Department of Social & Behavioral Science
West Virginia State University

By _____

By _____

Its _____

Its _____

Resolution No. 191-19

Introduced in Council:

May 20, 2019

Adopted by Council:

Introduced by:

Mary Beth Hoover

Referred to:

Finance

Resolution No. 191-19 - Authorizing the Mayor, on behalf of the Mayor's Office of Economic and Community Development ("MOECD"), to convey approximately 3,350 square feet of real property at the intersection of Jackson and Thompson Streets in Charleston to Abundant Life Ministries, Inc., a non-profit corporation, in exchange for consideration in the amount of \$5,000, pursuant to the authority of Sec. 3-13 of the Code of Charleston.

WHEREAS, the MOECD acquired the real property consisting of approximately half of the empty lot at the corner of Jackson and Thompson Streets ("the property") on February 3, 1999, as a donation;

WHEREAS, more than 20 years have passed since the acquisition of the property, MOECD has not developed the property into productive use, and the City Council finds that there is a lack of need for the property by the city in comparison to the benefit to the City if the property is conveyed;

WHEREAS, Abundant Life Ministries, Inc., is a non-profit corporation that has obtained the approval of the Board of Zoning Appeals to develop the property into a parking lot in order to allow for additional development on the current Abundant Life Ministries, Inc., parking lot to facilitate the creation of a community center;

WHEREAS, City Code Sec. 3-13 allows the City of Charleston to convey property to non-profit organizations for less than fair market value, and without public auction, when the nonprofit organization is providing services that benefit the public and are services that the City could lawfully provide; and

WHEREAS, there is a demonstrable need for the property by Abundant Life Ministries, Inc., to be able to develop a community center that will perform services benefitting the City and to facilitate parking for that community center, which is a further benefit to the City.

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

That the Mayor, on behalf of the Mayor's Office of Economic and Community Development ("MOECD") is hereby authorized to convey approximately 3,350 square

1 feet of real property at the intersection of Jackson and Thompson Streets in Charleston
2 to Abundant Life Ministries, Inc., a non-profit corporation, in exchange for consideration
3 in the amount of \$5,000, pursuant to the authority of Sec. 3-13 of the Code of
4 Charleston. The deed conveying the property to Abundant Life Ministries, Inc., shall
5 contain reversion wording required by Sec. 3-13(b), which specifically states the
6 following: "In the event the nonprofit organization should cease to provide such services
7 to the public, the property shall by operation of law, revert to and vest in the city, and
8 such nonprofit organization shall thereafter have no right, title, or interest therein or
9 thereto." The City shall deliver the deed to Abundant Life Ministries, Inc., after receiving
10 the \$5,000 in consideration and it shall be the responsibility of Abundant Life Ministries,
11 Inc., to record the deed.
12

Resolution No.

Introduced in Council

Passed by Council

May 20, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. - Authorizing the Mayor to sign and submit to the U. S. Department
2 of Housing and Urban Development the Annual Action Plan for Program Year 2019
3 (July 1, 2019- June 30, 2020), year 5 of the Consolidated Plan, and all required
4 certifications and agreements including sub-recipient project agreements, relating
5 to the Annual Action Plan.”

6

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

8

9 That the Mayor is hereby authorized and directed to sign and submit to the U. S.
10 Department of Housing and Urban Development the Annual Action Plan for
11 Program Year 2019 (July 1, 2019- June 30, 2020), year 5 of the Consolidated Plan,
12 and all required certifications and agreements including sub-recipient project
13 agreements relating to the Annual Action Plan.

14

2019 CDBG Proposed Projects

<u>Activity/Description</u>	<u>Amount</u>
CDBG	
CORP Admin - (Charleston Owner-Occupied Rehabilitation Program) Administration – These funds will be used for the services and delivery costs of the CORP.	100,000.00
CD Admin - These funds will be used for the administration of the Community Development Block Grant Program.	288,655.00
Planning Admin - These funds will be used for Housing & Blight Analysis Mapping	11,700.00
Sidewalks - This activity will provide for the repair and/or replacement of ADA accessible ramps low income areas of Charleston.	120,000.00
Demolition - Asbestos abatement and demolition of substandard structures throughout Charleston to eliminate health and safety hazards.	175,000.00
Demolition Admin - Service Delivery costs of the demolition program.	25,000.00
Charleston Kanawha Housing Authority - Littlepage Community Playpark - Walkways, benches, protective fall area & accessible play equipment	24,942.00
City of Charleston Parks & Rec - MLK Community Center - Replace Flooring & Repair/Replace A/C units	67,154.00
City of Charleston Parks & Rec - North Charleston Community Center - Repair/Replace A/C Units	42,000.00
City of Charleston Parks & Rec - Roosevelt Community Center - Update women's restroom in gym	2,500.00
City of Charleston Parks & Rec - Slack Plaza - Site preparation & construction of City park	150,000.00
CORP Rehab - (Charleston Owner-Occupied Rehabilitation Program) – Funding for rehabilitation projects for low-to-moderate income families living in the city of Charleston.	200,000.00
City Owned Shelter RSLC Giltinan Center - Major Renovations - Major renovations to RSLC Giltinan Center	10,000.00
COB RCCR Smith Street Station - Major Renovations - Major renovations to Smith Street Station.	10,000.00
COB YWCA Mel Wolf Child Development Center - Major Renovations - Major renovations to YWCA Child Development Center daycare facility	10,000.00
City Owned Shelter YWCA Sojourners - Major Renovations - Major renovations to YWCA Sojourners	10,000.00
Bob Burdette Center - Funding for this afterschool program with locations at 1401 Washington Street, W, 1009 Woodward Drive, 100 Florida St and 550 Hawks Ridge Rd will assist with direct provider salary, benefits & payroll taxes	10,000.00

2019 CDBG Proposed Projects

<u>Activity/Description</u>	<u>Amount</u>
Covenant House, LLC - Funding for this project located at 600 Shrewsbury Street, Charleston, WV 25301 will assist with Centralized Assessment staff salary, benefits & payroll taxes	8,500.00
Daymark - Patchwork - Funding for this program, Patchwork, a crisis intervention center and shelter for youth, located at 1583 Lee Street, Charleston, 25311, will assist with direct provider salaries	20,000.00
Kanawha Valley Fellowship Home - Funding for this halfway house for men recovering from substance abuse will assist with utility expenses at the facilities located at 1121 Virginia Street and 1327 Quarrier Street, Charleston 25301.	15,000.00
Keep Your Faith Foundaton - Raised garden bed kits and supplies for West Side Grown Project located at 305 Delaware Avenue	2,050.00
Pro-Kids, Inc. - Funding for this after school program located at 209 Morris Street, Charleston, 25301, will assist with direct service provider salaries, benefits & payroll taxes.	18,000.00
REA of Hope Fellowship Home - Funding for this halfway house for recovering alcoholic women, located at 1429 Lee Street, Charleston 25301, will assist with utility expenses.	7,500.00
RCCR - Smith Street Station - Funding for this 29 unit low income apartment building, located at 801 Smith Street, Charleston, 25301, will assist with utility expenses.	24,000.00
Roark Sullivan Lifeway Center Health Care Program - Funding to assist with salary, benefits & payroll taxes for the Health Care Outreach Program based at the RSLC located at 505 Leon Sullivan Way, Charleston, WV 25301.	16,000.00
West Virginia Health Right - This facility which offers health care and medications and to the homeless and needy citizens in Charleston and surrounding areas is located at 1520 Washington Street, East, Charleston, 25311. Funding will assist with the purchase of medications and medical supplies/dental supplies & consumables.	48,000.00
WV State University - This pilot program will instruct coding programming for K-5 youth at 100 Florida Street, Charleston, WV 25302. Funds will assist with salaries, benefits and the purchase of laptops & software	20,000.00
WV Women Work - This program, Step Up for Women, offers a skilled trade training class for women. Funds will assist with salaries, benefits & payroll taxes & rent. Program is based at 3601 James Street, Charleston, WV 25387	6,300.00
YWCA - Resolve Family Abuse Program - Funding provided will assist with utility expenses for this DV shelter.	5,000.00
YWCA - SOJOURNERS - Emergency shelter for homeless women and families, located at 1418 Washington Street, East, Charleston, WV 25301. Funding provided will assist salary, benefits & payroll expenses of the substance abuse counselor.	10,000.00
Unprogrammed Funds - Funds for emergency projects and overruns during the program year.	44,474.00

2019 CDBG Proposed Projects

<u>Activity/Description</u>	<u>Amount</u>
Total CDBG	1,501,775.00
HOME	
HOME Admin - Administrative funds for the Home program	62,472.60
HOME/PROJECT - Funds allocated to qualified persons/families in the city of Charleston and Kanawha County to assist first-time homebuyers with downpayment, closing costs and mortgage subsidies.	468,544.50
HOME/CHDO - Funds allocated to qualified Community Housing Development Organizations (CHDO's) in the city of Charleston and Kanawha County.	93,708.90
Total HOME	624,726.00
Total Grant Funds	2,126,501.00

Resolution No. 193-19

Introduced in Council

Passed by Council

May 20, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

- 1 Resolution No. 193-19 - Authorizing approval of Amendment No. 9 in the FY 2018- 2019
- 2 General Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That the approval of Amendment No. 9 in the FY 2018- 2019 General Fund Budget as
- 7 indicated on the attached list of accounts.

General Fund FY 2018-2019 Budget Amendment No. 9 - May 20, 2019

Account No.	Department	Account Description	Amount
001 420 00 000 1 103	Engineering	Salaries & Wages	(3,500)
001 420 00 000 1 104	Engineering	FICA	(268)
001 437 00 000 1 103	Planning	Salaries & Wages	(12,000)
001 420 00 000 1 104	Planning	FICA	(918)
001 412 00 000 1 103	City Manager	Salaries & Wages	15,500
001 412 00 000 1 104	City Manager	FICA	1,186

To reallocate irregular part time (IPT) wages to allow for hiring of a summer intern.

Account No.	Department	Account Description	Amount
001 750 00 000 3 359	Street	Snow Removal Materials	(134,000)
001 412 00 000 2 214	City Manager	Travel	(48,000)
001 412 00 000 2 221	City Manager	Training	(5,500)
001 409 00 000 5 568	Mayor's Office - Discretionary Contributions	Other Contributions	187,500

To reallocate unneeded funds budgeted for snow removal and the City Manager's training and travel to the Mayor's Discretionary Contributions.

Resolution No. 196-19

Introduced in Council

Passed by Council

May 20, 2019

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 196-19 - Authorizing the Mayor or City Manager to apply for and
2 administer up to \$5,000 in grant funds from the West Virginia Department of
3 Environmental Protection's REAP Program to offset costs associated with City-
4 wide cleanup events. The grant's matching requirements will be satisfied through
5 in-kind services provided during the cleanup events.

6

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

8

9 That the Mayor or City Manager is authorized to apply for and administer up to
10 \$5,000 in grant funds from the West Virginia Department of Environmental
11 Protection's REAP Program to offset costs associated with City-wide cleanup
12 events.

13

14

Resolution No. 197-19

Introduced in Council

Passed by Council

May 20, 2018

Introduced by
Joseph Jenkins

Referred from
Finance Committee

1 Resolution No. 197-19 - Authorization the Mayor or City Manager to submit a grant
2 application to the Federal Emergency Management Agency (FEMA) Port Security grant
3 program in the amount of \$875,500.00 for the purchase of a new boat for the Charleston
4 Fire Department and administer any funds received. The estimated boat purchase price
5 is \$700,400, and the grant requires a 25% in-kind or cash match that will be met with
6 manpower hours for emergency responses, special events, fuel, maintenance and boat
7 storage costs over a period of three years. Total grant application, including in-kind
8 contributions, is \$875,500.00.

9

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

11

12 The Mayor or City Manager is authorized to submit a grant application to the Federal
13 Emergency Management Agency (FEMA) Port Security grant program in the amount of
14 \$875,500 for the purchase of a new boat for the Charleston Fire Department and
15 administer any funds received.

COMMITTEE REPORT

TO: Clerk of the Council of the City of Charleston, West Virginia

FROM: The Committee on Finance

Your Committee on Finance has had under consideration:

The Purchase of Personal Protective Equipment for the Charleston Fire Department Rapid Response Team in the amount of \$31,705.00.

To be charged to Account No. 045-000-19-001-3-341, 2018 Homeland Security Grant RRT

and reports the same to Council with the recommendation that the

committee report be adopted

CHAIRMAN

Personal Protective Equipment for CFD Rapid Response Team (RRT)

Bid Opening: May 9, 2019 @ 11:00 a.m.

		Finley Fire Equipment Co. Inc. 5255 N St. Rt. 60 NW McConnelsville, OH 43756 P: (740) -962-4328 F: (740) -962-5244 jparsons@finleyfire.com			Galls LLC 1340 Russell Cave Road Lexington, KY 40505 P: (800) 876-4242 F: (877) 914-2557 Rose-Lindsay@galls.com			Bob Barker Company Inc. 7925 Purfoy Road Fuquay-Varina, NC 27526 P: (919) 946-2137 F: (800) 322-7537 taliahair@bobbarker.com		
	Quantity	Manufacturer	Unit Cost	Total Cost	Manufacturer	Unit Cost	Total Cost	Manufacturer	Unit Cost	Total Cost
Long Sleeve Rip Stop Jacket	53	Propper	\$52.00	\$2,756.00	Propper	\$33.50	\$1,775.50	Propper	\$34.00	\$1,802.00
Rip Stop Pants	53	Propper	\$25.00	\$1,325.00	Propper	\$27.50	\$1,457.50	Propper	\$24.50	\$1,298.50
Globe USAR Boots	53	Globe	\$390.00	\$20,670.00	Globe	\$399.00	\$21,147.00	No Bid	\$0.00	\$0.00
WolfPak Vest	24	N/A	\$0.00	\$0.00	Wolfpack	\$345.00	\$8,280.00	No Bid	\$0.00	\$0.00
Shipping				\$0.00			\$0.00			\$0.00
Delivery	90 - 120 days				30 days			Delivery date not listed		

Total Bid	\$24,751.00	\$32,660.00	\$3,100.50
------------------	--------------------	--------------------	-------------------

COMMITTEE REPORT

TO: Clerk of the Council of the City of Charleston, West Virginia

FROM: The Committee on Finance

Your Committee on Finance has had under consideration:

The purchase of fifteen 2020 Ford Police Interceptor Utility Vehicles with All Wheel Drive from Stephens Auto Center, 104 Stephens Drive, Danville, WV, which recently was awarded a state contract for law enforcement vehicles through a competitive agency procurement with the West Virginia State Police. Stephens Auto Center has agreed to honor the state contract pricing for the City of Charleston. The price per vehicle is \$36,069, and the total purchase price is \$541,035. The purchased vehicles will replace current vehicles in the police fleet according to a standard replacement cycle.

To be charged to Account No. 001-976-00-700-4-459, Public Safety Capital Outlay

and reports the same to Council with the recommendation that the
committee report be adopted

CHAIRMAN