

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., DECEMBER 20, 2021
COUNCIL CHAMBERS, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., December 20, 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
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
Ben Adams

Other Councilmembers present:
Bobby Brown
Bobby Haas
Adam Knauff
Shannon Snodgrass

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the December 6, 2021 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 571-21 – Authorizing the Mayor or City Manager to approve and execute Change Order No. 2 relating to the Slack Plaza / City Center project, where the adjusted pricing details are indicated on 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 approve and execute Change Order No. 2 relating to the Slack Plaza / City Center project, where the adjusted pricing details are indicated on Exhibit A attached hereto.

City Engineer, Chris Knox, added that the change order is related to Change Order No. 1, which was a credit.

Councilmember Jenkins asked what the reason for the delay in completion was. Knox replied that it was due to a delay in the supply chain for the lighting system. The current anticipated finish date is February 2022.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 571-21 approved.



SQP Construction Group, Inc.
 281 Smiley Drive, St. Albans, West Virginia 25177
 Phone: (304) 440-9200 • Cell: (304) 575-5546
 Contact: Eric Nolan Project Manager

Project:

City of Charleston
 Slack Plaza Renovations

002

Proposal Description:

Change Order 2

	Description	Revised Totals 12/15/21
1	Drill holes in concrete under paver areas	\$ 1,975.00
2	Install aluminum fence and stone veneer at Peoples Building parking lot	\$ 24,385.00
3	Demolition and replacement of sidewalk and curb in front of police station and small triangle area adjacent the police station	\$ 11,216.00
4	LiveWall upgrades for control system	\$21,295.14
5	Central Walkway repair	\$ 4,780.00
6	Electrical enclosure CMU cap	\$ 999.00
7	Hot Box enclosure upgrade to aluminum. Cherry River and RFI	\$ 4,900.00
8	Grate modifications (Including ADA Paver Upgrades)	5,215.00
9	Credit fo small sculpture base	(1,800.00)
10	Credited Back on Contract from Change Order 1	(\$57,867.00)
11		
12.00	Demo existing valve and install frost free water supply outside the restrooms	\$1,246.47
13.00	Upgrade to 400 amp service	\$13,200.00
14.00	Contract Extension to 2/04/21	\$0.00
15.00	Tree Rings Total of 12 Granite and Paver Areas	5,857.00
Totals		\$ 35,401.61

Submitted By

Eric J. Nolan

[NAME]

[SIGNATURE]

Project Manager

[TITLE]

November 4, 2021

[DATE]

- b. Resolution No. 572-21 – Authorizing the Mayor or City Manager to enter into a contract with Agsten Construction Company, Inc., in the amount of \$237,000 to renovate approximately 1,330 square feet of office space on the 3rd floor of City Hall, where the renovation work includes selective interior demolition, new ceilings, partitions, finishes, lighting, power, HVAC supply/return, and plumbing.

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 Agsten Construction Company, Inc., in the amount of \$237,000 to renovate approximately 1,330 square feet of office space on the 3rd floor of City Hall, where the renovation work includes selective interior demolition, new ceilings, partitions, finishes, lighting, power, HVAC supply/return, and plumbing.

City Manager, Jonathan Storage, added that the old Traffic Engineering Office will be renovated for possibly temporary use for the Police Chief's Office. Property and Evidence will be relocated from the basement to the current Chief's Office. He added that the office space is very much needed by the Police Department, and be used by any other City office.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 572-21 approved.

- c. Resolution No. 573-21 - Authorizing the Finance Director to establish fund 046, HOME-ARP Investment Trust Fund, a fund that accounts for revenues received from the U.S. Department of Housing and Urban Development to administer the HOME Program under the American Rescue Plan Act of 2021.

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

That the Finance Director is authorized to establish fund 046, HOME-ARP Investment Trust Fund, a fund that accounts for revenues received from the U.S. Department of Housing and Urban Development to administer the HOME Program under the American Rescue Plan Act of 2021.

Storage added that the City is required to establish a Special Revenue Fund in order to receive HOME ARP funds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 573-21 approved.

- d. Resolution No. 574-21 - Authorizing the Mayor or City Manager to enter into a contract with SoftResources LLC in the amount of \$83,900 to perform information technology consulting services for the replacement of the City's enterprise resource planning ("ERP") system and the City's revenue tracking system ("RTS"), where the consultant was selected through a nationwide solicitation process and was among four applicants considered. The scope of services will include assisting the City with the procurement of a complete ERP and RTS solution, including software, hardware specifications, project management, and business process improvements.

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 SoftResources LLC in the amount of \$83,900 to perform information technology consulting services for the replacement of the City's enterprise resource planning ("ERP") system and the City's revenue tracking system ("RTS"), where the consultant was selected through a nationwide solicitation process and was among four applicants considered. The scope of services will include assisting the City with the procurement of a complete ERP and RTS solution, including software, hardware specifications, project management, and business process improvements.

Storage added that the ERP system is a key financial structural system for the City. The current provider is in the process of sun-setting the currently used version. Additionally, the RTS system was developed in the early 1990s, whose programmer is no longer able to service it. The value in the proposed consultant contract is that they will ensure that the City's data does not get lost during the transition process.

Councilmember Jenkins confirmed that the timeframe for the project would be 8 months.

Councilmember Ceperley asked how the software would interface with the Auditor's existing systems. Storage replied that there would be no way to know until it was implemented, however the Auditor is confident that they will be able to work with any system.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 574-21 approved.

- e. Resolution No. 575-21 - Whereas, the Land and Water Conservation Fund ("LWCF") was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard natural areas, water resources, and cultural heritage, as well as to provide recreation opportunities to all Americans;

Whereas, the LWCF is a state and federal partnership program benefiting the State of West Virginia and its political subdivisions;

Whereas, the funding for the program is provided through congressional appropriations to the State & Local Assistance Programs Divisions of the National Park Service;

Whereas, the LWCF program provides matching grants to states for planning, acquiring, developing, or renovating state and local parks;

Whereas, the LCWF grant program may be used to renovate athletic fields, including installing synthetic turf;

Whereas, the City maintains numerous athletic fields that are frequently used by community groups, City Parks & Recreation Department programs, little league organizations, and more;

Whereas, the City has identified the athletic fields that are in the most need of renovation through turf replacement: two little league fields along Bigley Avenue, one little league field at the Kanawha City Community Center, and one little league field at the North Charleston Community Center;

Whereas, the estimated cost of turf replacement project is approximately \$2,000,000;

Whereas, the LCWF requires applicants to submit a 50% cash match for any awarded funds; and

Whereas, the Council finds that proceeding with the grant application, including committing to the 50% cash match requirement, is in the best interests of the City and its residents

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

The Mayor or City Manager is authorized to submit a grant application to the Land and Water Conservation Fund in the amount of \$1,970,529 to perform athletic field turf renovations to four athletic fields within the City: two little league fields along Bigley Avenue, one little league field at the Kanawha City Community Center, and one little league field at the North Charleston Community Center. The Mayor or City Manager is further authorized to commit the City to the 50% cash match grant requirement and agrees to abide by all rules and regulations pertaining to the Land and Water

Conservation Fund Program, including the operation and maintenance of the proposed facilities for public use should this project receive Federal assistance.

Storage added that the City identified this fund as an opportunity to renovate some Little League fields throughout the City. The City will use the General Maintenance Fund or the Municipal Stabilization fund for the required 50% match (likely to be \$1 million). If they did not receive the grants, the Administration would be willing to find other funding opportunities.

Councilmember Robinson added that the Watt Powell field was due to be re-turfed, and asked if it would be included in the grant request. Storage replied that due to the competitive nature of the grant, the other fields are in worse shape, and are more likely to secure the grant. However, other fields could be funded through ARPA funds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 575-21 approved.

- f. Resolution No. 576-21 - Authorizing the Mayor or City Manager to purchase one (1) vehicle from Thornhill Motor Car, Inc., (DBA Thornhill CDJR), in the amount of \$34,462, where the vehicle will replace a fleet vehicle maintained by the Metropolitan Drug Enforcement Network Team ("MDENT") and will be titled to the City of Saint Albans.

Now, therefore, 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 Thornhill Motor Car, Inc., (DBA Thornhill CDJR), in the amount of \$34,462, where the vehicle will replace a fleet vehicle maintained by the Metropolitan Drug Enforcement Network Team ("MDENT") and will be titled to the City of Saint Albans. The purchase will be made through a competitively sourced state-wide contract.

Storage added that Resolutions 576-21 and 577-21 are for standard replacements of fleet vehicles that are maintained by MDENT. While the City acts as the fiscal agent, the money is pooled by all of the agencies.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 576-21 approved.

- g. Resolution No. 577-21 - Authorizing the Mayor or City Manager to purchase one (1) vehicle from Jim Robinson, Inc., in the amount of \$25,550, where the vehicle will replace a fleet vehicle maintained by the Metropolitan Drug Enforcement Network Team ("MDENT") and will be titled to the City of Charleston.

Now, therefore, 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 \$25,550, where the vehicle will replace a fleet vehicle maintained by the Metropolitan Drug Enforcement Network Team ("MDENT") and will be titled to the City of Charleston. The purchase will be made through a competitively sourced state-wide contract.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 577-21 approved.

- h. Resolution No. 578-21 - Authorizing the Mayor or City Manager to enter into a contract with Brewer & Co. in the amount of \$83,500.00 to perform construction and installation work to renovate the fire alarm and smoke detector systems at the YWCA Sojourner's Shelter for Homeless Women and Families, a City owned facility.

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 Brewer & Co. in the amount of \$83,500.00 to perform construction and installation work to renovate the fire alarm and smoke detector systems at the YWCA Sojourner's Shelter for Homeless Women and Families, a City owned facility.

Storage added that a fire panel needed to be replaced. The upgrade will also hard wire all of the smoke detectors, as required by City Code. CDBG funds will be used.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 578-21 approved.

- i. Resolution No. 579-21 - Authorizing the Mayor or City Manager to execute and enter into a Subaward Recipient Agreement with Appalachia High Intensity Drug Trafficking Area (“HIDTA”) for funds from the United State Office of National Drug Control Policy in the total amount of \$153,000 to be awarded to the Metropolitan Drug Enforcement Network Team (“MDENT”), where the 2022 calendar year funds are designated for the purchasing of evidence and information (totaling \$20,000), funding six (6) full-time officers at \$19,000 each (totaling \$114,000), and funding one (1) full-time officer for DEA-HIDTA at \$19,000.

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

That the Mayor or City Manager is authorized to execute and enter into a Subaward Recipient Agreement with Appalachia High Intensity Drug Trafficking Area (“HIDTA”) for funds from the United State Office of National Drug Control Policy in the total amount of \$153,000 to be awarded to the Metropolitan Drug Enforcement Network Team (“MDENT”), where the 2022 calendar year funds are designated for the purchasing of evidence and information (totaling \$20,000), funding six (6) full-time officers at \$19,000 each (totaling \$114,000), and funding one (1) full-time officer for DEA-HIDTA at \$19,000.

Storage added that Council considers and adopts this agreement every year as it provides key reimbursement for resources the City dedicates. The new grant will offer a higher reimbursement rate per Officer than previous years.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 579-21 approved.

- j. Resolution No. 580-21 - Authorizing the Mayor or City Manager to enter into a contract with Tyler Technologies, Inc. to upgrade the City's cashiering computer system.

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 Tyler Technologies, Inc., in the amount of \$32,259 to upgrade the City's cashiering computer system. The total contract amount represents a one-time charge of \$26,594 for the software upgrade and data integration and \$5,665 for yearly software maintenance fees. The cost of the software upgrade will be paid from the IT Infrastructure Fund.

Storage added that the software is crucial to City business as it is the central connection between the ERP system and the Treasurer's Office.

Councilmember Jenkins added that it is good this system will be future proof with any other new system implemented.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 580-21 approved.

- k. Bill No. 7935 - An Ordinance authorizing the Mayor to enter into an Agreement between the Kanawha County Emergency Ambulance Authority and the City of Charleston for allocation of authorized special levies and other matters incidental thereto for fiscal years beginning July 1, 2023, 2024, 2025, 2026, 2027, and 2028.

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

That the Mayor is hereby authorized to enter into an Agreement between the Kanawha County Emergency Ambulance Authority and the City of Charleston, attached hereto as Exhibit A, for allocation of authorized special levies and other matters incidental thereto for fiscal years beginning July 1, 2023, 2024, 2025, 2026, 2027, and 2028.

Andy Wood, Finance Director, added that the City is the recipient of the County's Public Safety Excess Levy Funds given by the Ambulance Authority. The new terms will change the flat \$3 million to a 38% percentage. This is what the City had prior to 2019.

Councilmember Jenkins asked what the amount would be if the percentage has been used for the current year. Wood replied that it would be very close to \$3 million. If property taxes grow, so will the City's share of the funds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 7935 approved.

- I. Bill No. 7936 - A BILL to amend and reenact Section 114-622 of the Municipal Code of the City of Charleston, as amended, relating to adding Court Street to the list of areas where web-based parking meters are permitted at rates consistent with other downtown parking.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 114-622 of the Code of the City of Charleston, as amended, is hereby amended and reenacted to read as follows:

Chapter 114 – Traffic Ordinance

Article VII. STOPPING, STANDING AND PARKING

Sec. 114-622. - Per-hour parking fees established.

In the areas bounded by Leon Sullivan Way on the east, Kanawha Boulevard on the south, Elk River on the west, and Piedmont Road on the north, the rental fee for use of any single on-street metered parking meters at the rate of \$0.50 per hour as required by the instructions printed upon each meter. Beginning on February 5, 2018, and continuing thereafter, the rental fee for use of single on-street metered parking in the following areas will be according to the following schedule with no maximum parking time, as required by the instructions printed upon each meter:

Rate of \$1.00 per hour:

400 block of Laidley Street
500 and 600 block of Donnally Street

Rate of \$.25 per hour:

500 block of Summers Street
700 and 800 block of Donnally Street
500 and 600 block of Capitol Street
600 block of Eagan Street
700 and 800 block of Christopher Street
300, 400 and 500 block of Dickenson St.
300, 400 and 500 block of Leon Sullivan Way
300, 400, 500, 600 block of Morris Street
1200 block of Lewis Street
1000, 1100, and 1200 block of Washington Street
1100 and 1200 block of Virginia Street East

Beginning on May 21, 2018, or upon installation of web-based parking meters, whichever occurs later, and continuing thereafter, the rental fee for use of single on-street metered parking, and maximum parking times in the following areas will be according to the following schedule, as required by the instructions printed upon each

meter:

Rate of \$1.00 for first hour, \$1.50 for second hour, and an additional \$1.50 for the third hour with a 3-hour maximum time:

- 100 and 200 block of Hale Street
- Unit block of Dunbar Street
- 200 block of Leon Sullivan Way
- Unit block to 400 block of Capital Street
- Unit block to 300 block of Summers Street
- Unit block to 300 block of Laidley
- 800 block of Kanawha Blvd.
- 1000 block of Virginia Street East
- 500 to 1000 block of Quarrier Street
- Unit block to 300 block of Court Street

Provided, where it is determined by the planning/streets and traffic committee that there is a need for further regulation and control of vehicles parking within this area, the city may designate individual on-street metered parking spaces within this area to allow for less than the maximum of three hours at a rate of not more than \$0.50 per 15-minute increments. Any such parking space shall have the time restrictions and rates printed upon each meter.

If the city consents to temporarily bagging or removing a meter to accommodate construction or other activity, the rental fee shall be \$15.00 per day or any portion of a day for each such meter.

Parking Director, Terri Allen, added that the bill proposes to change the rate status for parking on Court Street. Ideally, new parking will be added on Court Street and between Kanawha Boulevard and Washington Street in the future. It is being recommended that the parking rate for Court Street match the rates for the busier downtown areas.

Councilmember Jenkins added that he was glad that this step is being taken.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 7936 approved.

- m. Bill No. 7938 Committee Substitute - A BILL to amend and reenact Section 114-622 of the Municipal Code of the City of Charleston, as amended, relating to adding Court Street to the list of areas where web-based parking meters are permitted at rates consistent with other downtown parking.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 114-622 of the Code of the City of Charleston, as amended, is hereby amended and reenacted to read as follows:

Chapter 114 – Traffic Ordinance

Article VII. STOPPING, STANDING AND PARKING

Sec. 114-622. - Per-hour parking fees established.

In the areas bounded by Leon Sullivan Way on the east, Kanawha Boulevard on the south, Elk River on the west, and Piedmont Road on the north, the rental fee for use of any single on-street metered parking meters at the rate of \$0.50 per hour as required by the instructions printed upon each meter. Beginning on February 5, 2018, and continuing thereafter, the rental fee for use of single on-street metered parking in the following areas will be according to the following schedule with no maximum parking time, as required by the instructions printed upon each meter:

Rate of \$1.00 per hour:

400 block of Laidley Street
500 and 600 block of Donnally Street

Rate of \$.25 per hour:

500 block of Summers Street
700 and 800 block of Donnally Street
500 and 600 block of Capitol Street
600 block of Eagan Street
700 and 800 block of Christopher Street
300, 400 and 500 block of Dickenson St.
300, 400 and 500 block of Leon Sullivan Way
300, 400, 500, 600 block of Morris Street
1200 block of Lewis Street
1000, 1100, and 1200 block of Washington Street
1100 and 1200 block of Virginia Street East

Beginning on May 21, 2018, or upon installation of web-based parking meters, whichever occurs later, and continuing thereafter, the rental fee for use of single on-street metered parking, and maximum parking times in the following areas will be according to the following schedule, as required by the instructions printed upon each

meter:

Rate of \$1.00 for first hour, \$1.50 for second hour, and an additional \$1.50 for the third hour with a 3-hour maximum time:

- 100 and 200 block of Hale Street
- Unit block of Dunbar Street
- 200 block of Leon Sullivan Way
- Unit block to 400 block of Capital Street
- Unit block to 300 block of Summers Street
- Unit block to 300 block of Laidley
- 800 block of Kanawha Blvd.
- 1000 block of Virginia Street East
- 500 to 1000 block of Quarrier Street
- Unit block to 300 block of Court Street

Provided, where it is determined by the planning/streets and traffic committee that there is a need for further regulation and control of vehicles parking within this area, the city may designate individual on-street metered parking spaces within this area to allow for less than the maximum of three hours at a rate of not more than \$0.50 per 15-minute increments. Any such parking space shall have the time restrictions and rates printed upon each meter.

If the city consents to temporarily bagging or removing a meter to accommodate construction or other activity, the rental fee shall be \$15.00 per day or any portion of a day for each such meter.

City Attorney, Kevin Baker, added that the proposed bill clarifies how fees are being assessed and the appeal process for property owners. It also grants the City Collector's Office some ability to create rules to administer these transactions, and creates an exemption to the expenditure rule so that the Board would have to come to Council for approval of a purchase unless it should exceed \$100,000. The Committee Substitute makes minor technical changes to clarify some language.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 7938 Committee Substitute approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.