CHARLESTON CITY COUNCIL

Regular Meeting

January 3, 2022
at 7:00 PM

THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIWED LIVE VIA
https://charlestonwv.civicclerk.com/web/home.aspx

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

STATE OF THE CITY ADDRESS

PUBLIC SPEAKERS AND CLAIMS

1. INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).

2. Claims 1-3-2022

PROCLAMATIONS

1. 1-3-2022

COMMUNICATIONS

1. 1-3-2022

REPORTS OF STANDING COMMITTEES

FINANCE

1. Resolution No. 583-22 - The Mayor or City Manager is authorized to enter into a contract with BDO USA, LLP, to perform accounting services relating to the administration of the

City’s American Rescue Plan Act funding distribution.

REPORTS OF OFFICERS

1. 1-3-2022

NEW BILLS

1. 1-3-2022

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE JANUARY 18, 2022 AT 7:00 PM.

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

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Resolution No. 583-22

Introduced in Council: Adopted by Council:

January 3, 2022

Introduced by: Referred to:

Joseph Jenkins Finance

Resolution No. 583-22 – Whereas, in recognition of the complex legal, spending, and reporting requirements that come with allocating the City of Charleston's American Rescue Plan Act ("ARPA") funds, the City Council finds it necessary to hire an established and qualified accounting firm to facilitate, monitor, and track the City's forthcoming ARPA program;

Whereas, on August 23, 2021, the City issued a nation-wide solicitation seeking proposals from qualified firms to provide accounting and advisory services;

Whereas, the City received 12 proposals from interested firms, and an evaluation committee was established that included the Council President, City Manager, City Attorney, City Finance Director, and Interim City Auditor;

Whereas, the evaluation committee shortlisted 4 firms for further consideration, and after conducting interviews, scored BDO USA, LLP, highest among the shortlisted firms and recommended negotiating the terms of service;

Whereas, the evaluation committee took special note of the fact that BDO has provided (and continues to provide) accounting services to the State of West Virginia relating to CARES Act and ARPA federal funding and is well-acquainted with applicable West Virginia laws concerning public expenditures;

Whereas, BDO has agreed to perform the following services: assist with funding eligibility determinations, evaluate expenditure tracking systems, review internal policies and procedures, conduct grant compliance reviews (both internal and sub-recipient), and prepare obligatory reporting during the existence of the City's ARPA program;

Whereas, BDO has proposed hourly rates that average 60% lower than its standard rates; and

Whereas, the Administration recommends awarding the contract to BDO under the negotiated terms.

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

The Mayor or City Manager is authorized to enter into a contract with BDO USA, LLP, to perform accounting services relating to the administration of the City's American Rescue Plan Act funding distribution, where the contract amount may not exceed $500,000. The City Manager is directed to provide notice to the Finance Committee each instance when the total expenditures under the contract exceed a denomination of $100,000.

BDO USA, LLP'S QUALIFICATIONS & RESPONSE TO:

REQUEST FOR EXPRESSIONS OF INTEREST – Federal Grant Compliance Consulting

THE CITY OF CHARLESTON, WEST VIRGINIA
September 17,2021

BDO

Tel: 703-893-0600
Fax: 703-893-2766
www.bdo.com
BDO Chicago National Office
330 North Wabash Avenue
Suite 3200
Chicago, IL 60611

September 17, 2021

Dear Purchasing Director Bowles,

BDO USA, LLP is eager to serve the City of Charleston in the administration, distribution, monitoring, and reporting of capital from CSLFRF funds to support the City's long-term recovery from COVID-19. We understand the importance of choosing a provider to help you implement a successful strategy and ensure proper administration of ARPA funds. We are dedicated to providing the experience and support you need.

Our multi-disciplinary team leverages our experience in supporting the State of West Virginia and dozens of other State and Local governments administer CARES Act grants and is comprised of subject matter experts in the following areas: state and local services, grants and project management, resilience, planning, emergency management, forensic accountants, finance professionals, and risk and insurance specialists.

The enclosed materials outline how BDO can satisfy your objectives. Our team has guided state and local governments and agencies through many similar circumstances. We are well-positioned to help the City maximize the allotted ARPA funds, and successfully counsel on grant compliance.

In closing, BDO will be led by professionals with integrity monitoring experience, enabling us to respond quickly—and in line with Federal guidance—to any instances of waste, fraud, or abuse. Our experience, commitment to serving the public sector, and our proven ability to deliver well-managed projects, make BDO the right choice to assist the City of Charleston in this important engagement.

We eagerly look forward to discussing our proposal with you, but in the meantime, please feel free to contact us if you have any questions at the contact information below.

Sincerely,

Andrea Espinola Wilson
Engagement Partner
BDO USA, LLP
703-752-2784
aewilson@bdo.com

Table of Contents

1. Experience & Qualifications

A. Professional Competence

BDO Overview

HISTORY AND OVERVIEW OF OUR FIRM

For more than 100 years, BDO USA, LLP has been recognized as a premier accounting, tax, and advisory organization for our exceptional client service; experienced, accessible service teams; focus on quality and efficiency; and our ability to adapt to, and navigate successfully in, a changing marketplace.

Founded as Seidman & Seidman in New York City in 1910, the firm has grown to serve clients through more than 65 offices and more than 740 independent alliance firm locations nationwide. Today, BDO USA, LLP, a Delaware limited liability partnership, is the U.S. Member of BDO International Limited, a UK company limited by guarantee, which forms part of the international BDO network of independent member firms. BDO Public Sector, LLC is a wholly owned subsidiary of BDO USA, LLP.

OUR MISSION AND CORE PURPOSE: HELPING PEOPLE THRIVE EVERYDAY

Our firm's mission defines our current focus and future direction to achieve sustainable professional, cultural, and economic growth as well as meaningful recognition in the marketplace and the profession. We will accomplish this by:

- Embracing our core values of competence, honesty and integrity, dedication, professionalism, responsibility and accountability, and economic awareness.
- Investing in our people and infrastructure.
- Capitalizing on market opportunities and strategic relationships.
- Continuously providing superior client service.

$1.8 billion Revenues

46% Assurance **31%** Tax **23%** Advisory and Other

670 Partners

6,822 Client Service Personnel

8,063 Total Personnel

65+ Offices

740+ Independent Alliance firm locations nationwide

1910

Seidman & Seidman founded (U.S. firm)

1963

Binder Seidman International Group founded (international network); a loose affiliation of firms based in the UK, Germany, Netherlands, and Canada

1973

The international network adopts the name BDO

1988

Seidman & Seidman is rebranded as BDO Seidman to highlight its membership in the BDO International network

1993

BDO Seidman Alliance program launched

2010

BDO Seidman, LLP is rebranded as BDO USA, LLP and celebrates our 100th anniversary

Financial statistics for the 12 months ended April 30, 2020, to align with fiscal year.

Government Grant Program Management Experience

PUBLIC SECTOR SERVICES

We understand the unique accounting, financial, and consulting requirements that deserve experienced attention in the public sector. Working in close cooperation with our clients, our knowledgeable partners and staff can help resolve issues for government agencies and help design approaches to yield more productive operations while maintaining the commitment and values that drive their organizations.

With more than 4,000 clients in the public and nonprofit sectors, our team of professionals offers the hands-on experience and technical skills to serve the distinctive needs of our clients and help them fulfill their missions. We supplement our technical approach by analyzing and advising our clients on the many elements of running a successful organization.

SERVICES WE PROVIDE TO THE PUBLIC SECTOR

- Grants management and integrity monitoring
- Compliance reviews and reporting to federal, state, and city funding sources
- Program, contract, and financial assessments
- Strategic planning and organizational development
- Financial audits and Uniform Guidance compliance audits
- Intermediate sanctions studies/compensation surveys
- Development of accounting and compliance manuals
- Compliance reviews of fundraising reporting and allocation procedures
- Program monitoring and evaluation
- Data analytics services including data governance, data warehousing, and business intelligence
- Structuring of complex, multi-entity organizations
- Timely updates on issues affecting public and nonprofit organizations
- Mock tax audits and other tax compliance reviews
- Budget preparation and training of client staff in preparing budgets
- Computer installation and design of custom systems
- Outsourced financial services

EXAMPLES OF INDUSTRY GROUPS WE SERVICE INCLUDE:

- State and territorial governments
- Local governments including counties, cities, and tribal entities
- Federal agencies and subsidiary departments
- Research organizations
- Social service organizations
- Healthcare organizations
- Voluntary health and welfare organizations
- National trade associations
- Colleges, universities, and vocational schools
- Professional societies
- Advocacy groups
- National and local public charities
- For-profit subsidiaries
- Foundations
- Unions
- Fraternal organizations and private clubs
- Religious organizations

Understanding of ARPA Eligibility and Authorized Uses

With the enactment of ARPA, the U.S. Treasury will be distributing $350B to state, local, and tribal governments.

BACKGROUND

On March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law to provide support across the United States in recovery from the effects of the Coronavirus pandemic. Title IX of the Act created the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF), to distribute $350B across state, local, and tribal governments to help stabilize revenue downturns and address budget shortfalls related to pandemic response and impact within their communities.

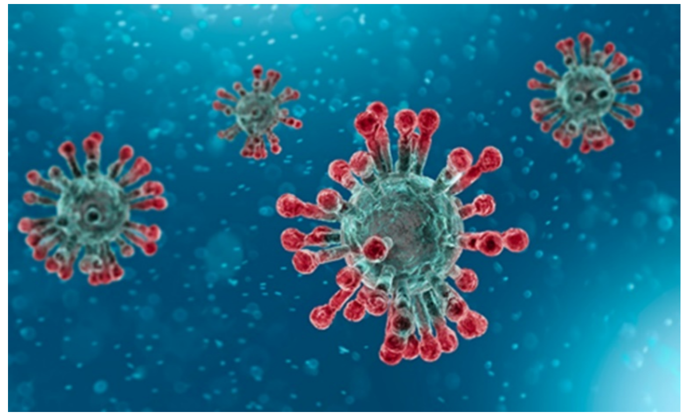
Allocation of the Fund is based on government type, and counties and cities across the United States are allocated to receive $65.1 billion and $45.6 billion, respectively. States and the District of Columbia are eligible to receive up to $195.3 billion in economic relief, with the full amount of these funds available for the discretional use of the state government.

ELIGIBLE COSTS

The Interim Final Rule of the American Rescue Plan permits funds to be used to cover costs incurred beginning on March 3, 2021, including those which:

- Fund COVID-19 public health mitigation and response efforts
- Address economic harm to local workers and industries such as tourism, travel, and hospitality
- Replace Public Sector revenue losses
- Cover premium and hazard pay to workers performing essential tasks during the pandemic
- Make necessary investments to improve water and sewer infrastructure
- Make necessary investments to implement or improve broadband infrastructure

The Inspector General of the Department of the Treasury has been tasked with oversight and monitoring of receipt, disbursement, and use of the funds.



STRATEGY DEVELOPMENT

It will be crucial for the City to think strategically about these funds and maximizing their use in response to the pandemic. Further, allocated funds carry a number of associated restrictions regarding their use within a limited timeframe, so we stand ready to deploy resources to help the City address these challenges quickly and efficiently.

Our team of experts can assist the City by:

- Identifying available funds and completing relevant applications
- Developing spending strategies to take best advantage of funds provided
- Establishing program management processes
- Executing program management functions
- Mitigating risks
- Monitoring and compliance
- Grant closeout
- Audit preparation and remediation
- Provide recommendations on the development of various projects and programs based upon staff needs

ADDITIONAL SOURCES OF FUNDS

States and local communities will also receive additional funds – through newly created Small Business Administration, Transportation, and Agriculture Funds – and may be eligible for other grants and relief funding under the Act as well. Our team can help the IEMA evaluate and assess what funds may be needed and available and will work with the City to capitalize on all available funding sources.

Our Understanding of the Grants Management and Monitoring Process, and Federal Requirements

FEDERAL FUNDING DEPTH OF KNOWLEDGE

BDO has extensive knowledge and understanding of the federal grants process, which gives us an advantage in understanding the management and monitoring of disaster recovery programs. For example, BDO professionals have experience supporting clients, including state-level government agencies, in navigating the many federal funding streams that have been made available in response to COVID-19, including, but not limited to, the U.S. Department of the Treasury. Additionally, BDO has managed over $18 Billion in CARES Act grants for state and local governments across the country.

We have managed and issued multiple comprehensive assessments related to various aspects of FEMA's grant programs, including appeals, debris removal, and the overall FEMA Public Assistance (PA) program.

MANAGEMENT OF FUND ADMINISTRATION

BDO's extensive background in grants management extends across a wide spectrum of implementations, including the tracking and documentation of grants for recipients ranging from major cities, counties, and states to local housing and community authorities; the oversight and administration of federal grant programs; and the coordination and monitoring of major foundation grant programs.

A SAMPLING OF THE SECTORS WE SERVICE

- State, local, tribal, and territorial governments
- International nonprofits & NGOs
- Social service organizations
- Cultural & arts organizations
- Health & human service organizations
- Higher education institutions
- Private foundations

BDO HAS MONITORED AND REPORTED ON FEDERAL GRANT PROGRAMS FOR OVER 30 YEARS

NAVIGATING RISK AND EVOLVING FEDERAL REQUIREMENTS

With more than 4,000 clients in the public and nonprofit sectors firm wide, our team of professionals offers the hands-on experience and technical skill that IEMA can rely upon to serve the distinctive needs of the City against the backdrop of COVID-19. BDO presents timely and innovative solutions to the public sector, helping clients position their organizations to obtain proper funding in an intensely complex environment. We work with management in developing sound strategies to help them adapt to a landscape altered by changes in regulations and funding models.

BDO's multidisciplinary approach allows for the evaluation of public sector clients and their challenges holistically and to work collaboratively with clients to create tailored, immediate, and long-term solutions. BDO's goal is to help clients maximize recovery outcomes and achieve their objectives to bring the most benefits to their communities and stakeholders, even long after our engagements conclude.

OVER $4 BILLION IN CARES ACT GRANTS MANAGED FOR STATE AND LOCAL GOVERNMENTS

Our Understanding of the Federal Laws and Regulations; and Acceptance, Expensing and Recording of Grant Funds

TRANSPARENCY AND FEDERAL COMPLIANCE

BDO has extensive experience in delivering a program that fosters transparency and federal compliance regarding client financial statements and the reporting on the schedule of expenditures of federal awards. Our process focuses on the following accountability objectives:

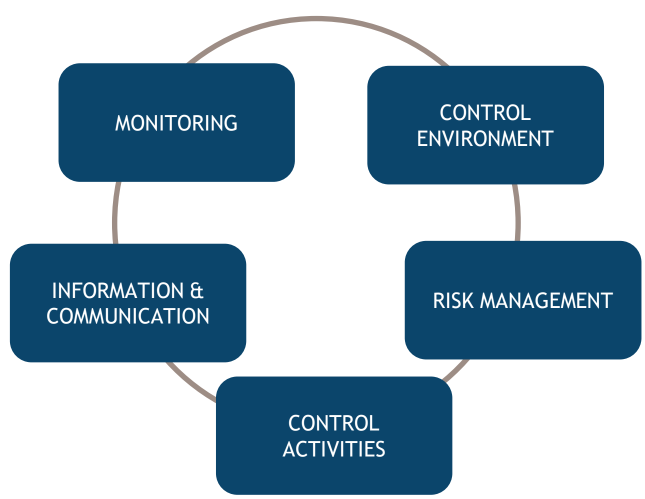
- The receipts and uses of all funds are transparent to the public, and the public benefits of these funds are reported clearly, accurately, and in a timely manner.
- Funds are used for authorized purposes, and instances of fraud, waste, error, and abuse are mitigated.

We understand the needs of government agencies in developing, managing, and overseeing distribution of federal funds. In developing the necessary internal controls to comply with the requirements we consider the following:

THE OBJECTIVES OF INTERNAL CONTROL PERTAINING TO COMPLIANCE REQUIREMENTS FOR FEDERAL PROGRAMS		
Transactions are properly recorded and accounted for to: ▶ Permit the preparation of Federal financial reports ▶ Maintain accountability over assets ▶ Demonstrate compliance with laws, regulations, and other compliance requirements	**Transactions are executed in compliance with:** ▶ Laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on a Federal program ▶ Any other laws and regulations that are identified in the OMB *Compliance Supplement*	**Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.**

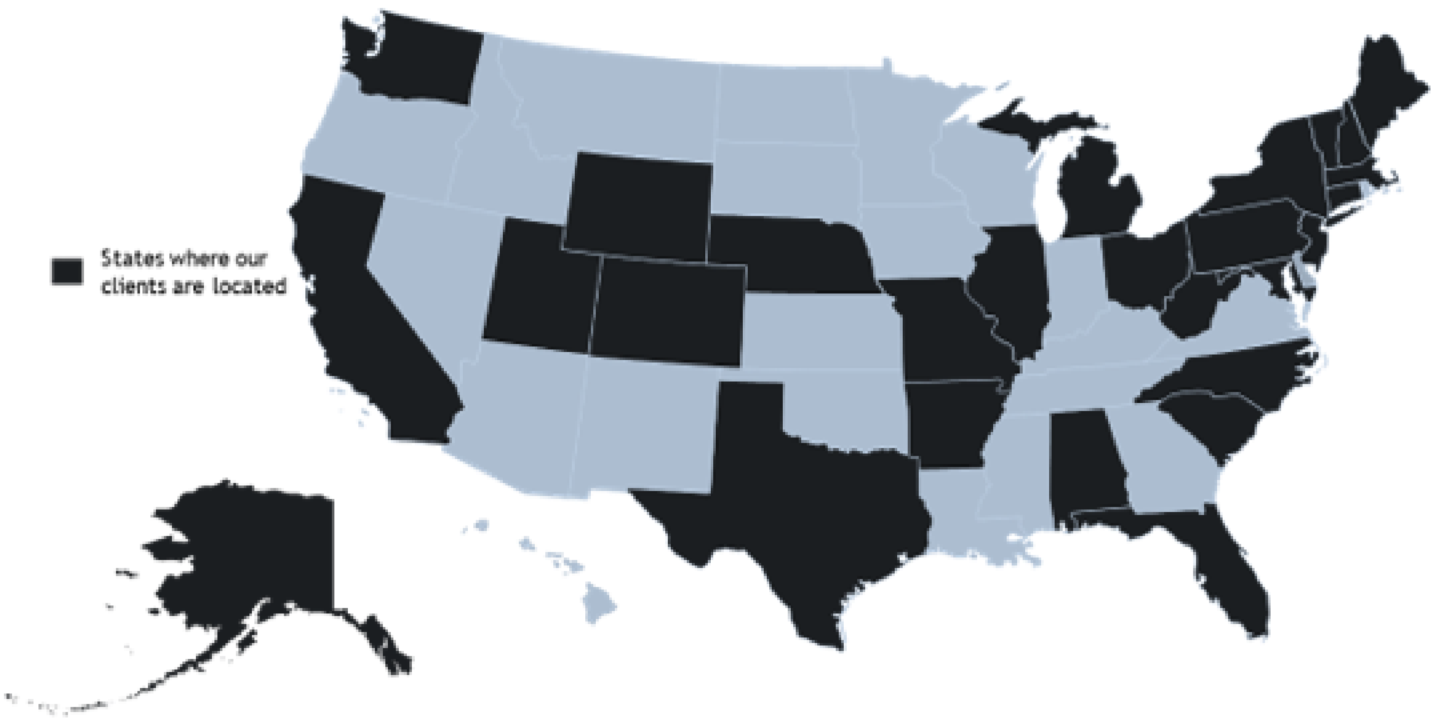
COSO FRAMEWORK

Incorporated into the OMB Uniform Guidance, is the Internal Control-Integrated Framework (COSO Report), published by the Committee of Sponsoring Organizations of the Treadway Commissions which provides the framework for organizations to design, implement, and evaluate internal controls using five interrelated components as referenced. The OMB Compliance Supplement describes five components of internal control for each compliance requirement and describes the characteristics relating to each that should reasonably assure compliance with the requirements of federal laws, regulations, and program requirements. We will focus our efforts on developing the City's internal control using this guidance.



BDO Supports State & Local Government

CORONAVIRUS RELIEF FUND EXPERIENCE



BDO HAS SUPPORTED OVER $4 BILLION IN CORONAVIRUS RELIEF FUND GRANTS MANAGEMENT

BDO manages Coronavirus Relief Funds (CRF) for over a dozen states, tribes, and large municipalities. Our experience-based processes include best practices and consistent interpretations of CRF guidance to advise clients on the expedited use of CRF while working to minimizing audit risk. Regulatory CRF guidance and available hotlines continue to evolve as communities across the U.S. recover from the COVID-19 pandemic.

While current guidance can often be insufficient in assisting states implement effective and compliant programs, BDO's key relationships and our experience with several large-scale COVID-19 responses will benefit the City through systematic, informed, and well-documented implementation of CRF funds help our clients navigate the changing regulatory landscape, develop and implement compliant and efficient programs, and maximize funding while reducing audit risk.

BDO Knows Charleston

TRUST BUILT THROUGH CONTINUED SERVICE DELIVERY

BDO HAS SUPPORTED WEST VIRGINIA THROUHGOUT COVID-19

TEAMS YOU KNOW AND TRUST
BACKED BY BDO'S ACCOUNTING EXPERTISE

BDO has played an integral part in the State's response to and recovery from the COVID-19 pandemic.

At the start of the pandemic, BDO was engaged by the State of West Virginia to assist with the organization and deployment of grant management teams.

As West Virginia received over $1.8 billion in payment from the Coronavirus Relief Fund, they were provided with little initial instruction from U.S. Treasury on how the funds could be used or how the use would be accounted for and reported before the December 30, 2020, deadline for obligation of the funds.

In order to help West Virginia maximize Coronavirus Relief funding available for response to the Coronavirus Pandemic BDO quickly:

- Established eligibility determination, application formulation, documentation management, and application document packaging protocols
- Facilitated rapid application development in the State's Grant Portal
- Assessed grants management policies, procedures, and systems to determine how they could be leveraged for federal grants spending

BDO worked on behalf of the State of West Virginia to process grant applications and send funds to municipalities across the state, including the City of Charleston. BDO worked to quickly and effectively process grant applications for the City of Charleston over the past year and a half to ensure the City received funding in a timely manner.

OUR KNOWLEDGE OF WEST VIRGINIA'S UNIQUE SYSTEMS AND PROCESSES WILL PROVIDE THE CITY WITH THE HIGHEST LEVEL OF COST-EFFICIENCY

Team Approach

STREAMLINED SERVICE DELIVERY

EFFICIENT SERVICE DELIVERY

Following our review of the City of Charleston's grants management needs for the American Rescue Plan Act, we have assembled a team of specialists designed to deliver efficient, effective service. Their depth of knowledge and management experience, program management experience, and the streamlined structure of our team, will enable BDO to quickly ramp up our project and respond quickly to the City's needs throughout the course of the engagement.

CAPACITY AND LEADERSHIP

BDO has created a unique team to meet the described and anticipated needs of the City. The core of this team is comprised of grants management specialists, while additional skillsets and experiences have been brought together to provide an in-depth and diverse team of experts. Examples include individuals bringing direct experience with CARES Act grants management, with supporting state and local governments, and with broader Federal grants programs.

MANAGEMENT THROUGH RELATIONSHIP BUILDING & COMMUNICATION PROCESS

BDO will work in coordination with the City not only as a key advisor throughout the various steps, but also by providing weekly status updates in writing (and in person, if desired) to share the progress made towards goals and discuss any concerns with the internal guidance team.

PROJECT RESOURCING & ACCOUNTABILITY

As is true for all of our engagements, our performance will be led by an experienced Managing Partner – Andrea Espinola Wilson – who will represent the strength of BDO and will provide leadership insight into technical competency of Grants Management. Andrea's time will not be billed for this engagement.

PROJECT TEAM

The core and dedicated staff for this engagement comprise:

- **SUBJECT MATTER EXPERTS:** Leverage deep experience and insight on COVID-19 grants design, management, and compliance. Also, intimately familiar with Federal grants compliance and Office of Inspector General practices.
- **PROJECT MANAGERS** – Experienced in leading complex projects while ensuring ultimate client satisfaction.
- **ACCOUNTANTS -** Experienced in BDO's approach to tracking and reporting on federal grants.

As we demonstrate these qualities of our team in the remainder of this section, we believe the City will understand the value BDO can deliver as it seeks to procure, distribute, and oversee expenditures while meeting Federal requirements.

Staffing Approach

COMPREHENSIVE SERVICE DELIVERY

DEPTH OF RESOURCES & STAFFING PLAN

To stay agile and flexible to the evolving needs of the City throughout the contract term, BDO is providing a depth of resources at each position, affording the City direct access to subject matter expertise across the breadth of the scope of work. A Project Manager from BDO will serve as Charleston's lead point of contact throughout the engagement, able to leverage each individual's skills and knowledge. This translates to swift resolution of all issues or questions (within 1-2 business days), open communication channels, and enhanced service delivery. Each of the proposed resources listed on the following pages are current team employees.

ENGAGEMENT PARTNER	
Andrea Espinola Wilson	Federal Grants Management
SUBJECT MATTER EXPERTISE	
Jim Mitchell, CIGA	Federal Grant Auditing
Corey Eide	Disaster Recovery Management
PROJECT MANAGERS	
Nic Nunn-Faron, CEM CBCP	Disaster Recovery Management
ACCOUNTANTS	
Brooke Krajewski	Auditing/Accounting

BDO’s Leaders to Serve the City

ANDREA ESPINOLA WILSON

Engagement Partner

703-963-4275
aewilson@bdo.com

Andrea leads BDO’s Nonprofit and Education Advisory Services practice and advises organizations on a wide range of issues including compliance matters, cost allowability and recovery issues, cost accounting, procurement, and internal control and operational assessments. She has helped organizations respond to changing regulatory requirements and governmental audit inquiries and suspension and debarment proceedings. Her extensive experience includes a wide range of USG funding agencies and private foundations.

Having significant forensic accounting and internal controls evaluation experience, she has led numerous investigations involving matters related to employee misconduct, embezzlement, misappropriation of funds, bribery, self-dealing, kickbacks, Ponzi schemes, fraudulent financial reporting, and whistleblower complaints. She has conducted fraud risk assessments and implemented policies and procedures to address fraud risks.

Andrea has presented at numerous conferences on such topics as regulatory compliance, internal controls, cost allowability, fraud prevention, risk assessments, and corporate governance. She is an accomplished finance and operations advisor with more than 18 years of experience providing leadership and improving compliance, financial, procurement, operations, human resource, budgeting, and management systems. Her experience is achieving superior performance by designing and implementing operational systems and internal controls to reduce costs and increase efficiencies, accuracy, and compliance.

Prior to consulting, Andrea held various senior level positions with international non-governmental and research institutions as well as an auditor with an international auditing firm. Her vast industry knowledge ensures that solutions are grounded in practical, operational experience. She is also a member of BDO’s Institute for Nonprofit Excellence.

PUBLICATIONS

“Federal Grants: Diversifying Opportunities for Federal Contractors” BDO Knows Government Contracting Newsletter – Spring 2015

“Uniform Guidance Procurement Rules are Coming – Is Your Organization Prepared”, New York Nonprofit Media – July 22, 2016

PROFESSIONAL AFFILIATIONS

American Bar Association
National Council of University Research Administrators
Society for International Development

EDUCATION

Graduate Certificate in Procurement and Contracts Management, University of Virginia
B.S. Business Administration, University of California, Berkeley, Haas School of Business

BDO’s Leaders to Serve the City

COREY EIDE

Project Director

571-385-6132
ceide@bdo.com

Corey supports clients’ investment in resilience. As Director, Industry Specialty Services, Corey serves clients by applying his experience in disaster preparedness, response, and recovery to the unique and increasing complexities of the emergency management sector. Corey’s experience spans support to city, county, state, tribal, territorial, federal government and nonprofit organizations.

Corey has served communities across the United States ahead of disasters by leading catastrophic disaster planning projects, implementing Department of Homeland Security capacity building grants, and through the creation of numerous best practices resources. Corey has led national efforts to standardize emergency sheltering guidance and training, and the creation of planning templates to drive efficiencies for local government. Through these efforts, Corey is adept at applying a whole of community approach by bringing all sectors together to solve complex challenges.

In the immediacy of response to disasters, Corey has supported communities experiencing disasters from wildfires in California, floods in the Mid-West, and hurricanes along the Gulf Coast. Corey has routinely served in liaison and technical assistance roles. Corey has designed new programs, program controls, and has overseen the allocation of hundreds of millions of dollars in direct assistance to affected households.

Navigating recovery, Corey has overseen community grants programs, disaster case management, financial assistance, and reconstruction of homes. These dimensions have required creative collaboration across public, private, and nonprofits to addressing overwhelming need following major disasters. Corey also previously served on FEMA’s Recovery Support Function Leadership Group.

Corey is dedicated to superior client experience and strong partnerships. Corey sees client experience as the foundation of service and has developed partnerships within all levels of government, community-based organizations, faith-based organizations, the private sector, foundations, international NGOS, and the United Nations.

Corey also serves as a Senior Fellow at the Disaster Resilience Leadership Academy at Tulane University.

PROFESSIONAL AFFILIATIONS

International Association of Emergency Managers
International Humanitarian Studies Association
National Voluntary Organizations Active in Disaster

EDUCATION

M.S., International Development, Tulane University
B.A., Communications, California Baptist University

BDO’s Leaders to Serve the City

JAMES M. MITCHELL, MPA CIGA

Subject Matter Expert

504-258-1696
jmitchell@bdo.com

Jim serves as director of BDO’s Community and Organizational Resilience Advisory Services, where he advises states, territories, tribes, and community-based organizations how to anticipate, prepare for, respond and adapt to incremental change and sudden disruptions so they can continue to provide critical services. These advisory services include preparedness, mitigation, response, recovery, and other disaster related grant compliance and management; internal policy and procedure review, assessment, and implementation; gap analysis; threat and hazard identification; risk analysis; and training. He has led projects at organizations within both the private and public sectors as a corporate budget manager, disaster management consultant, and auditor.

Jim joins BDO from the Jefferson Parish, Louisiana Office of Inspector General, and previously from the U.S. Department of Homeland Security Office of Inspector General (OIG) where he led audits of disaster assistance grants pursuant to the Stafford Act in accordance with GAGAS for Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) recipients and sub-recipients in Louisiana, Indiana, and New Mexico. Jim’s key published audit reports include the Louisiana Superdome Sheltering and Repair activities, and the Management of Hazard Mitigation Funds for the State of Louisiana after Hurricanes Katrina and Rita.

As a management consultant with DMG-Maximus, Jim advised local governments on disaster assistance from the FEMA Public Assistance program after earthquake events in California; and hurricane events in the Carolinas, Puerto Rico and the U.S. Virgin Islands. Jim also has gained extensive local government experience in Jefferson Parish, Louisiana, and cities in Los Angeles and Ventura Counties.

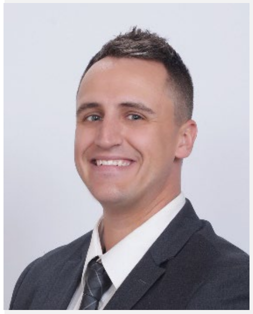
PROFESSIONAL AFFILIATIONS

Association of Inspectors General
National Emergency Managers Association
International Association of Emergency Managers

EDUCATION

Master’s of Public Administration, University of Southern California, August 1981
Bachelor of Arts, Anthropology, Boston University, May 1978

BDO's Leaders to Serve the City



NIC NUN-FARON, CEM, CBCP

Project Manager

703-336-1537
nnunn-faron@bdo.com

Nic Nunn-Faron serves as Manager of BDO's Community Resilience Advisory Services, where he has the opportunity to apply varied experience in the emergency management, business continuity, and policy development sectors to meet the disaster preparedness, response, and recovery needs of public, private, and nongovernmental agencies throughout the United States. Nic's experience includes the management and oversight of engagements for city, county, state, tribal, territorial, federal government and nonprofit organizations. Areas of specialization include hazard mitigation and disaster preparedness, exercise design and evaluation, response and recovery operational planning, vulnerability and risk assessment, business continuity and continuity of operations/government planning and program management, and emergency operations center management.

Prior to joining BDO, Nic served in leadership roles in nonprofit and industry consulting organizations, where he led program and project management initiatives, served on industry oversight committees, and managed multi-year programmatic development and improvement initiatives. Over the past 10 years, Nic has supported grants management operations for local municipalities, led technical response operations following natural disasters, served as an organizational field representative to FEMA, coordinated with the United Nations cluster system, and responded as part of over a dozen emergency operations throughout the United States and abroad. Nic has overseen the development of core policy and planning initiatives, designed and directed high profile event walkthroughs and exercises, and developed technology-based learning solutions.

Specific examples include the:

- Authoring of major metro area emergency operations and continuity plans
- Development of national sporting event preparatory exercises and planning
- Conduct of industry leading research and development initiatives
- Deployment to developing nations for response and recovery operational conduct

Nic seeks to leverage his industry knowledge, experience, and connections to deliver the greatest level of return for each of his clients. His dedication to client satisfaction is emphasized through his project approach focused on sustainable development, equipping the communities he serves with the tools needed to thrive for years to come.

PROFESSIONAL AFFILIATIONS

International Association of Emergency Managers
International City/County Management Association
Disaster Recovery Institute International

EDUCATION

M.S., International Development, Tulane University
B.A., Public Policy/Urban Affairs, Saint Louis University

BDO's Leaders to Serve the City

BROOKE KRAJEWSKI
Senior Consultant

201-788-4299
bkrajewski@bdo.com

Brooke is a senior associate in the Industry Specialty Services group at BDO with a focus on public sector. Her public sector experience includes helping several clients with strategic planning and implementation, compliance reviews, GAAP reporting, performance metrics and benchmarking, implementation of a procurement system, and project management. Additionally, Brooke has helped nonprofits adapt to process improvements in an agile change.

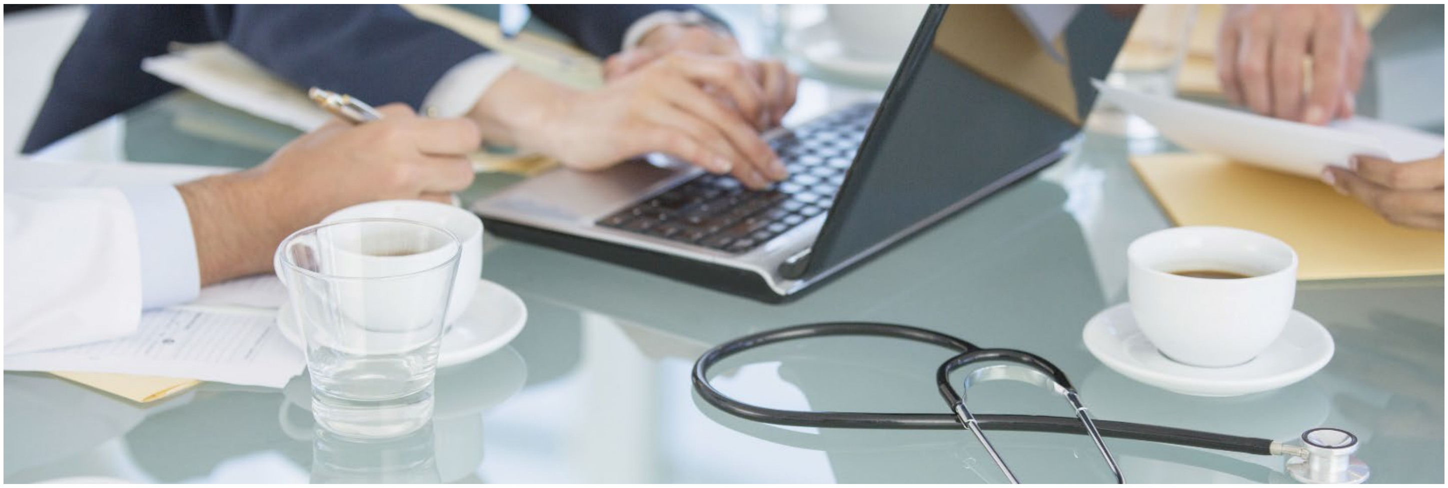
Specific experiences include:

- Procurement system implementation for a large healthcare client
- CARES Act grants management review and compliance for state government
- Policies and procedures compliance analysis for a healthcare client
- Process improvement for a private university

Brooke helped lead one of BDO's largest grant management project for a state governor's office. She helped the state manage and administrate over $1.8B received from various federal agencies through distributions of the CARES Act. In her role, she coordinated with the state's senior government officials to manage its strategy regarding the use of funds for various needs across the state and assesses allowability of spending decisions and related compliance across the multiple funding streams, with significant focus on the Department of Treasury's Coronavirus Relief Fund. She helped implement four CARES Act programs for the financial impact of the COVID-19 pandemic including the Small Business Grants program, utility bill payment assistance grants program, local government payment grants program, and state agency payment grants program.

EDUCATION
B.S., Accounting, The Catholic University of America

B. Timeline



Our Overall Approach

BDO understands that the City of Charleston requires cost monitoring and reporting services to ensure that COVID-19 State Recovery Fund expenditures and subrecipients are performing according to applicable federal and state regulations and guidelines pertaining to the use of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). Ensuring compliance with the laws and regulations, as well as monitoring of grants, is a proactive and necessary step in ensuring that the City is acting as a responsible fiduciary of taxpayer dollars.

As such, the City will need a vendor that has technical expertise in Grants Monitoring and Internal Controls (OMB Circular A-123); and experience with Federal laws and regulations (CARES Act, American Rescue Plan Act, etc.) and Grant Programs (Hospital Preparedness Program (HPP), FEMA Public Assistance (PA), Community Development Block Grant Disaster Recovery (CDBG-DR), etc.).

BDO brings substantial experience and the team that can meet these objectives in monitoring and evaluating internal controls, adhering to grant compliance with laws and regulations, and recommending corrective actions to improve the process.

Demonstrated Experience:

- For the State of West Virginia, we have assisted in administering and reporting on over $1.8B in funding received from various federal agencies under the CARES Act. BDO's work included regulatory interpretation and guidance regarding cost allowability, review and monitoring of costs charged.
- Our team was selected to serve the State of New Jersey in reviewing their expenditures to ensure compliance with the guidance of the Coronavirus Relief Fund, an advising on whether proposed actions are allowable uses of CRF, and in supporting preparation for and execution of required reporting of CRF obligation and expenditure in accordance with US Treasury OIG guidance.
- BDO has served as the grant administrator of Fairbanks-North Star Borough to manage over $150 million in funding received from various federal agencies under the CARES Act. BDO's work included coordinating the identification of available and allocated funding, the understanding of related compliance requirements and spending restrictions, the review of spending, and reporting of incurred costs for organization management/leadership and the government.

In addition, we have assisted dozens of clients in processes and techniques in reviewing compliance documentation using established checklists. We typically use checklists and tools to customize a process for implementing the rules and regulations as they apply to the City.

We understand the complexity of these tasks in the context of this historic moment of COVID-19 and have a proven approach presented in the following pages that will address those challenges that will help us integrate ourselves with the team at IEMA immediately and support continued success starting on day one of the engagement.

Methodology to Address the Scope of Work

BDO understands the challenges that the COVID-19 Pandemic placed on the City of Charleston. With unprecedented amounts of federal funding awarded to state agencies, adequate oversight is needed over the appropriate use of funds based on federal regulations and guidelines, and state agreements. The sheer size of funding awarded to IEMA will require a risk-based approach, prioritizing the most critical risk areas for efficient and effective use of resources. Informed by years of grants management expertise, deep understanding of OIG (Office of Inspector General) processes and priorities, and an over 90% success rate at effectively helping our clients respond to governmental audits and inquires, BDO's approach, outlined below, walks through each phase and the corresponding activities.

FIRST 20 DAYS

COST TRACKING & FINANCIAL CONTROLS

Critical to the effective oversight of federal funds is a financial management system that effectively tracks the City's and its participant's expenditures to assist in complying with applicable regulations; internal policies and procedures; evaluating effectiveness in implementing the federal program; and limiting the City's exposure to disallowances, including fraud, waste and abuse. BDO's will take the following approach:

- Review the City's expenditure tracking system(s) to:
  - Ensure compliance with OMB Uniform Guidance 2 CFR, Part 200
  - Validate related documentation supporting the allowable use of funding received
- Review the City's current expenditure reports
  - Confirm all expenditures are appropriately documented
  - Ensure all are uploaded into the City's grant management system
- Verify spending progress and completion expectations, confirming appropriateness and allowability of expenses.
- Prepare expenditure documentation, as needed, and ensure eligible work and costs are captured for audit and reimbursement
- Assist with expenditure documentation for any applicable formal close-out process
- Provide support for any costs or program selected for government audit
- Create an ongoing risk assessment methodology that:
  - Regularly assesses risks associated with expenditures
  - Tracks changes to regulations
  - Evaluates the potential magnitude to the City
  - Consistently reports and recommends remediating activities

Methodology to Address the Scope of Work

ONGOING THROUGHOUT ENGAGEMENT

COMPLIANCE MONITORING

The best defense against questioned costs is an effective, risk-based review process. Informed by years of grants management expertise, deep understanding of U.S. Dept. of the Treasury OIG (Office of Inspector General) processes and priorities and an over 90% success rate at effectively helping our clients respond to governmental audits and inquires, BDO's approach includes:

- Perform compliance reviews over program activities pertaining to the allowable uses:
  - Develop a sampling methodology based on government auditing standards
  - Develop procedures for thorough and consistent review of program activity
  - Perform compliance reviews over each funding stream and subrecipient sampled
  - Review performance documents, sub-grant award, terms and special conditions, audit results, documented communication with the City, monitoring reports and other documents or reports
  - Confirm that programs retain required documentation that sufficiently supports program activity.
  - Check records retention policies and practices against federal and state regulations
- Perform forensic accounting activities:
  - Review CSLFRF awards and disbursement:
    - Perform reconciliations
    - Review and remedy duplicate payments
    - Determine awards to fictitious individuals or entities
  - Evaluate approval process for proper segregation of duties and appropriate sign-off and authorization
  - Coordinate with City representatives to follow up on questions regarding funding decisions and application approvals
  - Quantify, evaluate, and determine trends for expenditures:
    - Met eligibility requirements
    - Did not meet eligibility requirements
    - Insufficient information to determine eligibility
  - Review expenditures and compare actual to planned expenditures
- Review and manage appropriate compliance systems and internal controls:
  - Review governing guidelines, regulations, and laws
  - Develop and deploy policies and procedures, and trainings for implementation.
  - Test for compliance with governing guidelines, laws and regulations.
  - Provide recommendations for areas of noncompliance
- Perform on-site monitoring as needed

Methodology to Address the Scope of Work

QUARTERLY / ANNUALLY

REPORTING

BDO will prepare expenditure reports including financial data, information on contracts and subawards over $50,000, types of projects funded, and other information regarding the City's utilization of award funds. BDO is prepared to submit reports on behalf of the City through the end of the award period on December 31, 2026.

Reports to be included:

- Cost Tracking and Compliance Plan
- CSLFRF Quarterly Project and Expenditure Reports beginning October 2021
- CSLFRF Recovery Plan Performance Reports beginning July 2022.

SCHEDULE OF DELIVERABLES	DUE DATE
Cost Tracking and Compliance Plan	Within 20 Days of Award
Additional CCPF Reports as Outlined in Forthcoming Guidance	TBD
2021 CSLFRF Quarter Three Project and Expenditure Reports	10/31/2021
2021 CSLFRF Quarter Four Project and Expenditure Reports	1/31/2022
2022 CSLFRF Quarterly Project and Expenditure Reports	2022
2022 CSLFRF Recovery Plan Performance Reports	2022
2023 CSLFRF Quarterly Project and Expenditure Reports	2023
2023 CSLFRF Recovery Plan Performance Reports	2023
2024 CSLFRF Quarterly Project and Expenditure Reports	2024
2024 CSLFRF Recovery Plan Performance Reports	2024
2025 CSLFRF Performance/Expenditure Reports (As Needed)	2025
2026 CSLFRF Performance/Expenditure Reports (As Needed)	2026

Engagement Management Approach

BDO understands that the City requires a vendor that not only brings the technical expertise to meeting its objectives, but also has sound management practices and experienced personnel to execute engagement query requirements to improve accountability, increase efficiency and the effectiveness of financial and programmatic goals and objectives, and preventing fraud, waste and abuse.

Our Management approach is designed to ensure we successfully manage and execute the engagement with the full support and corporate resources offered by BDO. This includes executive leadership, legal counsel, contracts, finance, accounting, human resources, staffing and recruiting. The table below shows our Engagement Management Approach; however, please note that we establish complementary management processes that are integrated at several points throughout the overall management of the engagement to ensure on-time and on-budget delivery of engagement deliverables.

ENGAGEMENT MANAGEMENT PROCESSES	ENGAGEMENT MANAGEMENT APPROACH
Cost Management	▶ Project Manager monitors and manages the costs of labor against the schedule, project status, and invoice plan ▶ Ensures team members understand schedules and budgets for project deliverables
Quality Management	▶ Review draft and final outputs and deliverables by management before submission ▶ Communicate results with team and meet with the Contract Manager ▶ Share results of self-assessment and obtain performance feedback ▶ Update processes, policies, and procedures
Staffing/ Resource Management	▶ Project Manager manages and supervises all resources and ensures quality control of delivery team ▶ Ensure personnel meet or exceed labor category requirements
Schedule Management	▶ Create project plan with specific tasks and activities, milestones and deliverables ▶ Hold kickoff meeting with the SCM and/or Agency Contract Manager ▶ Use project plan to provide daily guidance, direction, and tasks to all project team members and hold all resources accountable for completion of tasks and activities on schedule
Risk and Issue Management	▶ Project Manager holds risk identification and issue management meeting to discuss handling and reporting procedures ▶ Maintain risk and issue register ▶ Define mitigation and resolution strategies
Communication Management	▶ Conduct regular team meetings, weekly status meetings, and periodic quality reviews ▶ Promote continuous dialogue and create communications matrix to manage communications ▶ Provide monthly project status reports
Scope Management	▶ Scope the project to meet defined project objectives ▶ Plan, manage, and control work required ▶ Evaluate delivery schedule and cost impacts ▶ Conduct analysis to support scope change decisions
Knowledge Management	▶ Establish and maintain project artifacts, processes, SOPs, and stakeholder contact information in knowledge management tool that supports the storing, retrieving, updating, and curating of all engagement assets ▶ Maintain engagement performance and continuity, which minimizes the impact of changes

C. References

Engagement Management Approach

CONSULTANT REFERENCES

CLIENT REFERENCES		
Jim Williams Chief of Staff Office of the Mayor Fairbanks, Alaska Phone: 907 459-1305 (office) Email: jim.williams@fnsb.gov	**Ann Urling** Deputy Chief of Staff Office of the Governor State of West Virginia Phone: (304) 558-2000 Email: ann.v.urling@wv.gov	Stacey Bell Senior Director of Corporate Finance Inova Health System Phone: (917) 696-7035 Email: stacey.bell@inova.org

D. Experience Providing Services to Comparable Entities

State of West Virginia

STATEWIDE CORONAVIRUS RELIEF FUND GRANT ADMINISTRATION, MONITORING, AND COMPLIANCE SERVICES

CLIENT

Office of the Governor
State of West Virginia

PRIME CONTRACTOR

BDO USA, LLP

PROJECT DATES

June 2020 – Present

PROJECT RELEVANCY

- Coronavirus fund management and tracking
- Statewide large-scale project management

KEY PROJECT HIGHLIGHTS

- Over $1.8 billion received and managed in response to the COVID-19 pandemic
- Oversaw the development of a $150 million small business grant assistance program

PROJECT DESCRIPTION

BDO is assisting the State of West Virginia in administering over $1.8B in funding received from various federal agencies under the CARES Act. BDO's work included regulatory interpretation and guidance regarding cost allowability, review and monitoring of costs charged, and support in establishing a $150M grant program for small business impacted by COVID-19.

To ensure the maximization of Coronavirus Relief Funding, BDO has authored and established eligibility determination, application formulation, documentation management, and application document packaging policies and internal controls to ensure compliance with federal regulations.

BDO has served as a full-service provider, managing the implementation of multiple CRF funded programs, and serving as a conduit in coordination with the U.S. Department of Treasury.

Additionally, BDO has served as a fiscal agent for West Virginia. Responsibilities have included the insurance of compliance with state and federal ethics rules; the identification and reporting of fraud, waste, and abuse; and the oversight and tracking of federal funds to subrecipients.

Inova Health System

CORONAVIRUS RELIEF FUND GRANT PROGRAM STRATEGY, ADMINISTRATION, AND COMPLIANCE SERVICES

CLIENT

INOVA Health System

Falls Church, VA

PRIME CONTRACTOR

BDO USA, LLP

PROJECT DATES

May 2020- Present

PROJECT RELEVANCY

- Recovery and Resilience Management
- Resilience Financing

KEY PROJECT HIGHLIGHTS

- Over $233 Million received and managed in response to the COVID-19 pandemic
- Established internal controls and reporting procedures for grant volumes exceeding client's capabilities

PROJECT DESCRIPTION

BDO has been assisting Inova, one of the largest hospital systems in the country, with the management and administration of all FEMA grants received in coordination with the COVID-19 response and recovery operations. Duties during the engagement included the auditing of federal contracting processes in accordance with federal acquisition regulations and overall risk assessment of procurement process, governance, and internal controls as applied to the healthcare system.

Coordinating with both FEMA & HHS, BDO manages the federal contracting processes in accordance with federal acquisition regulations.

Fairbanks, Alaska

CORONAVIRUS RELIEF FUND GRANT PROGRAM STRATEGY, ADMINISTRATION, AND COMPLIANCE SERVICES

CLIENT

Office of the Mayor
Fairbanks-North Star Borough (County)

PRIME CONTRACTOR

BDO USA, LLP

PROJECT DATES

August 2020 – November 2020

PROJECT RELEVANCY

- Coronavirus fund management and tracking
- Federal grant compliance monitoring and reporting

KEY PROJECT HIGHLIGHTS

- Over $150 Million received and managed in response to the COVID-19 pandemic
- Established internal controls and reporting procedures for grant volumes exceeding client's capabilities

PROJECT DESCRIPTION

BDO assisted the Borough of Fairbanks-North Star, AK, with grants administration to manage over $150 million in funding received from various federal agencies under the CARES Act. BDO's work included coordinating the identification of available and allocated funding, the understanding of related compliance requirements and spending restrictions, the review of spending, and the reporting of incurred costs for organization management/leadership and the government.

In order to help Fairbanks-North Star maximize the Coronavirus Relief funding available for response to the Coronavirus Pandemic, BDO quickly established eligibility determination, application formulation, documentation management, and application document packaging protocols.

Documentation of work completed, or purchases made, with proof of completion and payment approval was gathered to support the scope of work and costs. BDO supported the identification of costs that constitute allowable uses of CRF, advised on whether proposed actions are allowable uses of CRF and supported preparation for and execution of required reporting of CRF obligation and expenditure in accordance with US Treasury OIG guidance.

2. Cost

Cost Proposal

Our proposed budget will be billed on a time-and-materials basis in order to meet the timely and dynamic needs of the City. Several assumptions—based on market analysis, extensive program management experience, and projections—were used to formulate the proposed rates. The capability to manage grant throughput will be configured to best meet the City's needs, which consider the following base-level assumptions:

- Composition of capabilities scaled contingent on velocity, complexity, and capacity. Foundational capabilities include program leadership, program management, and core analysis capabilities; variables include subject matter expertise and scale of core capabilities.
- The proposed Level of Effort (Hours) is to be distributed through 2024.
- The engagement partner, Andrea Wilson, will not charge time to the City for this engagement. The engagement partner's role will be project oversight
- All travel expenses will be billed in accordance with Federal Per diem rates .
- Additional time or expense will only be incurred with the express written consent of the City of Charleston.
- Should we encounter unforeseen hindrances that warrant additional time or expense, you will be notified as soon as possible regarding the anticipated impact on fees or project schedule.

STAFF CLASSIFICATIONS	HOURLY RATE	HOURS	TOTAL
Project Director/SME	$245.00	140	$34,300
Project Manager	$209.00	220	$45,980
Senior Consultant	$175.00	930	$162,750
Consultant	$140.00	930	$129,270
TOTAL		2,220	$372,300

Discount: We are pleased to offer the City of Charleston an overall discount which represents at least 60% from our standard billing rates for this engagement

BDO USA, LLP ("BDO") has received the Request For Expressions Of Interest – Federal Grant Compliance Consulting (the "RFP") from the City of Charleston (the "City"), and we look forward to agreeing to mutually acceptable contract terms upon being selected as the best evaluated respondent or respondent found to be in the best interest of the City. Notwithstanding anything to the contrary set forth in the RFQ, the parties agree that the parties and the services shall be subject to a contract with mutually agreed upon terms. We are confident that we can enter into contractual negotiations to reach mutually agreeable terms upon being selected as the best evaluated respondent or respondent found to be in the best interest of the City.

2021-2022			
STAFF CLASSIFICATIONS	HOURLY RATE	HOURS	TOTAL
Project Director/SME	$245.00	70	$17,150
Project Manager	$209.00	110	$22,990
Senior Consultant	$175.00	465	$81,375
Consultant	$140.00	465	$64,635
TOTAL		1110	$186,150

2022-2023			
STAFF CLASSIFICATIONS	HOURLY RATE	HOURS	TOTAL
Project Director/SME	$245.00	35	$8,575
Project Manager	$209.00	55	$11,495
Senior Consultant	$175.00	233	$40,775
Consultant	$140.00	232	$32,248
TOTAL		555	$93,093

2023-2024			
STAFF CLASSIFICATIONS	HOURLY RATE	HOURS	TOTAL
Project Director/SME	$245.00	35	$8,575
Project Manager	$209.00	55	$11,495
Senior Consultant	$175.00	232	$40,600
Consultant	$140.00	233	$32,387
TOTAL		555	$93,057

Terms and Conditions

BDO has received the Request for Expressions of Interest from the City of Charleston, and we look forward to agreeing on mutually acceptable terms that combine the needs of both parties upon contract award. Notwithstanding anything to the contrary set forth in the Request, the parties agree that the parties and the services shall be subject to mutually agreeing upon a contract with mutually acceptable terms. We are confident that we can enter into contractual negotiations to reach mutually agreeable terms upon contract award.

BDO is the brand name for BDO USA, LLP, a U.S. professional services firm providing assurance, tax, and advisory services to a wide range of publicly traded and privately held companies. For more than 100 years, BDO has provided quality service through the active involvement of experienced and committed professionals. The firm serves clients through more than 65 offices and over 740 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multinational clients through a global network of more than 91,000 people working out of more than 1,600 offices across 167 countries and territories.

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CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department		Type	Current Month				Year To Date				Annual	
Name	**Code**	**Wages**	**Budget**	**Actual**	**Variance**	**%**	**Budget**	**Actual**	**Variance**	**%**	**Budget**	**Available**
Mayor	409	Regular	23,247	23,000	247	1.06%	151,105	149,315	1,790	1.18%	302,210	152,895
		IPT	-	-	-		-	-	-		-	-
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**23,247**	**23,000**	**247**	**1.06%**	**151,105**	**149,315**	**1,790**	**1.18%**	**302,210**	**152,895**
Mayor - CARE Office	409-02	Regular	20,439	7,846	12,593	61.61%	132,852	92,456	40,396	30.41%	265,704	173,248
		IPT	-	-	-		-	-	-		-	-
Budget	**5**	OT	-	-	-		-	-	-		-	-
Actual	**2**	**Total**	**20,439**	**7,846**	**12,593**	**61.61%**	**132,852**	**92,456**	**40,396**	**30.41%**	**265,704**	**173,248**
City Council	410	Regular	13,000	6,500	6,500	50.00%	84,500	70,000	14,500	17.16%	169,000	99,000
		IPT	-	-	-		-	-	-		-	-
Budget	**26**	OT	-	-	-		-	-	-		-	-
Actual	**26**	**Total**	**13,000**	**6,500**	**6,500**	**50.00%**	**84,500**	**70,000**	**14,500**	**17.16%**	**169,000**	**99,000**
City Manager - Admin.	412-00	Regular	41,842	38,923	2,919	6.98%	269,165	251,473	17,693	6.57%	543,948	292,475
		IPT	-	-	-		-	-	-	#DIV/0!	-	-
Budget	**8**	OT	-	-	-		-	-	-		-	-
Actual	**7**	**Total**	**41,842**	**38,923**	**2,919**	**6.98%**	**269,165**	**251,473**	**17,693**	**6.57%**	**543,948**	**292,475**
City Treasurer	413	Regular	10,136	7,452	2,684	26.48%	65,886	63,573	2,313	3.51%	131,772	68,199
		IPT	692	1,154	(462)	-66.73%	4,500	5,995	(1,495)	-33.23%	9,000	3,005
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**10,829**	**8,607**	**2,222**	**20.52%**	**70,386**	**69,568**	**818**	**1.16%**	**140,772**	**71,204**
City Collector	414	Regular	52,379	42,858	9,521	18.18%	340,467	294,136	46,331	13.61%	680,933	386,797
		IPT	-	-	-		-	-	-		-	-
Budget	**14**	OT	-	10	(10)		-	25	(25)		-	(25)
Actual	**12**	**Total**	**52,379**	**42,868**	**9,512**	**18.16%**	**340,467**	**294,160**	**46,306**	**13.60%**	**680,933**	**386,773**
City Clerk	415	Regular	10,062	9,847	215	2.13%	65,402	64,007	1,395	2.13%	130,804	66,797
		IPT	-	-	-		-	-	-		-	-
Budget	**3**	OT	-	-	-		-	-	-		-	-
Actual	**3**	**Total**	**10,062**	**9,847**	**215**	**2.13%**	**65,402**	**64,007**	**1,395**	**2.13%**	**130,804**	**66,797**
Municipal Court	416	Regular	22,674	22,518	156	0.69%	147,381	146,903	477	0.32%	294,761	147,858
		IPT	1,385	833	552	39.88%	9,000	3,933	5,067	56.30%	18,000	14,067
Budget	**8**	OT	1,809	1,158	651	35.99%	11,760	7,270	4,490	38.18%	23,520	16,250
Actual	**8**	**Total**	**25,868**	**24,509**	**1,359**	**5.25%**	**168,141**	**158,106**	**10,035**	**5.97%**	**336,281**	**178,175**

Prepared: 12/27/2021
Finance Director

Month has 2 pay periods (11/21/2021 - 12/18/2021)
YTD has 13 pay periods (6/20/2021 - 12/18/2021)

CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	29,851	29,154	697	2.33%	194,030	189,500	4,530	2.33%	388,059	198,559
		IPT	-	-	-		-	-	-		-	-
Budget	**5**	OT	-	-	-		-	-	-		-	-
Actual	**5**	**Total**	**29,851**	**29,154**	**697**	**2.33%**	**194,030**	**189,500**	**4,530**	**2.33%**	**388,059**	**198,559**
Accounting	418	Regular	22,030	15,708	6,322	28.70%	143,194	123,428	19,766	13.80%	286,388	162,960
		IPT	-	-	-		-	-	-		-	-
Budget	**5**	OT	-	-	-		-	-	-		-	-
Actual	**4**	**Total**	**22,030**	**15,708**	**6,322**	**28.70%**	**143,194**	**123,428**	**19,766**	**13.80%**	**286,388**	**162,960**
Engineering - General	420-00	Regular	38,055	37,177	878	2.31%	247,356	241,652	5,704	2.31%	494,712	253,060
		IPT	-	-	-		-	-	-		-	-
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**7**	**Total**	**38,055**	**37,177**	**878**	**2.31%**	**247,356**	**241,652**	**5,704**	**2.31%**	**494,712**	**253,060**
Engineering - Stormwater	420-01	Regular	10,558	10,250	308	2.91%	68,626	66,627	1,999	2.91%	137,252	70,625
		IPT	-	-	-		-	-	-		-	-
Budget	**2**	OT	-	-	-		-	-	-		-	-
Actual	**2**	**Total**	**10,558**	**10,250**	**308**	**2.91%**	**68,626**	**66,627**	**1,999**	**2.91%**	**137,252**	**70,625**
MOECD	421	Regular	29,451	26,937	2,514	8.54%	191,429	178,563	12,866	6.72%	382,858	204,295
		IPT	-	223	(223)		-	5,796	(5,796)		-	5,796
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**6**	**Total**	**29,451**	**27,159**	**2,291**	**7.78%**	**191,429**	**184,359**	**7,070**	**3.69%**	**382,858**	**210,092**
Human Resources	422	Regular	30,944	36,677	(5,733)	-18.53%	201,136	204,744	(3,608)	-1.79%	402,272	197,528
		IPT	-	-	-		-	-	-		-	-
Budget	**7**	OT	-	-	-		-	-	-		-	-
Actual	**7**	**Total**	**30,944**	**36,677**	**(5,733)**	**-18.53%**	**201,136**	**204,744**	**(3,608)**	**-1.79%**	**402,272**	**197,528**
Mail Room	431	Regular	2,704	1,954	751	27.76%	17,579	5,223	12,355	70.29%	35,157	29,934
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**2,704**	**1,954**	**751**	**27.76%**	**17,579**	**5,223**	**12,355**	**70.29%**	**35,157**	**29,934**
Building Commission	436	Regular	52,410	51,091	1,319	2.52%	340,664	332,007	8,656	2.54%	681,327	349,320
		IPT	-	-	-		-	-	-		-	-
Budget	**13**	OT	-	-	-		-	-	-		-	-
Actual	**13**	**Total**	**52,410**	**51,091**	**1,319**	**2.52%**	**340,664**	**332,007**	**8,656**	**2.54%**	**681,327**	**349,320**

Prepared: 12/27/2021
Finance Director

Month has 2 pay periods (11/21/2021 - 12/18/2021)
YTD has 13 pay periods (6/20/2021 - 12/18/2021)

CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Planning	437	Regular	35,978	35,025	953	2.65%	233,855	213,593	20,262	8.66%	467,710	254,117
		IPT	-	-	-		-	-	-		-	-
Budget	**8**	OT	-	-	-		-	-	-		-	
Actual	**8**	**Total**	**35,978**	**35,025**	**953**	**2.65%**	**233,855**	**213,593**	**20,262**	**8.66%**	**467,710**	**254,117**
Information Systems	439	Regular	46,702	37,904	8,798	18.84%	303,563	261,758	41,805	13.77%	607,126	345,368
		IPT	-	-	-		-	-	-		-	-
Budget	**10**	OT	-	-	-		-	-	-		-	-
Actual	**8**	**Total**	**46,702**	**37,904**	**8,798**	**18.84%**	**303,563**	**261,758**	**41,805**	**13.77%**	**607,126**	**345,368**
General Services	440	Regular	34,895	30,764	4,131	11.84%	224,916	197,885	27,031	12.02%	453,634	255,749
		IPT	3,462	-	3,462	100.00%	22,500	2,058	20,443	90.86%	45,000	42,943
Budget	**12**	OT	5,040	1,244	3,796	75.31%	32,760	37,111	(4,351)	-13.28%	65,520	28,409
Actual	**11**	**Total**	**43,396**	**32,009**	**11,388**	**26.24%**	**280,176**	**237,054**	**43,122**	**15.39%**	**564,154**	**327,100**
Constituient Services	442-01	Regular	13,857	11,949	1,908	13.77%	85,417	62,963	22,453	26.29%	180,139	117,176
		IPT	1,800	-	1,800	100.00%	9,900	-	9,900	100.00%	23,400	23,400
Budget	**4**	OT	-	125	(125)		-	624	(624)		-	-
Actual	**4**	**Total**	**15,657**	**12,074**	**3,583**	**22.89%**	**95,317**	**63,587**	**31,729**	**33.29%**	**203,539**	**140,576**
Morris Square Property	500	Regular	1,986	2,090	(104)	-5.24%	12,907	13,654	(747)	-5.78%	25,814	12,160
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	775	59	717	92.45%	5,040	146	4,894	97.10%	10,080	9,934
Actual	**1**	**Total**	**2,761**	**2,148**	**613**	**22.19%**	**17,947**	**13,800**	**4,147**	**23.11%**	**35,894**	**22,094**
Public Works	566	Regular	14,769	14,008	761	5.15%	96,000	91,311	4,689	4.88%	192,000	100,689
		IPT	-	-	-		-	-	-		-	-
Budget	**3**	OT	231	519	(289)	-125.07%	1,500	3,297	(1,797)	-119.82%	3,000	(297)
Actual	**3**	**Total**	**15,000**	**14,528**	**472**	**3.15%**	**97,500**	**94,608**	**2,892**	**2.97%**	**195,000**	**100,392**
Public Grounds - Adm.	567-00	Regular	65,644	61,545	4,099	6.24%	426,685	403,583	23,101	5.41%	853,369	449,786
		IPT	-	-	-		-	-	-		-	-
Budget	**26**	OT	1,938	2,538	(600)	-30.94%	12,600	7,410	5,190	41.19%	25,200	17,790
Actual	**24**	**Total**	**67,582**	**64,083**	**3,499**	**5.18%**	**439,285**	**410,993**	**28,292**	**6.44%**	**878,569**	**467,576**

Prepared: 12/27/2021
Finance Director

Month has 2 pay periods (11/21/2021 - 12/18/2021)
YTD has 13 pay periods (6/20/2021 - 12/18/2021)

CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department Name	Code	Type Wages	Current Month Budget	Current Month Actual	Current Month Variance	Current Month %	YTD Budget	YTD Actual	YTD Variance	YTD %	Annual Budget	Annual Available
Public Grounds - C/T	567-01	Regular	5,035	5,035	0	0.00%	32,729	32,850	(121)	-0.37%	65,458	32,608
		IPT	-	-	-		-	-	-		-	-
Budget	**2**	OT	323	-	323	100.00%	2,100	1,380	720	-100.00%	4,200	2,820
Actual	**2**	**Total**	**5,358**	**5,035**	**323**	**6.03%**	**34,829**	**34,231**	**598**	**1.72%**	**69,658**	**35,427**
Police - Uniform	700-00	Regular	676,344	650,611	25,733	3.80%	4,245,755	4,018,119	227,636	5.36%	8,436,790	4,418,671
		OT	171,261	198,751	(27,491)	-16.05%	966,204	1,239,698	(273,494)	-28.31%	1,901,129	661,431
Budget	**173**	Reimb.	(1,923)	(2,848)	925	48.10%	(12,500)	(20,832)	8,332	66.66%	(25,000)	(4,168)
Actual	**160**	**Total**	**845,681**	**846,514**	**(833)**	**-0.10%**	**5,199,459**	**5,236,985**	**(37,526)**	**-0.72%**	**10,312,919**	**5,075,934**
Police - Civilian	700-01	Regular	66,161	66,812	(651)	-0.98%	430,048	417,171	12,877	2.99%	860,096	442,925
		IPT	3,846	2,710	1,136	29.54%	25,000	13,670	11,330	45.32%	50,000	36,330
Budget	**23**	OT	7,237	5,026	2,211	30.56%	47,040	39,618	7,422	15.78%	94,080	54,462
Actual	**23**	**Total**	**77,244**	**74,548**	**2,697**	**3.49%**	**502,088**	**470,459**	**31,629**	**6.30%**	**1,004,176**	**533,717**
Fire - Uniform	706-00	Regular	769,835	729,238	40,597	5.27%	4,574,208	4,365,502	208,706	4.56%	9,076,795	4,711,293
		OT	144,355	105,838	38,518	26.68%	750,112	679,409	70,704	9.43%	1,468,858	789,449
Budget	**169**	Reimb.	(923)	(2,963)	2,040	221.03%	(6,000)	(22,131)	16,131	268.84%	(12,000)	10,131
Actual	**146**	**Total**	**913,267**	**832,112**	**81,155**	**8.89%**	**5,318,320**	**5,022,780**	**295,540**	**5.56%**	**10,533,653**	**5,510,873**
Fire - Civilian	706-01	Regular	7,450	7,233	217	2.91%	48,425	47,014	1,411	2.91%	96,849	49,835
		IPT	-	-	-		-	-	-		-	-
Budget	**2**	OT	-	-	-		-	-	-		-	-
Actual	**2**	**Total**	**7,450**	**7,233**	**217**	**2.91%**	**48,425**	**47,014**	**1,411**	**2.91%**	**96,849**	**49,835**
Traffic	712	Regular	31,040	32,093	(1,053)	-3.39%	201,763	207,601	(5,838)	-2.89%	403,526	195,925
		IPT	-	-	-		-	-	-		-	-
Budget	**10**	OT	905	146	758	83.84%	5,880	3,615	2,265	38.52%	11,760	8,145
Actual	**10**	**Total**	**31,945**	**32,239**	**(294)**	**-0.92%**	**207,643**	**211,216**	**(3,573)**	**-1.72%**	**415,286**	**204,070**
Emergency Services	716	Regular	6,438	-	6,438	100.00%	41,845	-	41,845	100.00%	83,689	83,689
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**0**	**Total**	**6,438**	**-**	**6,438**	**100.00%**	**41,845**	**-**	**41,845**	**100.00%**	**83,689**	**83,689**
Street	750	Regular	179,235	151,510	27,725	15.47%	1,155,025	991,805	163,220	14.13%	2,330,058	1,338,253
		IPT	-	-	-		-	-	-		-	-
Budget	**72**	OT	31,846	14,008	17,838	56.01%	126,000	102,109	23,891	18.96%	252,000	149,891
Actual	**60**	**Total**	**211,081**	**165,519**	**45,563**	**21.59%**	**1,281,025**	**1,093,914**	**187,111**	**14.61%**	**2,582,058**	**1,488,144**

Prepared: 12/27/2021
Finance Director

Month has 2 pay periods (11/21/2021 - 12/18/2021)
YTD has 13 pay periods (6/20/2021 - 12/18/2021)

CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department Name	Code	Type Wages	Current Month Budget	Current Month Actual	Current Month Variance	Current Month %	Year To Date Budget	Year To Date Actual	Year To Date Variance	Year To Date %	Annual Budget	Annual Available
Equipment Maintenance	754	Regular	53,160	53,811	(650)	-1.22%	345,542	351,861	(6,320)	-1.83%	691,083	339,222
		IPT	-	-	-		-	-	-		-	-
Budget	**18**	OT	4,200	3,415	785	18.68%	27,300	16,531	10,769	39.45%	54,600	38,069
Actual	**18**	**Total**	**57,360**	**57,226**	**134**	**0.23%**	**372,842**	**368,392**	**4,450**	**1.19%**	**745,683**	**377,291**
Refuse & Recycling	800	Regular	154,142	161,045	(6,903)	-4.48%	1,001,924	979,330	22,593	2.25%	2,003,847	1,024,517
		IPT	-	-	-		-	-	-		-	-
Budget	**66**	OT	18,092	5,939	12,153	67.17%	117,600	52,072	65,528	55.72%	235,200	183,128
Actual	**62**	**Total**	**172,234**	**166,985**	**5,250**	**3.05%**	**1,119,524**	**1,031,402**	**88,121**	**7.87%**	**2,239,047**	**1,207,645**
Parks & Recreation	900	Regular	90,344	79,238	11,106	12.29%	587,234	537,378	49,856	8.49%	1,174,468	637,090
		IPT	5,600	7,873	(2,273)	-40.59%	162,400	79,572	82,828	51.00%	280,000	200,428
Budget	**31**	OT	4,135	1,367	2,768	66.93%	26,880	33,634	(6,754)	-25.13%	53,760	20,126
Actual	**29**	**Total**	**100,079**	**88,478**	**11,601**	**11.59%**	**776,514**	**650,583**	**125,931**	**16.22%**	**1,508,228**	**857,645**
Public Arts	906	Regular	4,000	4,120	(120)	-3.00%	26,000	26,534	(534)	-2.05%	52,000	25,466
		IPT	-	-	-		-	-	-		-	-
Budget	**1**	OT	-	-	-		-	-	-		-	-
Actual	**1**	**Total**	**4,000**	**4,120**	**(120)**	**-3.00%**	**26,000**	**26,534**	**(534)**	**-2.05%**	**52,000**	**25,466**
Spring Hill Cemetery	952	Regular	23,724	23,487	237	1.00%	154,204	150,824	3,379	2.19%	308,407	157,583
		IPT	-	-	-	#DIV/0!	24,863	9,524	15,338	61.69%	46,800	37,276
Budget	**8**	OT	775	306	469	60.55%	5,040	985	4,055	80.46%	10,080	9,095
Actual	**8**	**Total**	**24,499**	**23,793**	**706**	**2.88%**	**184,106**	**161,333**	**22,773**	**12.37%**	**365,287**	**203,954**
General Fund		Regular	2,690,519	2,525,408	165,111	6.14%	16,888,811	15,844,343	1,044,468	6.18%	33,690,015	17,845,672
		IPT	16,785	12,793	3,992	23.78%	258,163	120,548	137,615	53.31%	472,200	363,245
		OT	392,924	340,451	52,473	13.35%	2,137,816	2,224,933	(87,117)	-4.08%	4,212,987	1,988,678
Budget	**757**	Reimb.	(2,846)	(5,811)	2,965	104.18%	(18,500)	(42,963)	24,463	132.23%	(37,000)	5,963
Actual	**689**	**Total**	**3,097,381**	**2,872,840**	**224,541**	**7.25%**	**19,266,289**	**18,146,861**	**1,119,428**	**5.81%**	**38,338,202**	**20,203,558**

Prepared: 12/27/2021
Finance Director

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CITY OF CHARLESTON
Payroll Variance Analysis
December 2021

Department Name	Code	Type Wages	Current Month Budget	Current Month Actual	Current Month Variance	Current Month %	YTD Budget	YTD Actual	YTD Variance	YTD %	Annual Budget	Annual Available
Coliseum & Conv. Center	402	Regular	42,113	52,617	(10,504)	-24.94%	273,734	332,585	(58,851)	-21.50%	547,468	214,883
		IPT	7,269	-	7,269	100.00%	47,250	3,234	44,016	93.16%	94,500	91,266
Budget	**18**	OT	4,062	2,147	1,914	47.14%	26,400	15,214	11,186	42.37%	52,800	37,586
Actual	**18**	**Total**	**53,444**	**54,764**	**(1,320)**	**-2.47%**	**347,384**	**351,034**	**(3,650)**	**-1.05%**	**694,768**	**343,734**
Parking System	406	Regular	54,906	50,792	4,114	7.49%	356,892	328,673	28,219	7.91%	713,784	385,111
		IPT	3,923	1,422	2,501	63.75%	25,500	14,089	11,411	44.75%	51,000	36,911
Budget	**21**	OT	1,292	988	304	23.55%	8,400	5,986	2,414	28.74%	16,800	10,814
Actual	**20**	**Total**	**60,122**	**53,202**	**6,920**	**11.51%**	**390,792**	**348,747**	**42,045**	**10.76%**	**781,584**	**432,837**
Total		Regular	2,787,539	2,628,817	158,722	5.69%	17,519,437	16,505,601	1,013,836	5.79%	34,951,267	18,445,666
		IPT	27,977	14,215	13,762	49.19%	330,913	137,871	193,042	58.34%	617,700	479,829
		OT	398,277	343,586	54,691	13.73%	2,172,616	2,246,133	(73,517)	-3.38%	4,282,587	2,036,454
Budget	**796**	Reimb.	(2,846)	(5,811)	2,965	-104.18%	(18,500)	(42,963)	24,463	-132.23%	(37,000)	5,963
Actual	**727**	**Total**	**3,210,947**	**2,980,806**	**230,141**	**7.17%**	**20,004,465**	**18,846,642**	**1,157,823**	**5.79%**	**39,814,554**	**20,967,912**

Vacancy Report:

CARE Office	3
City Manager	1
City Collector	2
Accounting	1
MOECD	1
Information Systems	2
General Services	1
Public Works (all)	18
Police - Uniform	13
Fire - Uniform	23
Homeland Security	1
Parks & Rec	2
Total General Fund	**68**
Parking System	1
Total All	**69**

Prepared: 12/27/2021
Finance Director

Month has 2 pay periods (11/21/2021 - 12/18/2021)
YTD has 13 pay periods (6/20/2021 - 12/18/2021)

Bill No. 7939

Introduced in Council

Jan 3, 2022

Introduced By

Bobby Reishman

Passed by Council

Referred To:
Municipal Planning Committee
Planning, Streets, and Traffic

Bill No. 7939 - A Bill amending the Zoning Ordinance of the City of Charleston, West Virginia, enacted the 21st day of November, 2005, as amended, and the map made a part thereof, by rezoning from a R-6 district to a R-0 district, that certain lot or parcel of land located at 2922 Chesterfield Avenue in Kanawha City, in the City of Charleston, Kanawha County, State of West Virginia, purchased by Charleston Area Medical Center, Inc., a West Virginia nonprofit, nonstock corporation.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CHARLESTON, WEST VIRGINIA THAT:

1. The Zoning Ordinance of the City of Charleston, West Virginia, enacted the 21st day of November, 2005, as amended, is hereby amended by rezoning from a R-6 district to a R-0 district the whole of the following described lot or parcel of land:

> All of that certain lot or parcel of land, together with the improvements thereon and the appurtenances thereunto belonging, situate in Kanawha City Tax District, in the City of Charleston, Kanawha County, West Virginia, and described as all that certain real estate located in Kanawha City District, Kanawha County, West Virginia, located on Chesterfield Avenue and more particularly described as Lot No. 22, on the northerly side of Chesterfield Avenue as shown upon a map of the property of Beverly Hills Land Company made by David C. James, Civil Engineer, dated June 23, of record in the office of the Clerk of the County Commission of Kanawha County, West Virginia, in Map Book 4, at page 131, and more commonly known as 2922 Chesterfield Avenue, Charleston, WV 25304.
>
> Being Tax Parcel 116 as shown on Kanawha City Tax Map No. 19. Said tax map is of record in, and used as zoning map sectionals by, the City Planning Office.

2. The Zoning Map, attached to and made a part of said Zoning Ordinance, is hereby amended in accordance with Section 1 of this Ordinance.

3. All prior ordinances, or parts of ordinances, inconsistent with this Ordinance, are hereby repealed to the extent of said inconsistency.

Bill No. 7941 :

Introduced in Council:

January 3, 2022

Introduced by:

Ben Adams

Adopted by Council:

Referred to:

Finance

Bill No. 7941: A BILL approving the issuance of a cable television franchise with Community Antenna Service, Inc., doing business as CAS ("CAS").

WHEREAS, CAS filed an Application for a Cable Franchise to construct, operate and repair a Cable System in, over, along and under City roads and appropriate Rights-of-Way in the City of Charleston, WV (the "Application"); and

WHEREAS, CAS submitted the Application for the cable television franchise in the form required by West Virginia Code § 24D-1-1, *et seq.*; and

WHEREAS, the City has reviewed the Application and held public hearings on the Application, following all required procedures to consider and act upon the Application, and has considered the comments of all interested parties at a meeting of the Select Committee on Cable Franchise held on October 25, 2021, at the public hearing held on December 15, 2021, and at a meeting of the Select Committee on Cable Franchise held on January 3, 2022, as well as at meetings of the Finance Committee and City Council regarding this Bill held on January 18, 2022 (collectively, the "Public Hearings"); and

WHEREAS, the Public Hearings did not produce substantial public opposition to granting the Application to CAS; and

WHEREAS, the City believes it is in the interest of the community to approve the terms of a Franchise Agreement between the City of Charleston and CAS.

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

That with respect to and in accordance with the provisions of West Virginia Code § 24D-1-1, *et seq.*, the City hereby approves the granting of a Cable Franchise Agreement with CAS for a period of fifteen (15) years, with said Franchise set to expire on January 18, 2037, upon the terms of the Agreement attached hereto and incorporated herein by reference.

<u>Bill No. 7942</u>:

Introduced in Council:	**Adopted by Council:**
<u>January 3, 2022</u>	
Introduced by:	**Referred to:**
<u>Ben Adams</u>	**<u>Finance</u>**

<u>Bill No. 7942</u>: A BILL approving the renewal of a cable television franchise with Cebridge Acquisitions, LLC, doing business as Suddenlink Communications ("Suddenlink").

WHEREAS, Suddenlink is the present holder of a non-exclusive cable television franchise that was originally granted by the City of Charleston, WV ("City"), as set forth in Bill No. 4370 Committee Substitute, dated November 7, 1988, renewed by Bill No. 6610, as amended and adopted by Council on October 4, 1999, transferred to Cebridge Acquisitions, LLC by Bill No. 7214 as amended and adopted by Council on July 3, 2006, renewed by Bill No. 7229 Committee Substitute adopted by Council on October 2, 2006, renewed by Bill No. 7501 adopted by Council on November 21, 2011, and renewed by Bill No. 7720, adopted by Council on November 21, 2016 (collectively, the "Franchise"); and

WHEREAS, the Franchise expired on December 3, 2021; and

WHEREAS, Suddenlink submitted a request for renewal of the cable television franchise in the form acceptable under state and federal law to seek renewal via the informal process by letter dated January 4, 2019 (the "Application"); and

WHEREAS, the City has reviewed the Application and held public hearings on the proposed renewal of the franchise agreement, following all required procedures to consider and act upon the Application, and has considered the comments of all interested parties at a public hearing of the Select Committee on Cable Franchise held on June 17, 2021, at the public hearing held on December 15, 2021, and at a meeting of the Select Committee on Cable Franchise held on January 3, 2022, as well as at meetings of the Finance Committee and City Council regarding this Bill held on January 18, 2022 (collectively, the "Public Hearings"); and

WHEREAS, the Public Hearings produced opposition to Suddenlink's internet service and customer service, but did not produce substantial public opposition to the cable service provided by Suddenlink; and

WHEREAS, the Public Hearings produced opposition to providing Suddenlink with a lengthy renewal term with public commenters requesting a one year term, but did not produce substantial public opposition to a renewal of the cable franchise agreement; and

WHEREAS, the City believes it is in the interest of the community to approve the renewal of the Franchise, and to approve the terms of a new Franchise Agreement between the City and Suddenlink.

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

That with respect to and in accordance with the provisions of West Virginia Code § 24D-1-1, *et seq.*, and Bill No. 4370 Committee Substitute, dated November 7, 1988, Bill No. 6610, as amended and adopted by Council on October 4, 1999, Bill No. 7214 as amended and adopted by Council on July 3, 2006, Bill No. 7229 Committee Substitute adopted by Council on October 2, 2006, Bill No. 7501 adopted by Council on November 21, 2011, and Bill No. 7720, adopted by Council on November 21, 2016, the City hereby approves the renewal of the Franchise with Suddenlink for a period of five (5) years, with said Franchise set to expire on January 18, 2027, upon the terms of the Agreement attached hereto and incorporated herein by reference.