

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JANUARY 3, 2022
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., January 3, 2022.

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

Joseph Jenkins, Chair
Ben Adams
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
Bobby Reishman, Vice Chair

Other Councilmembers present:
Shannon Snodgrass

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Ceperley asked for unanimous consent to dispense with the reading of the minutes for the December 20, 2021 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. 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.

City Manager, Jonathan Storage, added that the Administration put out a nation-wide Request for Solicitation in August 2021 for proposals from accounting firms to help the City manage its substantial Federal funds. A Committee made up of the Council President, City Manager, City Attorney, Finance Director and City Auditor reviewed and interviewed the twelve proposals. The chosen firm, BDO, is also the consultant for the State of West Virginia for the CARES Act and ARPA, so they are very familiar with the requirements for these funds. Storage added that this is for an on-call contract, so the City will only be billed for the services that they require. The City is still in the process of trying to hire a Grant Coordinator that would replace the need for this service, however, it is important to have the service available immediately for compliance monitoring.

In response to a question asked by the City Treasurer, Victor Grigoraci, Storage replied that it is based on hours and the employees who are necessary to carry out the tasks. The contract is limited to \$500,000.

Councilmember Ceperley added that the City needed to ensure that they monitor and handle the funds correctly, and she was very impressed with the recommended company. Councilmember Ceperley supported the resolution.

Councilmember Adams confirmed with Storage that the company will prepare expenditure reports following the guidelines. Additionally, sub-recipients that have to sign a standard agreement concerning those guidelines and appropriate filing. Council and the public will be fully informed of these expenditures as required by State rules.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 583-22 approved.

Councilmember Hoover motioned to adjourn the meeting.
Meeting adjourned.