

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., FEBRUARY 7, 2022
AV ROOM #308, CITY HALL

Bobby Reishman, Vice Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., February 7, 2022.

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

Joseph Jenkins, Chair (arrived at 6:15 after the approval of the previous minutes)
Bobby Reishman, Vice Chair
Ben Adams
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:

Other Councilmembers present:
Bruce King
Shannon Snodgrass
Emmett Pepper
Bobby Haas
Adam Knauff

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Robinson asked for unanimous consent to dispense with the reading of the minutes for the January 18, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

b. Presentation from the WV State Auditor's Office on the Transparency Website

Skylar and Anthony from the WV Auditor's Office gave a presentation to the Committee on the transparency tool. They explained the various tools that are available and how that might look with the City's information.

City Treasurer, Viv Grigoraci, asked how this would be different from what BDO will be doing for the City. Skylar replied that the firm would be responsible for grant management, and can give the City opinions to help administer the ARPA funds. The Auditor's tool can help clarify what projects would be eligible, but they cannot have any hands-on involvement with the funds.

From the audience, Councilmember Snodgrass asked how long the set-up process would take. Skylar replied that it would take approximately a month, depending on involvement and schedules.

II. RESOLUTIONS:

- a. Resolution No. 570-21 as Amended – Resolution to adopt free Transparency tools and public website access to financial information provisioned by the West Virginia State Auditor’s Office in response to the ARP Funding Allocation.

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

That Councilmembers and the Finance Director are hereby authorized and directed to engage the West Virginia State Auditor’s Office in formulation of the City’s transparency website that allows public view of city finances and allows for stakeholders to better manage and administrate ARPA funding from the United States Treasury all City funds.

WHEREAS, effective immediately the City of Charleston City Council and all financial stakeholders will begin deliberation and initiate formal communications with the State Auditor’s Office (“SAO”) to understand website creation and data transfer process; and

WHEREAS, the SAO is authorized to engage the City of Charleston Finance Director and team to demonstrate project outcomes, and explore Chart of Account and transaction level data transfer possibilities; and

WHEREAS, the City’s Finance Director will aid the SAO in building and validating the platform and website for internal and public use once extraction and data transfer occur; and

WHEREAS, the City’s Finance Director will engage the City’s Information Technology Department to explore a real-time integration with the City’s accounting system; and

WHEREAS, the SAO is authorized to engage the City of Charleston City Council and all other stakeholders in trainings to demonstrate finished projects, and aid City Council in utilizing full-use of the platform; and

WHEREAS, the SAO may conduct and demonstrate public trainings to aid citizens in understanding the platform to monitor ARPA City expenses, and once completed will demonstrate project outcomes to this Council; and

WHEREAS, the City of Charleston joins other large Cities in the State such as: Morgantown, Wheeling, Fairmont, Parkersburg, Charles Town, Clarksburg and others in adopting this software to better manage City finances, and to ensure accountability in Government for the citizens of this City; therefore be it

RESOLVED, the City of Charleston will work collaboratively with the SAO to ensure a timely and accurate product that allows the citizens of Charleston to view city finances and allows full-time transparent monitoring of ARPA fund City expenses, with a proposed project deliverable date of 02/01/22 July 1, 2022; and therefore be it

FURTHER RESOLVED, the City of Charleston will work collaboratively with the SAO to ensure compliance with the SAO’s March 17, 2021, directive regarding accounting and recordkeeping of

American Rescue Plan Act of 2021 ("ARPA") funds, including the use of the SAO's online ARPA Reporting System for the City of Charleston's ARPA Fund, special revenue fund 073.

Finance Director, Andy Wood, added that the resolution was approved by the American Rescue Plan Act Advisory Committee. Councilmember Jenkins has amended the resolution slightly so that the language reflects all City funds and to change the deadline to be more appropriate.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 570-21 Committee Substitute approved.

- b. Resolution No. 594-22 – Approving updates to the Rules, Regulation, and Operating Procedures of the Firefighters Pension and Relief Fund of the City of Charleston, which were approved by the Charleston Firefighters Pension Board and are attached hereto as Exhibit A.

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

That the updates to the Rules, Regulation, and Operating Procedures of the Firefighters Pension and Relief Fund of the City of Charleston, attached hereto as Exhibit A, which were approved by the Charleston Firefighters Pension Board are hereby approved by the City of Charleston's governing body.

Wood added that the City's pension systems are required by State law promulgate their own rules for the administration of their pensions and plans. Due to changes in State Code, the Fire Department has updated their rules, which have been approved by their Pension Board.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 594-22 approved.

Resolution No. 595-22 – Authorizing the Mayor or City Manager to purchase four Smith Splash Pool Chair Lifts and four Smith Pool Lift Caddies for the Parks and Recreation Department from Streamline Aquatics, in the amount of \$26,472.60 as the result of a competitive bidding process.

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

That the Mayor or City Manager is authorized to purchase four Smith Splash Pool Chair Lifts and four Smith Pool Lift Caddies for the Parks and Recreation Department from Streamline Aquatics, in the amount of \$26,472.60 as the result of a competitive bidding process.

Wood added that the purchase is for ADA compliant lift chairs to be placed at the four City pools. The majority will be funded by CDBG funds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 595-22 approved.

- c. Resolution No. 596-22 – Authorizing the approval of Amendment No. 6 of the FY 2021 – 2022 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 6 of the FY 2021 – 2022 General Fund Budget as indicated on the attached list of accounts is approved.

Wood added that this is generally referred to as the Unassigned Fund Balance Amendment or the Surplus Amendment, which deals with funds that were rolled over from the previous year after the audit has been completed. The amendment:

- Recognizes committed funds balance for Police Fine Supported Training.
- Adjusts proper accounts in the FY 2022 budget for the purchase of equipment to reflect where they were paid during the FY 2021 spend down period and after.
- IT Infrastructure Fund – funds to help with various system replacements and general network upgrades.
- General Engineering and Facilities Maintenance Funds – funds that would have typically been in the standard budget, but were not due to uncertainty during the pandemic.
- Capital Projects Funds – used for parks projects, facility replacements, etc.
- Tourism and Promotions Fund – to go towards tourism efforts.
- Business Dev. & Economic Incentives Fund – for business development and business expansion projects (ex. Small business grant program).
- Beautification Commission Fund – to help with parks that the Commission manages.
- Green Initiatives Fund – for the recommendations that might come from the Green Team and E&R Committee.
- Sidewalk Improvements Fund – for a sidewalk program, the rules for which will be created by the Planning, Streets and Traffic Committee.
- Treasurer's Office – due to employee transition, temporary staffing was needed.
- Building Commission – to complete the demolitions for the fiscal year, and for Fire Station No. 8.
- Wellness Center – the employee clinic has started to bill the new insurance for visits, and this compensates for a timing lag in how they were applied.
- Public Grounds – for a study of plantings, and to purchase sustainable plant beds.
- Emergency Management – to purchase a temporary heating structure.
- Streets – for a supplemental salt purchase.
- Equipment Maintenance – to compensate for inflation of fuel prices.
- Refuse & Recycling – for a recycling bin purchasing program and distribution labor.
- Spring Hill Cemetery – for the mowing contract for the Spring season.
- Police – related to the body-worn cameras purchase.
- Fire – for a grant match for a boat purchase.
- Streets, Refuse and Parks – purchases for various vehicles.
- Municipal Stabilization – to ensure that the City will not need to transfer money from that fund to balance the budget.

Councilmember Adams asked if there would be Council oversight for any money spent by the Green Team. Mayor Goodwin confirmed that any purchase over \$25,000 is required to be approved by Council.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 596-22 approved.

- d. Resolution No. 597-22 – Authorizing the Mayor or City Manager to purchase two New-Way Cobra 20RL cubic yard, rear load refuse packers for the Refuse Department from West Virginia Tractor Company, for a unit cost of \$167,239.00 each and the total amount of \$334,478.00 pursuant to a competitively sourced multi-state contract.

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

That the Mayor or City Manager is authorized to purchase two New-Way Cobra 20RL cubic yard, rear load refuse packers for the Refuse Department from West Virginia Tractor Company, for a unit cost of \$167,239.00 each and the total amount of \$334,478.00 pursuant to a competitively sourced multi-state contract. These will replace Refuse units 151 and 156.

Wood added that the purchase will replace two existing units.

Councilmember Jenkins confirmed that the purchase is part of the normal replacement cycle, which is typically seven years.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 597-22 approved.

- e. Resolution No. 598-22 – Authorizing the Mayor or City Manager to purchase a Fire Boat from Lake Assault Boats, LLC in the amount of \$423,448.15, where the vendor maintains a competitively sourced federal contract with the General Services Administration.

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

That the Mayor or City Manager is authorized to purchase a Fire Boat from Lake Assault Boats, LLC for \$423,448.15, where the vendor maintains a competitively sourced federal contract with the General Services Administration. The boat is replacing a 2005 model boat and will be used by the Charleston Fire Department for patrol and response to emergencies on the rivers. The boat will be paid for through a Federal Emergency Management Agency Port Security Grant with a 25% match paid by the City.

Councilmember Jenkins added that the City has applied for this grant several times before being awarded it.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 598-22 approved.

- f. Resolution No. 599-22 – Authorizing the Mayor or City Manager to purchase a Gradall Excavator for the Street Department, from Anderson Equipment Company, in the total amount of \$437,214.00 as the result of a competitive bidding process.

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

That the Mayor or City Manager is authorized to purchase a Gradall Excavator for the Street Department, from Anderson Equipment Company, in the total amount of \$437,214.00 as the result of a competitive bidding process. This will replace Street unit 82.

Wood added that the City received one bid for this purchase. This will replace an existing unit.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 599-22 approved.

- g. Resolution No. 600-22 – Authorizing the Mayor or City Manager to purchase a bush chipper for the Street Department from Vermeer for the total amount of \$47,716.08 pursuant to a competitively sourced multi-state contract.

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

That the Mayor or City Manager is authorized to purchase a bush chipper for the Street Department from Vermeer for the total amount of \$47,716.08 pursuant to a competitively sourced multi-state contract. This is replacing Street unit CH7.

Councilmember Jenkins thanked the Street Department for trying to get this done as soon as possible as it is an excepted, add-on service.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 600-22 approved.

- h. Resolution No. 601-22 – Authorizing the Mayor or City Manager to purchase Black Masking Curtains for the Charleston Coliseum and Convention Center, at a total price of \$47,540.43 from Rose Brand Wipers Inc. The purchase price was determined through a competitive bidding process.

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

That the Mayor or City Manager is authorized to purchase Black Masking Curtains for the Charleston Coliseum and Convention Center, at a total price of \$47,540.43 from Rose Brand Wipers Inc. The purchase price was determined through a competitive bidding process. The purchase will be paid for with Capital Improvement Funds.

City Attorney, Kevin Baker, added that the bill is the culmination of a long process conducted by the Select Committee on Cable Franchise. CAS is an entity based in Parkersburg, WV that has expanded its reach, and is interested in coming into Kanawha County and Charleston. The proposed franchise agreement is very similar to previous agreements. On page 3, Section 2 grants the company the right to construct, operate and repair their cable system within Charleston. The term of this agreement is for fifteen (15) years. Baker added that the build-out is anticipated to take approximately five (5) years. There are also requirements that the company have a certain amount of insurance, an anti-discrimination provision and construction standards, etc. Section 9 requires that the company have a local office near the service area. The Select Committee suggested that the language be changed to specifically mention Kanawha County. The 5% franchise fee will be paid to the City on a quarterly basis.

Wood added that the City received one bid. This will be used in the Coliseum to be able to block space out for smaller events.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No 601-22 approved.

- i. Resolution No. 602-22 – Authorizing and directing the Finance Director to establish Fund 223, Green Initiatives Fund, a Capital Projects Fund, to account for revenues received from transfers from other funds and other available sources to be used for implementing projects to improve energy efficiency and reduce the environmental impacts of the City’s facilities and fleet.

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

That the Finance Director is authorized and directed to establish Fund 223, Green Initiatives Fund, a Capital Projects Fund, to account for revenues received from transfers from other funds and other available sources to be used for implementing projects to improve energy efficiency and reduce the environmental impacts of the City’s facilities and fleet.

Councilmember Jenkins asked if this was mainly for upgrading City facilities or for businesses as well. Wood replied that this was mostly related to the benchmarking ordinance that was recently passed, wherein the City must reach certain energy efficiency thresholds at their facilities, although it does not preclude the ability to make funds or grants available to the private sector.

Pati Hamilton, Chair of the Charleston Green Team, added that while they were not expecting the funds, it is very helpful as they have been discussing a lot of ideas and initiatives.

From the audience, Councilmember Pepper, who used to be a member of the Green Team, added that the plan for the benchmarking ordinance is due in July of 2022. The funds could be helpful to address any urgent issues that need to be taken care of before that.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 602-22 approved.

- j. Resolution No. 603-22 – Authorizing and directing the Finance Director to establish Fund 224, Sidewalk Improvement Program Fund, a Capital Projects Fund, to account for revenues received from transfers from other funds and other available sources, including matching funds from property owners, to be used for sidewalk infrastructure improvements, maintenance, repairs, and replacement. Expenditures from the fund are subject to program rules to be established by the Planning, Streets and Traffic Committee.

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

That the Finance Director is authorized and directed to establish Fund 224, Sidewalk Improvement Program Fund, a Capital Projects Fund, to account for revenues received from transfers from other funds and other available sources, including matching funds from property owners, to be used for sidewalk infrastructure improvements, maintenance, repairs, and replacement. Expenditures from the fund are subject to program rules to be established by the Planning, Streets and Traffic Committee.

Wood added that this is to help with sidewalk infrastructure across neighborhoods by developing a program and methodology for a replacement program. The Planning, Streets and Traffic Committee will decide on those rules and oversee the program.

Councilmember Hoover added that sidewalk has always been a huge topic.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 603-22 approved.

- k. Resolution No. 604-22 – Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Department of Transportation, Division of Highways for the purpose of installing and maintaining public art, which will continue Gallery 64 installations on interstate piers within the Division of Highways’ right-of-way adjacent to Pennsylvania Avenue.

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

That the Mayor or City Manager is authorized to enter into an agreement with the West Virginia Department of Transportation, Division of Highways for the purpose of installing and maintaining public art, which will continue Gallery 64 installations on interstate piers within the Division of Highways’ right-of-way adjacent to Pennsylvania Avenue.

Wood added that the project will continue the murals under the interstate along Pennsylvania Avenue.

Councilmember Robinson asked if the resolution could be amended to include the piers under the 35th Street Bridge. Jeff Pierson, Director of Public Art, replied that it could.

Councilmember Robinson motioned to amend Resolution No. 604-22 to read:

Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Department of Transportation, Division of Highways for the purpose of installing and maintaining public art, which will continue art installations on bridges, piers and abutments within the Division of Highways’ right-of-way within City limits.

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

That the Mayor or City Manager is authorized to enter into an agreement with the West Virginia Department of Transportation, Division of Highways for the purpose of installing and maintaining public art, which will continue art installations on bridges, piers and abutments within the Division of Highways’ right-of-way within City limits.

Councilmember Reishman moved to approve the Resolution as amended. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 604-22 approved as Amended.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.