



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Parks and Recreation Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, April 4, 2022
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 3-21-2022

II. RESOLUTIONS:

- a. Resolution No. 624-22 – Authorizing the Mayor or City Manager to submit an application to the WV Division of Administrative Services under the Victims of Crime Act grant program for the Charleston Police Crime Victims Specialist.
- b. Resolution No. 625-22 – Rescinding Resolution No. 575-21, and authorizing the Mayor or City Manager to submit a grant application to the Land and Water Conservation Fund to perform athletic field turf renovations to four athletic fields within the City.
- c. Resolution No. 626-22 – Authorizing the Mayor or City Manager to enter into a contract with Affinity IT, LLC to perform a 3-year assessment of the City's information technology systems, networks, and governing policies.

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

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., MARCH 21, 2022
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., March 21, 2022.

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

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

Absent:
None

Other Councilmembers present:

Jeanine Faegre
Pat Jones
Shannon Snodgrass
Brady Campbell
Deanna McKinney
Robert Sheets
Bobby Haas
Bruce King
Bobby Brown
Jennifer Pharr
Adam Knauff

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the March 7, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

b. Presentation from BDO regarding ARPA grant processes and compliance monitoring

Finance Director, Andy Wood, introduced the BDO team which were over Zoom. Highlights of the presentation:

- They aim to ensure that the funds are being utilized in a way that will create lasting impact for the current and future population.
- They will assist in grant management, including eligibility determinations and grant distribution.
- Compliance requirements include performance planning, police review, internal and subrecipient monitoring, etc.
- They are working with the Finance Director to review all of the applications to ensure eligibility, and that the funds are being spent in a consistent manner.
- They will ensure the City meets the requirements outlined in Uniform Guidance 2 CFR 200.
- They will ensure that the funds are being awarded in a way that adheres to the guidelines set forth.
- They have been working on setting up the infrastructure for reporting and monitoring that will allow the City to appropriately report to the State as well as monitor subrecipients quarterly.
- Before agreements with subrecipients can be signed and then approved, they must first be reviewed to ensure they qualify, etc.

II. RESOLUTIONS:

- a. Resolution No. 616-22 – Authorizing the Finance Director to amend the 2019 and 2021 Community Development Block Grant budgets as indicated on the accounts listed below.

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

That the Finance Director is hereby authorized and directed to amend the 2019 and 2021 Community Development Block Grant budgets as indicated on the accounts listed below:

<u>Account Number</u>	<u>Description</u>	
<u>Amount</u>		
009-021-00-059-0-999	NC Community Center – Interior/Exterior Security System	
(9,801.00)		
009-021-00-199-0-999	Contingencies	9,801.00
009-020-00-011-0-999	Pro Kids, Inc.	(18,000.00)
009-020-00-199-0-999	Contingencies	18,000.00

MOECD proposes to close out NC Community Center – Interior/Exterior Security System project and move remaining funds to Contingencies. In addition, Pro Kids, Inc. Afterschool Program is closed due to Covid and staffing changes. Project will be cancelled, and funds will be moved to Contingencies.

Finance Director, Andy Wood, added that the resolution moved funds from old projects, and moves them to various contingency funds for future allocations.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 616-22 approved.

- b. Resolution No. 618-22 – Authorizing the Mayor or City Manager to purchase 5,000 48-gallon recycling carts for Refuse and Recycling from Toter, LLC for the total amount of \$273,911.44 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 5,000 48-gallon recycling carts for Refuse and Recycling from Toter, LLC for the total amount of \$273,911.44 pursuant to a competitively sourced multi-state contract.

Wood added that the purchase was budgeted in Amendment No. 6 for the purchase of recycling carts. The price is locked in until the end of the month.

Councilmember Robinson asked how the carts would be used. Refuse Director, Jered Lanham, replied that they were for current recyclers. Councilmember Jenkins confirmed with Lanham that there were extra carts for new recyclers as well.

Councilmember Adams confirmed with Lanham that there was a 12-year warranty on the carts and a 10-year warranty on components.

Councilmember Reishman confirmed with Lanham that there are currently 3,090 regular recyclers. Additionally, the carts have serial numbers that can be linked to addresses.

Councilmember Jenkins asked if the carts were linked to accounts or addresses. Lanham replied that it would be for addresses. There will be informational literature and instructions with the carts.

Councilmember Hoover confirmed with Lanham that after approval, there will be a process to alert and allow for pickup or drop off of the carts to be determined by the Environment and Recycling Committee.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 618-22 approved.

- c. Resolution No. 619-22 – Authorizing the Mayor or City Manager to purchase pool pumps and chemical dispensers from Endless Summer Aquatics, Inc. in the amount of \$61,170.00 for the Parks and Recreation Department to be installed at the Kanawha City Community Center and the Martin Luther King Jr. Community Center, and to purchase pool chemicals at a set unit costs on an as needed basis based 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 pool pumps and chemical dispensers from Endless Summer Aquatics, Inc. in the amount of \$61,170.00 for the Parks and Recreation Department to be installed at the Kanawha City Community Center and the Martin Luther King Jr. Community Center, and to purchase pool chemicals at a set unit costs on an as needed basis based as the result of a competitive bidding process.

Wood added that the purchase is for pool pumps and chemical dispensing systems for the pools at the Kanawha City and MLK Centers. The bid also contains chemical costs that will be purchased as needed for all pools.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 619-22 approved.

- d. Resolution No. 620-22 – Authorizing the Mayor or City Manager to approve and execute Change Order No. 1 relating to the renovation of office space on the 3rd floor of City Hall, in the amount of \$22,561.56 to address unforeseen conditions discovered after demolition, raising the total contract amount to \$259,561.56 as the pricing details of the change order are indicated on Exhibit A attached hereto.

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

That the Mayor or City Manager is authorized to approve and execute Change Order No. 1 relating to the renovation of office space on the 3rd floor of City Hall, in the amount of \$22,561.56 to address unforeseen conditions discovered after demolition, raising the total contract amount to \$259,561.56 as the pricing details of the change order are indicated on Exhibit A attached hereto.

Wood added unanticipated circumstances, such as electrical, HVAC and framing work, were recently discovered during the renovation project.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 620-22 approved.

- e. Resolution No. 621-22 – Authorizing the approval of Amendment No. 7 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. 7 of the FY 2021 – 2022 General Fund Budget as indicated on the attached list of accounts is approved.

Wood added that the resolution places funds into City Council's PERS account to fund a retroactive service credit purchase. Councilmembers have the option to participate in the PERS plan when they join Council. If they choose to do so later, they and the City have to make up the difference.

Councilmember Jenkins asked why the City is obligated to pay retroactively. Wood replied that is how the statute is written, adding there are additional rules for elected officials.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 621-22 approved.

- f. Resolution No. 622-22 – Approving the Official Municipal Budget Document for the Fiscal Year 2022-2023, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes.

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

That the Official Municipal Budget Document for the Fiscal Year 2021-2023, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes is approved.

Wood added that the budget document has been updated to include levy rates as well as the new proposed insurance agreement.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 622-22 approved.

- g. Resolution No. 623-22 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding, attached hereto as Exhibit A, between the State of West Virginia, the City of Charleston and other West Virginia municipalities and counties relating to the distribution of proceeds from any settlement of ongoing litigation regarding opioids.

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

That the Mayor or City Manager is authorized to enter into a Memorandum of Understanding between the State of West Virginia, the City of Charleston and other West Virginia municipalities and counties relating to the distribution of proceeds from any settlement of ongoing litigation regarding opioids.

Attorney, Rusty Webb, added that the MOU is a structure by which any opioid settlements that the State, counties or cities receive will be distributed according to a distribution table.

Councilmember Jenkins confirmed with Webb that they anticipate receiving more than the \$100 million, but the amount is easy to use as an example.

Councilmember Adams confirmed that there are approved uses of the funds. Webb confirmed that they have adopted the Perdue core strategies and authorized uses. Councilmember Adams confirmed with Webb that as soon as they have reached 100% participation, the next anticipated phase would be that an Executive Director and State Board would be appointed, which would allow the money to be put into the Trust.

Councilmember Jenkins asked Webb to explain how the distribution of funds worked regarding the regions. Webb replied that it would be grant style applications. He confirmed that the City could combine funds with different regions for projects.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 623-22 approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 624-22

Introduced in Council:

April 4, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 624-22 – Authorizing the Mayor or City Manager to submit an application to the WV Division of Administrative Services under the Victims of Crime Act (VOCA) grant program for the Charleston Police Crime Victims Specialist in the amount of \$39,850 and administer any funds awarded. These funds will partially reimburse the City for an employee’s salary, provide travel/training and bus vouchers for crime victims.

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

That the Mayor or City Manager is authorized to submit an application to the WV Division of Administrative Services under the Victims of Crime Act (VOCA) grant program for the Charleston Police Crime Victims Specialist in the amount of \$39,850 and administer any funds awarded. These funds will partially reimburse the City for an employee’s salary, provide travel/training and bus vouchers for crime victims.

Resolution No. 625-22

Introduced in Council:

April 4, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 625-22 – Whereas, the Land and Water Conservation Fund (“LWCF”) was
2 established by Congress in 1964 to fulfill a bipartisan commitment to safeguard natural areas,
3 water resources, and cultural heritage, as well as to provide recreation opportunities to all
4 Americans;

5
6 Whereas, the LWCF is a state and federal partnership program benefiting the State of West
7 Virginia and its political subdivisions;

8
9 Whereas, the funding for the program is provided through congressional appropriations to the
10 State & Local Assistance Programs Divisions of the National Park Service;

11
12 Whereas, the LWCF program provides matching grants to states for planning, acquiring,
13 developing, or renovating state and local parks;

14
15 Whereas, the LCWF grant program may be used to renovate athletic fields, including installing
16 synthetic turf;

17
18 Whereas, the City maintains numerous athletic fields that are frequently used by community
19 groups, City Parks & Recreation Department programs, little league organizations, and more;

20
21 Whereas, the City has identified the athletic fields that are is the most need of renovation
22 through turf replacement: one little league baseball field at the Kanawha City Community
23 Center, one little league baseball field at the North Charleston Community Center, and two
24 soccer field areas at Cato Park;

25
26 Whereas, the estimated cost of turf replacement project is approximately \$2,000,000;

27
28 Whereas, the LCWF requires applicants to submit a 50% cash match for any awarded funds; and

29
30 Whereas, the Council finds that proceeding with the grant application, including committing to
31 the 50% cash match requirement, is in the best interests of the City and its residents

32
33 Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

1 Resolution No. 575-21 is rescinded. The Mayor or City Manager is authorized to submit a grant
2 application to the Land and Water Conservation Fund in the amount of \$2,000,000 to perform
3 athletic field turf renovations to four athletic fields within the City: one little league baseball
4 field at the Kanawha City Community Center, one little league baseball field at the North
5 Charleston Community Center, and two soccer field areas at Cato Park. The Mayor or City
6 Manager is further authorized to commit the City to the 50% cash match grant requirement.

Cato Park Soccer Fields



Resolution No. 575-21

Introduced in Council:

December 20, 2021

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 575-21 –

Whereas, the Land and Water Conservation Fund (“LWCF”) was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard natural areas, water resources, and cultural heritage, as well as to provide recreation opportunities to all Americans;

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

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

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

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

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

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

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

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

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

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

2
3 The Mayor or City Manager is authorized to submit a grant application to the Land and Water
4 Conservation Fund in the amount of \$1,970,529 to perform athletic field turf renovations to four
5 athletic fields within the City: two little league fields along Bigley Avenue, one little league field at
6 the Kanawha City Community Center, and one little league field at the North Charleston
7 Community Center. The Mayor or City Manager is further authorized to commit the City to the 50%
8 cash match grant requirement.



CITY OF CHARLESTON
OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: City Council Members

FROM: Jonathan T. Storage, City Manager 

DATE: March 30, 2022

SUBJECT: Land & Water Conservation Grant Application

On December 20, 2021, City Council adopted Resolution No. 575-21, which authorized the Administration to submit a grant to the Land & Water Conservation Fund for approximately \$2,000,000 to perform athletic field turf renovations to four athletic fields within the City: two little league fields along Bigley Avenue, one little league field at the Kanawha City Community Center, and one little league field at the North Charleston Community Center. Additionally, City Council authorized the expenditure of the required 50% cash match.

Since the adoption of Resolution No. 575-21, the Administration has worked hard to perform the myriad steps needed to create a successful application. During this effort, attorneys conducting property title searches for the various athletic fields pointed out that some parts of the two Bigley Avenue fields are not owned by the City but are leased from the West Virginia Division of Highways. Considering the ongoing public recreational use covenants that would run with the land once the City receives grant funds through the Land & Water Conservation Fund program, State representatives of the grant program expressed concern about the City's lack of full property title to the entire athletic field footprint at Bigley Avenue. Recognizing that grant administrators are wary of considering the Bigley Avenue fields for grant awards, the Administration proposes to remove these fields from the grant application and replace them with two soccer field areas at Cato Park.

Replacing the Bigley Avenue fields with the Cato Park field areas is an administratively easy process, and the cost estimate for turfing the Cato Park field areas is approximate to the Bigley Avenue fields. More importantly, Cato Park is already a recipient of past Land & Water Conservation Fund grants, which makes folding the two fields into the City's application comparatively straightforward and increases the likelihood that the City will obtain grant funds.

The accompanying resolution is identical to Resolution No. 575-21 except that it replaces the two Bigley Avenue fields with the two Cato Park fields and rescinds the previous resolution.

The grant application is due in the second week of April.

Resolution No. 626-22

Introduced in Council:

April 4, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 626-22 – Authorizing the Mayor or City Manager to enter into a contract with Affinity IT, LLC, in the amount of \$34,962.54 to perform a 3-year assessment of the City’s information technology (“IT”) systems, networks, and governing policies.

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

That the Mayor or City Manager is authorized to enter into a contract with Affinity IT, LLC, in the amount of \$34,962.54 to perform a 3-year assessment of the City’s information technology systems, networks, and governing policies. The assessment will include reviewing all City IT policies and procedures and comparing them to the “Cybersecurity Framework” established by the United States Department of Commerce’s National Institute of Standards and Technology. Additionally, the assessment will include extensive internal and external network vulnerability testing exercises. The contract is being awarded pursuant to a competitive bidding process, and the contract amount will be paid using grant funds awarded to the City from the West Virginia Department of Homeland Security.

Network Security Audit and Consultation RFP 2022-08
Bid Opening Date 3/28/22

	Affinity IT Security Services 1243 Sussex Turnpike, Suite 1 Randolph, NJ 07869 (800) 840-2335 joe@affinity-it.com	True North 140 Third Street South Stillwater MN 55082 (651) 705-1249 Rick.anderson@tncg.net	Quantum Strides LLC 13800 Coppermine Road Herndon VA, 20171 (571) 250-5657 leo@quantumstrides.com	Global Solutions Group INC 25900 Greenfield Road, Suite220 Oak Park, MI 48237 (248)291-5440 lisa@globalsolgroup.com
Item	Price per Unit	Price per Unit	Price per Unit	Price per Unit
1. Audit of the City's Posture	\$34,962.54	\$38,100.00	\$55,994.40	\$77,400.00
TOTAL BID COST	\$34,962.54	\$38,100.00	\$55,994.40	\$77,400.00
Local Vendor Preference (4%)	Does Not Qualify	Does Not Qualify	Does Not Qualify	Does Not Qualify

	Securance Consulting 13904 Monroes Business Park Tampa, FL 33635 (877) 578-0215 eanderson@seuranceconsulting.com	Bulletproof Solutions 3040 Williams Drive, Suite 5150 Fairfax, VA 22031 (703) 206-9383 melissa.aarskaug@bulletproofsi.com	Wild Card 1300 College Ct. Stevens Point WI 54481 (715) 869-3440 ashley.bolden@wildcardcorp.com	Information Services Group Public Sector 2187 Atlantic Street Stamford, CT 06902 (512)970-0745 leo@quantumstrides.com
Item	Price per Unit	Price per Unit	Price per Unit	Price per Unit
1. Audit of the City's Posture	\$89,180.00	\$122,360.00	\$142,434.18	\$154,887.00
TOTAL BID COST	\$89,180.00	\$122,360.00	\$142,434.18	\$154,887.00
Local Vendor Preference (4%)	Does Not Qualify	Does Not Qualify	Does Not Qualify	Does Not Qualify