

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., JUNE 6, 2022
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., June 6, 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
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
Brent Burton

Other Councilmembers present:
Bruce King
Bobby Brown
Jennifer Pharr

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the May 16, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 662-22 – Authorizing the Mayor or City Manager to enter into a memorandum of understanding with the Raleigh County Solid Waste Authority for services relating to the processing of mixed recyclables for the City of Charleston as detailed in Exhibit A attached hereto.

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

The Mayor or City Manager is authorized to enter into a memorandum of understanding with the Raleigh County Solid Waste Authority for services relating to the processing of mixed recyclables for the City of Charleston as detailed in Exhibit A attached hereto.

City Manager, Jonathan Storage, added that The proposed MOU will renew the current relationship the City has with the Raleigh County Solid Waste Authority. This would be an as-needed arrangement, in which the City may stop sending recyclables to Raleigh County at any time without any penalty or ongoing financial commitment. The City pays by the ton for the recyclables we send. The MOU requires that RCWSA accept single stream collections, as well as all of the types of recyclables the City currently accepts, and locks in the tonnage rate for the next 3 years based on annual renewal options. Storage added that while the MOU was necessary to continue the City's current recycling program, which is required by state law, the Administration, Environment & Recycling Committee, and the Green Team continue to search for viable solutions for recycling processing in the Kanawha Valley. The City is in discussions with an innovative recycling company called Gorilla Recycle that is interested in building a new, state-of-the-art facility in Charleston. Additionally, the Administration is in discussions with Waste Management to establish a recycling transfer station in Charleston to reduce the burden of transferring materials to Raleigh County.

Councilmember Adams confirmed with Storage that the rate has not increased.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 662-22 approved.

- b. Resolution No. 663-22 – Adopting the proposed Fiscal Year 2022-2023 Parking System budget as indicated within the attached document.

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

The proposed Fiscal Year 2022-2023 Parking System budget is adopted as indicated within the attached document.

Finance Director, Andy Wood, added that the Parking System is recovering after a large loss of revenue during the pandemic. Expenditures are mostly in line with last year, with minor changes due to inflation. Overall operational expenditures are increasing by about 2%. Some capital improvements projects include some structural engineering projects, some elevator replacements, some new flooring and security cameras, etc.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 663-22 approved.

- c. Resolution No. 664-22 – Whereas, the City of Charleston is a member of—and is fiscal agent for—the Metropolitan Drug Enforcement Network Team (“MDENT”);

Whereas, MDENT maintains 17 vehicles in its fleet, which are separately titled to corresponding member law enforcement agencies;

Whereas, from time to time, MDENT must quickly purchase vehicles to further its public safety mission, which necessarily requires covert movements and operations;

Whereas, current vehicle shortages and manufacturing delays has made it difficult for MDENT to timely acquire vehicles;

Whereas, when vehicles are ready to be purchased on dealer lots, the vehicles are often sold before MDENT obtains City Council purchasing approval;

Whereas, the Chief of the Charleston Police Department has requested that the Administration find a way to lessen the burden of acquiring vehicles for MDENT;

Whereas, the Administration recommends that the City Council grant purchasing authority to the Mayor or City Manager so vehicles may be acquired without the need for individual authorizing resolutions;

Whereas, the Mayor or City Manager will ensure that sufficient funds are available within applicable MDENT accounts prior to purchasing any vehicles; and

Whereas, the Mayor or City Manager will ensure that the purchase of any vehicles adheres to competitive contracting principles;

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

That the Mayor or City Manager is authorized to purchase various vehicles for the Metropolitan Drug Enforcement Network Team (“MDENT”) without first obtaining an authorizing resolution from the City Council; provided that any vehicle may not exceed the purchase price of \$40,000, competitively sourced contracts must be used for any vehicle with a purchase price more than \$25,000, and written quotes must be obtained for any vehicle with a purchase price of \$25,000 or less. The City Manager is directed to create a separate purchasing file related to vehicle purchases made under the authority granted by this resolution and is further directed to file a report with the City Clerk regarding all purchases made under this authority within 30 days of the authority’s expiration. This authority expires at 5:00 p.m. on June 1, 2023.

Storage added that the City of Charleston is a member of, and is fiscal agent for, the Metropolitan Drug Enforcement Network Team, which maintains 17 vehicles in its fleet that are separately titled to corresponding member law enforcement agencies. Occasionally, MDENT must quickly purchase vehicles to further its public safety mission, which necessarily requires covert movements and operations. When vehicles are ready to be purchased on dealer lots, the vehicles are often sold before MDENT obtains City Council purchasing approval. Storage added that this issue has come up in the recent past, citing December of 2021 and January of 2022 as examples. The Chief of the Charleston Police Department has requested that the Administration find a way to lessen the burden of acquiring vehicles for MDENT. The Administration recommends that the City Council grant purchasing authority to the Mayor or City Manager so vehicles may be acquired without the need for individual authorizing resolutions. The resolution would offer purchasing authority to the Administration for vehicles costing \$40,000, where competitive sourcing is required. The resolution has a sunset provision, which is June 1, 2023, and the City Manager is directed to file a report with the Clerk detailing the purchases made under the authority.

Councilmember Jenkins added that he did speak to the Chief of Police about this, adding that vehicles would frequently be sold by the time they received Council approval.

Councilmember Adams confirmed with Storage that MDENT typically purchases two vehicles a quarter.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 664-22 approved.

- d. Resolution No. 665-22 – Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$500,000 for a term starting July 1, 2022. Cost of the letter is 0.5% of the amount issued. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims as a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

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 WesBanco, Inc. for a Standby Letter of Credit in the amount of \$500,000 for a term starting July 1, 2022. Cost of the letter is 0.5% of the amount issued. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims as a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

Storage added that the resolution is an annual financial process that provides funding in the event the City were to default on its workers' compensation obligations (which has never happened). The Offices of the WV Insurance Commissioner require that the City put up either a surety bond or a letter of credit as a self-insurer. The letter of credit is by far the cheapest option, and the City's bank, WesBanco provides a competitive ½ percent rate. The \$500,000 is the same amount that has been in place since June 1, 2021.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 665-22 approved.

- e. Resolution No. 666-22 – Approving the renewal of that certain lease between the City of Charleston and the YWCA of Charleston, West Virginia, Inc., dated September 19, 2017, relating to the use of the building and property located 201 Donnally Street to provide childcare services, including infant and toddler development, preschool, after-school and summer camp, and other related services.

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

That the renewal of that certain lease between the City of Charleston and the YWCA of Charleston, West Virginia, Inc., dated September 19, 2017, relating to the use of the building and property located 201 Donnally Street is approved.

Storage added that, pursuant to the terms of the September 19, 2017 lease agreement, the YWCA has requested a one-time renewal of lease for a period of 5 years. According to the lease, all of the existing terms and conditions contained in the 2017 lease will remain in effect during the renewal period, which will effective upon Council's adoption of the resolution. This renewal process is the same as what was approved by Council for the Sojourner's Shelter during its last meeting.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 666-22 approved.

- f. Resolution No. 667-22 – Authorizing approval of Amendment No. 8 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.

Storage added that the purpose of this budget amendment is to prepare for the close out of the current fiscal year, which ends June 30th. Various department accounts may over or under spend, depending on unforeseen circumstances that may arise. The resolution seeks to reconcile certain GF account overages with surpluses in other GF accounts. Storage added that the Coliseum & Convention Center, including the Municipal Auditorium, will not need the remainder of the subsidy that was allotted to operations for this fiscal year. That unused subsidy is approximately \$455,000. These funds may be reappropriated and spread across various General Fund account lines to true up the expense lines of other departments that had a greater need. The City also received an insurance claim payment in the amount of \$175,000 for the repair of a Fire Station No. 2 pumper truck, which crashed into the abutment of a railroad underpass. Various expense accounts being reconciled include: Funds for the City Manager's advertising and legal publications account, which accounts for several legal ads in national publications for large purchase contracts, such as our ERP system and insurance broker and policy selection process. Dues and subscriptions for the Office of the City Attorney covers items such as legal research software LexisNexis. The mailroom has experienced increased volume of mailed materials, as well as postage price hikes in the middle of the year. Additional postage price hikes are expected from the USPS. Materials and supplies for the Mayor's Office reflects bulk purchases for community-wide events, such as candy for children during parades and City Christmas decorations. The Building Commission needs a boost of \$100,000 to handle the ongoing structure demolition program. Telephone expenses are higher than expected due to a delay in a fiber installation project that was expected to be completed this fiscal year. The Fire Department had increased professional services expenses, as psych evaluations were needed for CFD's largest recruit class in history (31). The City's equipment maintenance department had to out-source several high dollar repairs for complex equipment. Due to lack of fulltime labor in the Refuse Department, the City had to hire temps to fill roles. Parks & Rec experienced increase fund needs to cover expenses relating to repairing pool equipment and buying materials and supplies for youth programs.

Councilmember Jenkins asked for clarification for the \$100,000 BDO line. Storage added that currently the City has spent \$45,000 through March.

Councilmember Robinson asked what the total subsidy for the Convention Center was for 2021/2022. Storage replied that it was \$1.3 million total. They are currently working on their budget, and it is expected that the requested subsidy will be \$900,000.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 667-22 approved.

- g. Resolution No. 668-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Alzheimer's Association, WV Chapter in the total amount of \$20,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Alzheimer's Association, WV Chapter in the total amount of \$20,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage, added that the resolution will provide financial aid for the Alzheimer's Association's free care and support services, 24/7 Helpline, and support efforts for members of the community in Charleston.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 668-22 approved.

- h. Resolution No. 669-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Pollen8 in the total amount of \$625,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Pollen8 in the total amount of \$625,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will be used for a buildout of a new facility, including equipment, supplies and staff wages to provide more individualized support during the internship training for the participants in the Reintegr8 program. This location will be in downtown Charleston supplementing its South Charleston location, Café Appalachia.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 669-22 approved.

- i. Resolution No. 670-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Partnership of African American Churches in the total amount of \$440,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Partnership of African American Churches in the total amount of \$440,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage, added that the funds will establish a permanent Comprehensive Community Health Center on Charleston’s West Side that will address the physical and mental health needs of the community in addition to the social determinants of health for Charlestonians, intentionally focusing on African American residents and people of color.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 670-22 approved.

- j. Resolution No. 671-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Midian Leadership Project in the total amount of \$60,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Midian Leadership Project in the total amount of \$60,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted. The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will develop and expand the services provided at the Midian Safe Haven by financing three additional trauma-informed mentor coaches to work with the community’s young people in the year to come.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 671-22 approved.

- k. Resolution No. 672-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Hope for Appalachia in the total amount of \$45,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Hope for Appalachia in the total amount of \$45,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will go toward finance costs associated with The Harbor House, a residential facility intending to serve pregnant women battling addiction. Those funds include salary uses, initial expense for a facility for residents to live, and items necessary to establish the facility.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 672-22 approved.

- I. Resolution No. 658-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Capitol Market in the total amount of \$600,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Capitol Market in the total amount of \$600,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage, added that the funds go toward capital improvements to the outdoor market pavilion, Smith Street area improvements to address safety and security; replacement of aging sewer lines and comprehensive renovation of restrooms to support broad, public; and market-wide broadband internet upgrades.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 658-22 approved.

- m. Resolution No. 659-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to The Healing House, Inc. in the total amount of \$150,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the awardee, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

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

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to The Healing House, Inc. in the total amount of \$150,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the awardee, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant awardee’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant awardee should the City Manager determine that the grant awardee has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will be used to finance the training of staff to effectively address trauma particularly resulting from Intimate Partner Violence, domestic, and sexual violence, as well as the physical costs associated with personnel, office space, supplies, etc.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 659-22 approved.

- n. Resolution No. 673-22 – Authorizing approval of Amendment No. 2 of the FY 2021—2022 Coal Severance 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. 2 of the FY 2021—2022 Coal Severance budget is approved as indicated on the attached list of accounts.

Storage added that the budget amendment reflects an additional \$44,000 in coal severance revenue that came in during the fiscal year above projections. Coal Severance revenue is dedicated to debt service to Coliseum & Convention Center bonds.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 673-22 approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.