



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, August 15, 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 8-1-2022

II. RESOLUTIONS:

- a. Resolution No. 707-22 - Authorizing the Mayor or City Manager to submit an application to the WV Governor's Highway Safety Program in the amount of \$600,000 and administer any funds awarded.
- b. Resolution No. 709-22 - Authorizing the Mayor or City Manager to enter into a renewal service contract with Suttle & Stalnaker to conduct the City's single audit for FY 2022.

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MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., AUGUST 1, 2022
AV ROOM #308, CITY HALL

Bobby Reishman, Vice Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., August 1, 2022.

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

Bobby Reishman, Vice Chair
Ben Adams
Becky Ceperley
Mary Beth Hoover
Chad Robinson (via Zoom)

Absent:
Joseph Jenkins, Chair
Brent Burton

Other Councilmembers present:
Emmett Pepper

I. DISCUSSION:

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

II. RESOLUTIONS:

- a. Resolution No. 697-22 – Authorizing approval of Amendment No. 1 of the FY 2022—2023 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. 1 of the FY 2022-2023 Coal Severance budget is approved as indicated on the attached list of accounts.

City Manager, Jonathan Storage, added that this and Resolutions 700-22 and 705-22 are all related to the appropriation of excess Coal Severance tax dollars over revenue estimates. This revenue for FY 2022-2023 exceeded estimates. This money is typically pledged to fund debt service for certain series of bonds associated with the Charleston Coliseum and Convention Center. The three budget amendments on the agenda recognizes the excess of funds by amending the Coal Severance budget, and transferring it them to the Charleston Coliseum and Convention Center/ Municipal Auditorium fund. It also allows for a reduction in the Coliseum and Convention Center debt service subsidy, and allows those excess funds to be used by the Building Department.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 697-22 approved.

- b. Resolution No. 700-22 – Authorizing approval of Amendment No. 2 of the FY 2022—2023 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. 2 of the FY 2022-2023 General Fund budget is approved as indicated on the attached list of accounts is approved.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 700-22 approved.

- c. Resolution No. 701-22 – Authorizing the Mayor or City Manager to renew an annual software maintenance contract with Trittech Software Systems (DBA “CentralSquare”) in the amount of \$72,898.61 for the provision of a records management system for the Charleston Police Department.

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

That the Mayor or City Manager is authorized to renew an annual software maintenance contract with Trittech Software Systems (DBA “CentralSquare”) in the amount of \$72,898.61 for the provision of a records management system for the Charleston Police Department.

Storage added that the Police Department uses software maintained by Trittech Software Systems that is specifically designed for law enforcement, and had been using the system since 2016. All police reports are entered through this system, which provides real-time crime statistics and GIS mapping of incidents. The County Prosecutor’s Office also has a license to have read-only access the system so that assistant prosecutors may quickly pull up reports and use all available data.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 701-22 approved.

- d. Resolution No. 702-22 – Authorizing the Mayor or City Manager to enter into task force or other cooperative agreements with federal law enforcement agencies of the United States of America.

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

That the Mayor or City Manager is authorized to enter into task force or other cooperative agreements with federal law enforcement agencies of the United States of America, provided that any such agreements are approved as to form by the City Solicitor and approved by the Chief of Police. This authorization will expire at 11:59 p.m. on July 31, 2023.

Storage added that from time-to-time, federal law enforcement agencies request the mutual aid of the City of Charleston. The aid requests may be in the form of joining one or more task forces closely tailored to achieve a particular purpose, such as addressing financial, violent, or drug crimes in our area. Other mutual aid examples may be assisting in the apprehension of a wanted person. Often, the circumstances giving rise to these mutual aid requests sudden and unexpected. Each request, however, comes with a federal agreement to reimburse the City for any overtime and travel expenses associated with the City's assistance. It is frequently impractical to obtain the City Council's express approval of any one cooperative venture, but the Administration recognizes the importance of partnering with our federal counterparts to address significant public safety matters. The Administration is requesting Council's approval to enter into such purely reimbursable cooperation agreements with federal law enforcement agencies for a period of one year, where a process of agreement review and execution involving the City Solicitor, the Chief of Police, and the Mayor/City Manager will be implemented.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 702-22 approved.

- e. Resolution No. 703-22 – Authorizing the Mayor or City Manager to enter into a contract with Sustainable Strategies DC, LLC, in an amount not to exceed \$90,000 per year for the provision of funding advocacy and grant writing services.

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 Sustainable Strategies DC, LLC, in an amount not to exceed \$90,000 per year for the provision of funding advocacy and grant writing services, as detailed in Exhibit A, attached.

Storage added that Sustainable Strategies DC is a well-known grant services firm among West Virginia municipalities, counties, colleges & universities, and non-profits. Headed by Matt Ward, an attorney with many years of grant writing, consulting, and advocacy experience, Sustainable Strategies DC has assisted many towns, cities, and counties receive federal and state grants. To road-test the firm's abilities, the Administration requested Sustainable Strategies to perform a handful of tasks, which included: writing the City's USDOT RAISE Grant application for the Charleston Capital Connector project, submitting requests for Congressionally Directed Spending Allocations (earmarks) to our representatives in Washington, and submitting grant applications for competitive FEMA and WVDOT grants. Through its work, Sustainable Strategies helped the City of Charleston revive a \$1.75 million RAISE grant, the only RAISE grant to be awarded in West Virginia. For just the few items with which the Administration has requested Sustainable Strategies to assist, the firm has secured the City nearly \$10 million in grants. An additional \$15.5 million is currently pending. The proposed resolution would authorize hiring Sustainable Strategies on an ongoing retainer basis, not to exceed \$90,000 during the year. The arrangement would be month-to-month, and either party could terminate it at any time. No minimum term is required. When compared to the costs of hiring one City staffer, including associated benefits, to the experienced and successful team available through Sustainable Strategies, the Administration easily recommends hiring this firm.

Councilmember Adams asked how much of that limit had the City spent already. Storage replied the amount was about \$80,000.

Councilmember Ceperley replied that it was very difficult to find and afford qualifies, full time grant writers.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 703-22 approved.

- f. Resolution No. 704-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Hope Community Development Corporation in the total amount of \$500,000 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 Community Development Corporation in the total amount of \$500,000 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 with the requested ARPA funding, HOPE Community Development Corporation (HOPE CDC) will establish the West Side Revive HOPE Community and Populations’ Health Poverty Solutions Center at the facilities owned by HOPE CDC at 1039 Central Avenue on the West Side of Charleston. The HOPE CPHPSC will house and serve as the anchor project for the West Side Revive Revitalization and Transformation Movement Initiative (West Side Revive). The West Side Revive Movement is a comprehensive place-based, people-focused model to promote community and population’s health by addressing poverty, substance abuse, education, housing, social services coordination, workforce development and economic development, and other social determinants of health in the context of comprehensive community development. HOPE CDC will utilize the grant funds to supplement additionally gathered funding to finance the demolition and renovations necessary to initiate and house the West Side Revive HOPE Center. The Beneficiary projects that it will require a period of one year to implement and achieve the goals of the program.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 704-22 approved.

- g. Resolution No. 705-22 – Authorizing approval of Amendment No. 1 of the FY 2022—2023 Coliseum & Convention Center / Municipal Auditorium 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. 1 of the FY 2022-2023 Coliseum & Convention Center / Municipal Auditorium budget is approved as indicated on the attached list of accounts is approved.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 705-22 approved.

- h. Resolution No. 706-22 – Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC, in the amount of \$536,337.00 for Phase 2 of the 2022 Summer Concrete Sidewalk & Accessible Ramp Project pursuant to 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 enter into a contract with McClanahan Construction Company, LLC, in the amount of \$536,337.00 for Phase 2 of the 2022 Summer Concrete Sidewalk & Accessible Ramp Project pursuant to a competitive bidding process.

Storage added that as the City continues its paving work along its streets, it continues to make progress in adhering to federally mandated ADA requirements for sidewalk ramps. The first phase of work was awarded to SQP Construction Group on May 2, 2022 (Res. No. 638-22) for \$621,366. This 2nd phase will be completely federally funded with CDBG dollars for \$536,377.

Councilmember Ceperley moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Vice Chairperson Reishman declared Resolution No. 706-22 approved.

Councilmember Ceperley motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 707-22

Introduced in Council:

Adopted by Council:

August 15, 2022

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 707-22 – Authorizing the Mayor or City Manager to submit an application to the WV Governor’s Highway Safety Program in the amount of \$600,000 and administer any funds awarded.

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 Governor’s Highway Safety Program in the amount of \$600,000 and administer any funds awarded. The grant funds will be used to reimburse overtime expenses incurred by the Charleston Police Department and other law enforcement agencies within the eight-county Metro Valley Highway Safety Region. Funding will also be used for traffic safety enforcement activities, equipment purchases and travel/training, as well as partial reimbursement for the salaries of the CPD Highway Safety Coordinator and Assistant.

Resolution No. 709-22

Introduced in Council:

August 15, 2022

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 709-22 – Authorizing the Mayor or City Manager to enter into a renewal service contract with Suttle & Stalnaker to conduct the City’s single audit for FY 2022 in the amount of 84,240 in accordance with Federal OMB Circular A-133, where the cost includes \$78,000 to Suttle & Stalnaker for the audit contract and \$6,240 to the WV State Auditor’s Office for a processing fee, and where Suttle & Stalnaker was selected through an evaluation process prescribed by the WV State Auditor’s Office.

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 renewal service contract with Suttle & Stalnaker to conduct the City’s single audit for FY 2022 in the amount of 84,240 in accordance with Federal OMB Circular A-133, where the cost includes \$78,000 to Suttle & Stalnaker for the audit contract and \$6,240 to the WV State Auditor’s Office for a processing fee. The initial agreement with Suttle & Stalnaker was authorized by Resolution No. 504-21, adopted July 6, 2021.