



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, June 5, 2023
6:15 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 5-15-2023

II. RESOLUTIONS:

- a. Resolution No. 811-23 - Authorizing the Mayor or City Manager to enter into a contract with Mountwest Community and Technical College to provide 4 semesters of paramedic training courses for 18 members of the Charleston Fire Department.
- b. Resolution No. 812-23 - Authorizing the Mayor or City Manager to submit an application to the West Virginia Division of Highways for a Transportation Alternatives Program grant for the Elk River Trail Project.
- c. Resolution No. 813-23 - Authorizing the Mayor or City Manager to purchase 174 Glock 17 Gen5 MOS handguns for the Police Department from AmChar Wholesale, Inc., where the funds come from the Estate of Norma Shuck Levy in memory of former Charleston police officer Edgar N. Shuck.
- d. Resolution No. 814-23 - Receiving the Work Plan Summary of the City Center Business Improvement District, approving the proposed budget of the City Center Business Improvement District for the 2023-2024 fiscal year, and maintaining the same levying rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District.
- e. Resolution No. 815-23 - Authorizing the Mayor or City Manager to enter into a contract with Martin Marietta Materials, Inc., to purchase various classes and sizes of aggregate stone.

- f. Resolution No. 816-23 - Authorizing the Mayor or City Manager to approve and execute Change Order No. 1 for the purchase and install of three additional H4 Video Intercom security cameras for the Charleston Coliseum and Convention Center, to incorporate into the existing contract with Electronic Specialty Company.
- g. Resolution No. 817-23 - Authorizing the Mayor or City Manager to enter into a contract for asphalt street paving construction services with West Virginia Paving, Inc., where the contract price was determined through a competitive bidding process.
- h. Resolution No. 818-23 - Authorizing the Mayor or City Manager to enter into an agreement with Ed's Home and Commercial Improvement to repair and replace the roof of the Cato Park Recreation Center and Administrative Building.
- i. Resolution No. 819-23 - Authorizing the Charleston Coliseum & Convention Center / Municipal Auditorium Board ("Board") to sign the First Addendum to the ongoing 5-year management agreement with the OVG Facilities, LLC ("OVG"), to allow for the hiring of City employees at their managed facilities rather than OVG employees in certain circumstances and only with the Board's recommendation and City approval.
- j. Resolution No. 820-23 - Adopting the proposed Fiscal Year 2023-2024 Parking System budget.
- k. Resolution No. 821-23 - Authorizing approval of Amendment No. 7 of the FY 2022-2023 General Fund Budget.
- l. Resolution No. 822-23 - Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC. to perform concrete street repair construction services.

III. BILLS:

- a. Bill No. 7994 - A BILL to amend the Municipal Code by adding thereto a new section relating to the West Virginia Jobs Act and its procedures.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., MAY 15, 2023
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., May 15, 2023.

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

Joseph Jenkins, Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:
Brent Burton, Vice Chair

Other Councilmembers present:
Beth Kerns
Joe Solomon
Frank Annie
Chelsea Steelhammer
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the May 1, 2023 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 802-23 – Authorizing the Mayor or City Manager to purchase field force protection equipment from Galls in the amount of \$90,000 for use by the Charleston Police Department. The prices are provided under the Galls West Virginia Department of Corrections State Contract and the entire funding comes from a Homeland Security Grant application previously authorized by this Council.

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

That the Mayor or City Manager is authorized to purchase field force protection equipment from Galls in the amount of \$90,000 for use by the Charleston Police Department.

City Manager, Ben Mishoe, added that Council had approved the application for the grant earlier in the year, and the resolution is for the purchase of the equipment.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 802-23 approved.

- b. Resolution No. 803-23 – Authorizing the Mayor or City Manager to enter into an easement and right-of-way agreement with Mountaineer Gas Company for the purpose of installing a pipeline as referenced in the attached documents.

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

That the Mayor or City Manager is hereby authorized to enter into an easement and right-of-way agreement with Mountaineer Gas Company for the purpose of installing a pipeline as referenced in the attached documents.

Mishoe added that the pipeline will run from the entrance to Cato Park to the vicinity of Edgewood Summit.

Councilmember Ceperley asked if it would cause any lack of use of the park. City Engineer, Chris Knox, replied that he didn't think it would as it would mostly be in the woods.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 803-23 approved.

- c. Resolution No. 804-23 – Authorizing the Mayor or City Manager to enter into any necessary documents to effectuate trade of City property adjacent to Beech Avenue where the house commonly referred to as 1615 Beech Avenue is encroaching on the public right of way in exchange for property of an equivalent size adjacent to said public right of way for the purpose of providing a parcel necessary for the transfer of good title to the house without any detrimental impact on the City and by receiving fair and adequate consideration.

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

That the City Council hereby finds as follows:

That the Supplementary Map of Bellevue Addition to Charleston created a public right of way on what is now known as Beech Avenue near its intersection with what is now known as Garfield Street and Amity Drive that is wider than the area on which the roads were constructed and which imagined a connection between what is now Beech Avenue and a paper street listed as North Street, which is effectively a continuation of what is now known as Weyland Drive.

That the house commonly referred to as 1615 Beech Avenue was constructed partially within the right of way in this general area, in a specific area that is of no known or expected use or benefit to the City, but which—if transferred with the parcel containing the remainder of 1615 Beech Avenue—would be of significant necessary benefit to the property owner and the public in general.

That the fair market value of the approximately 0.082 acre portion of the public right of way that the City is trading in exchange for approximately 0.083 acres of an adjacent parcel is less than \$1,000.00.

And, therefore, that the Mayor or City Manager is hereby authorized to enter into any necessary documents to effectuate the transfer of approximately 0.082 acres of public right of way adjacent to Beech Avenue in exchange for approximately 0.083 acres of property adjacent to the public right of way and another parcel owned by the City of Charleston.

Mishoe added that a house on the end of Beech is built on an unused City right-of-way has been there for at least several decades. The current owner cannot sell their house because of this. As the City doesn't anticipate ever using it, the proposal is that the City give the owner the right-of-way in exchange for the adjacent unused lot. They are approximately the same size.

Councilmember Taylor clarified that the adjacent lot is currently owned by the property owner, so they have the right to exchange it with the City.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 804-23 approved.

- d. Resolution No. 805-23 – Authorizing the Mayor or City Manager to enter into the attached Shared Vehicle Operating Agreement between the City of Charleston and Bird Global, Inc.

WHEREAS, the City Council for the City of Charleston adopted Bill No. 7956 on August 15, 2022, authorizing the use of motorized scooters in Charleston, West Virginia and requiring that any person seeking to operate a motorized scooter rental business within the City enter into an agreement with the City, which shall be approved by City Council prior to beginning operations, and

WHEREAS, Bird Global, Inc., has expressed an interest in operating a motorized scooter rental business within the City and has worked with the City's administration to present the attached Shared Vehicle Operating Agreement to address the rental of Bird's Stand-up Electric Scooters, which fits within the City Council's definition of a motorized scooter, as it is an electric drive motor capable of a maximum speed of up to 15 miles per hour.

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

That the Mayor or City Manager is hereby authorized to enter into the attached Shared Vehicle Operating Agreement between the City of Charleston and Bird Global, Inc., to authorize the motorized scooter rental business.

Mishoe added that agreement will allow Bird Global to operate a scooter rental business within City limits. The City will receive \$.20 per ride. The initial term is for 12 months, and is automatically renewed unless either party decides otherwise.

Councilmember Taylor asked if the company would be waiving any claims against the City. City Attorney, Kevin Baker, replied that they are required to have their own insurance, and indemnify the City from claims as listed in the agreement.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 805-23 approved.

- e. Resolution No. 806-23 – Authorizing the Mayor or City Manager to purchase four (4) trailer-mounted vacuum leaf loaders from West Virginia Tractor Company for the total amount of \$283,851.80, where 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 four (4) trailer-mounted vacuum leaf loaders from West Virginia Tractor Company for the total amount of \$283,851.80.

Mishoe added that the resolution is for the purchase of 4 leaf loaders. The winning bid was lower than the State Sourcewell contract.

Councilmember Hoover confirmed that these are for replacements rather than additions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 806-23 approved.

- f. Resolution No. 807-23 – Approving the proposed Fiscal Year 2023-2024 Coliseum & Convention Center and Municipal Auditorium budget as indicated within the attached document.

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

That the proposed Fiscal Year 2023-2024 Coliseum & Convention Center and Municipal Auditorium budget as indicated within the attached document is approved.

Mishoe added that the budget has been approved by the Convention Center Board.

Councilmember Ceperley confirmed that the City's subsidy to the budget is \$900,000, as needed. Mishoe added that the Convention Center has not yet used all of the 2022/2023 subsidy. Patrick Leahy added that they are likely to give back more of the subsidy this year than last.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 807-23 approved.

- g. Resolution No. 808-23 – Authorizing the Mayor or City Manager to enter into a contract with Tim Hogan’s Flooring in the amount of \$55,492 for the purchase and installation of new carpeting in several offices at City Hall and the City Services Center, where the contract 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 enter into a contract with Tim Hogan’s Flooring in the amount of \$55,492 for the purchase and installation of new carpeting.

Mishoe added that the offices to receive new carpeting are in the Engineering Department, MOECD office, City Attorney’s Office and City Manager’s Office.

Councilmember Robinson confirmed that the vendor received the local vendor preference.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 808-23 approved.

- h. Resolution No. 809-23 – Authorizing the Mayor or City Manager to enter into a contract with Mr. Asphalt, Inc., in the total amount of \$3,628,750 to perform asphalt street paving construction services, where the contract 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 enter into a contract with Mr. Asphalt, Inc., in the total amount of \$3,628.750 to perform asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

Mishoe added that two bids were received.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 809-23 approved.

- i. Resolution No. 810-23 – Authorizing the Mayor or City Manager to purchase a three-year warranty plan, including software and hardware repair and replacement, from ULTRA Forensic Technology Inc. for the Police Department’s National Integrated Ballistic Information Network (NIBIN) machine, totaling \$55,951.00, where the funds are provided by Project Safe Neighborhoods grants (\$52,500) and the General Fund (\$3,451).

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

That the Mayor or City Manager is authorized to purchase a three-year warranty plan, including software and hardware repair and replacement, from ULTRA Forensic Technology Inc. for the Police Department’s National Integrated Ballistic Information Network (NIBIN) machine, totaling \$55,951.00, where the funds are provided by Project Safe Neighborhoods grants (\$52,500) and the General Fund (\$3,451).

Mishoe added that the machine is essentially for fingerprinting with the federal database. The purchase will be paid largely from grant money.

Councilmember Jenkins added that it is a useful tool for local law enforcement agencies to be able to access.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 810-23 approved.

- j. Bill No. 7992 – A BILL to amend and reenact Sections 2-377, 54-51, 54-103, and 66-37, of the Municipal Code of the City of Charleston, all relating to updating provisions to reflect the policy changes made by City Council with respect to ending the self-insured workers compensation program and adjusting certain sick leave accruals beginning with the fiscal year 2024 budget.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Sections 2-377, 54-51, 54-103, and 66-37, of the Municipal Code of the City of Charleston are hereby amended and reenacted, all to read as follows:

CHAPTER 2. – ADMINISTRATION.

ARTICLE VI. – FINANCE.

DIVISION 1. – GENERALLY.

Sec. 2-377. - Self-insured status for Workers' compensation.

(a) The city council, as long as the city has elected to pay compensation and expenses directly under the provisions of W. Va. Code § 23-2-9, shall appropriate each year sufficient funds in an amount to pay into the state workers' compensation fund the city's proper proportion of the expenses of the workers' compensation commissioner, in administering the fund, the required amounts into the surplus fund for the coverage of catastrophe and second injury liability, and to pay all workers' compensation benefits anticipated to be payable that year. In addition to the appropriation of such moneys, the city council shall authorize all other necessary procedures to ensure that all workers' compensation payments shall be paid promptly to its employees or fatally injured employees' dependents and shall direct the purchase of excess insurance for the purpose of indemnifying the city against losses per accident in excess of a specific retention level to be determined by the mayor and, for the purpose of indemnifying the city against annual losses in the aggregate, in excess of a retention level to be determined by the mayor.

(b) If at any time the city determines that it is no longer in the best interest of the city, its employees or its citizens to continue to pay compensation and expenses directly under the provisions of W. Va. Code § 23-2-9, the city shall immediately advise the state workers' compensation commissioner that it has elected to discontinue paying such compensation and expenses directly as to future claims and shall immediately begin paying into the workers' compensation fund the premiums required to comply with the provisions of W. Va. Code §§ 23-2-1 and 23-2-5. If the city shall elect to discontinue paying such compensation and expenses directly, it shall, nevertheless, remain liable to and shall pay such compensation and expenses directly in claims arising prior to the election to resume payment of such premiums into the workers' compensation fund.

(c) The city council, having determined that it is no longer in the best interest of

the city, its employees or its citizens to continue to be in a self-insured status for workers' compensation, certifies that the city has complied with subsection (b) of this section. The city council shall annually approve a workers' compensation policy maintained in conformity with W. Va. Code § 23-2-1, et seq. to provide workers' compensation coverage to its employees. If the city council fails to approve an annual workers' compensation policy, the city manager is hereby vested with the authority to procure a workers' compensation policy that the city manager deems to be in the best interest of the city, its employees, and its citizens.

CHAPTER 54. – FIRE PREVENTION AND PROTECTION

ARTICLE II. – FIRE DEPARTMENT.

DIVISION 1. – GENERALLY.

Sec. 54-51. - Workers' compensation; pay of firefighters/EMS injured in performance of duty.

(a) The city shall subscribe to the workers' compensation fund of the compensation commission of the state a workers' compensation policy maintained in conformity with W. Va. Code § 23-2-1, et seq. to provide workers' compensation coverage for the protection of members of the city fire department and any member of the fire department injured while acting in the performance of his official duty as a member of the fire department shall be entitled to receive temporary compensation from the state compensation fund workers' compensation benefits, as provided in the policy, as a result of such injury. All workers' compensation benefits and any necessary disability pension benefits shall be provided in accordance with the City's workers' compensation policy and West Virginia law. A member may not receive workers' compensation benefits at the same time as they are receiving sick leave benefits.

(b) In addition to the workers' compensation benefits such member is receiving, such member shall receive such supplemental pay from the city, for a period not to exceed one year, that will bring the amount paid to such member by the workers' compensation fund and/or any pension fund benefits such member is receiving to an amount equaling 100 percent of the net compensation which is paid to such member while working in his position with the city.

(c) Benefits paid under this section, including supplemental pay, shall not be received under this section if such member is receiving benefits under the sick leave provisions of this article.

DIVISION 3. – VACATION, OTHER LEAVE, DUTY HOURS, AND CALCULATION OF OVERTIME PAY.

Sec. 54-103. Sick leave.

(a) Beginning January 1, 2015, each uniformed member shall be entitled to and granted sick leave with full pay. Such leave shall accrue at the rate of eight hours

credited on the last day of each month during which the member has worked or has had leave credited for one or more tours of duty: Provided, That beginning July 1, 2023, such leave shall accrue at the rate of twelve hours credited on the last day of each month during which the member has worked or has had leave credited for one or more tours of duty.

(b) When a member hired before July 1, 2020, retires, the member will have the privilege of converting up to 144 hours of sick leave accrued under subsection 54-103(a) on or after January 1, 2012, or any remaining unused sick leave accrued prior to January 1, 2012, whichever is greater, to insurance benefits based on the formula of 24 hours for one month single coverage insurance premium or 36 hours for one month family coverage insurance premium. Any sick leave accrued by a member under subsection 54-103(a) on or after January 1, 2012, that is not converted to insurance benefits to the extent permitted by this section shall be forfeited effective as of the date of the member's retirement or separation from employment.

(c) Sick leave shall be granted for the following reasons:

(1) Illness on the part of or injury to the member, incapacitating him or her for duty.

(2) Illness in the immediate family, i.e. spouse, child, father, mother, sister, brother, father-in-law and mother-in-law, of such a critical nature as to require the presence of the member. This provision shall not be construed to cover absences for the purpose of nursing or caring for members of the immediate family not declared by the attending physician to be critically ill.

(3) Exposure to contagious diseases and subsequent determination by competent medical authority that such member's presence on duty might jeopardize the health of others.

(d) After the equivalent of half of the annual sick leave has been used by the member, the member shall provide the fire chief with a certificate from the attending physician setting forth the nature and duration of any of the conditions which would entitle him to sick leave as provided in subsection (c) of this section. Failure to provide such certificate satisfactory to the fire chief shall result in the member's not being granted sick leave with pay, and may subject the member to discipline for an unexcused absence.

(e) The city manager may, in his or her discretion and at the request of the fire chief, advance additional leave necessary to avoid substantial hardship to any member, provided that all other accrued vacation, sick and personal contingency leave shall have first been exhausted.

(f) The fire chief shall also have the right to investigate or cause to be investigated the alleged illness of any member and, for good cause shown, not only to deny sick leave but also to take proper disciplinary action against any feigner or abuser.

(g) In the event of an emergency, as declared by the mayor, an attending physician's excuse may be required for any days missed; and during the emergency, the mayor may suspend, in whole or in part, any sick leave or personal contingency leave as permitted by subsections (a) and (c) of this section.

(h) For purposes of this section, a medical provider shall include a licensed physician, surgeon, chiropractor, psychologist, or dentist.

CHAPTER 66. – LAW ENFORCEMENT.

ARTICLE II. – POLICE DEPARTMENT.

DIVISION 1. – GENERALLY.

Sec. 66-37. - Workers' compensation; pay of police officers injured in performance of duty.

(a) The city shall subscribe to the workers' compensation fund of the compensation commission of the state a workers' compensation policy maintained in conformity with W. Va. Code § 23-2-1, et seq. to provide workers' compensation coverage for the protection of members of the city police department, and any member of the police department injured while acting in the performance of his official duty as a member of the police department shall be entitled to receive temporary compensation from the state compensation fund workers' compensation benefits, as provided in the policy, as a result of such injury. All workers' compensation benefits and any necessary disability pension benefits shall be provided in accordance with the City's workers' compensation policy and West Virginia law. A member may not receive workers' compensation benefits at the same time as they are receiving sick leave benefits.

(b) In addition to the workers' compensation benefits, such member is receiving, such member shall receive such supplemental pay from the city, for a period not to exceed one year, that will bring the amount paid to such member by the workers' compensation fund and/or any pension fund benefits such member is receiving to an amount equaling 100 percent of the net compensation which is paid to such member while working in his position with the city. Benefits paid under this section, including supplemental pay, shall not be received under this section if such member is receiving benefits under the sick leave provisions of this article.

Baker added that the bill makes policy changes in City Code that reflect changes that Council recently made when they changed from self-insured. Additionally, changes were made for sick leave accrual for firefighters from 8 to 12 hours a month.

Councilmember Taylor moved to approve the Bill. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Bill No. 7992 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 811-23

Introduced in Council:

June 5, 2023

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

1 Resolution No. 811-23 - Authorizing the Mayor or City Manager to enter into a contract with
2 Mountwest Community and Technical College in the amount of \$108,000 to provide four
3 semesters of paramedic training courses for 18 members of the Charleston Fire Department.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to enter into a contract with Mountwest
8 Community and Technical College in the amount of \$108,000 to provide four semesters of
9 paramedic training courses for 18 members of the Charleston Fire Department.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 5/10/2023

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

Paramedic class for 18 CFD staff members.

Summer 2023, Fall 2023, Spring 2024, & Summer 2024

Purchase justification: _____

Required training to have qualified Paramedics on CPD staff.

If approved, the total purchase price will be: **\$108,000**

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

1.

Mountwest Community and Technical College

Price Quote: \$108,000
2.

Price Quote: \$
3.

Price Quote: \$
4.

Price Quote: \$
5.

Price Quote: \$

The apparent low-bid vendor *meeting specifications* is: Mountwest Community and Technical College

AND

☐

The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector’s records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐

I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector’s records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor’s sole source status:

(Name & Phone Number)

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

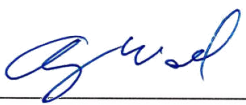
I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: ^{L.F.} Lisa Fisher for CFD Department: City Manager's Office

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Council Approval Required

Funds Approval:  Date: 5/17/2023
Authorized Financial Officer

Account Number: 001-706-00-000-2-221 (budgeted)

City Manager Approval: _____ Date: _____

CITY OF CHARLESTON, West Virginia
Purchase Order Request Form
CHARLESTON FIRE DEPARTMENT

Purchase Order #: _____

Date: 05/15/23 Account Number#: _____

Vendor: Mountwest Vendor# _____

Contact: Ed Bays Phone# _____

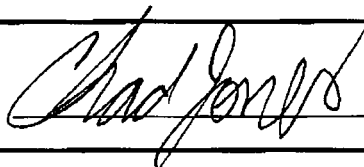
Address: _____
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
18	Summer 2023 Tuition for Paramedic Class	500.00	9,000.00
18	Fall 2023 Tuition for Paramedic Class	2,000.00	36,000.00
18	Spring 2024 Tuition for Paramedic Class	2,500.00	45,000.00
18	Summer 2024 Tuition for Paramedic Class	1,000.00	18,000.00
			0.00
			0.00
			0.00
			0.00
TOTAL			108,000.00

Requested By: Dave Hodges

Purpose of Request: Paramedic Class Tuition

Operations Chief:
☐ Denied ☐ Approved _____ Date: _____

Administrative Chief:  _____ Date: 5/15/2023

Fire Chief:
☐ Denied ☐ Approved _____ Date: _____



May 18, 2023

Memorandum of Understanding

This Memorandum of Understanding is between Mountwest Community and Technical College (MCTC) in Huntington, West Virginia and Charleston Fire Department located in Charleston, West Virginia. Since there is a demonstrated need and desire for a paramedic program in the area, and since MCTC is an accredited institution of Higher Learning in West Virginia to provide paramedic education, MCTC agrees to provide administrative oversight and assistance to Charleston Fire Department. This agreement is for the period starting June 1, 2023 through July 15, 2024 and renewable yearly beyond that date.

Administrative and Clinical Oversight by MCTC will include the following:

1. Final clearance of students for eligibility to sit for the National Registry Paramedic Exam. Note: before eligibility will be granted, the student must have achieved a 75% or greater for each component of the Paramedic Program and score a 70% or better on the Paramedic Exam administered through Fisdap (Internet based skills tracking, scheduling, and testing program).
2. Reporting and paperwork required by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions and/or the West Virginia Office of EMS.
3. Monitoring of student's academic process in each course.
4. Approve all faculty teaching in the paramedic program and keep files of all related credentials.
5. Maintaining current clinical agreements.
6. Purchasing/ordering of Clinical Uniforms for students.
7. Scheduling of drug screens.
8. Purchasing of the Fisdap accounts for each student. Fisdap scheduler and skills tracker will be purchased initially, student accounts will be upgraded to include the assessment package as student's successfully progress.
9. Scheduling NREMT Psychomotor exams.
10. Hiring and paying for all faculty for EME/PAR courses in the program.
11. Scheduling and providing laboratory instruction of the paramedic curriculum in accordance with the approved curriculum.

Charleston Fire Department responsibilities will include:

1. Arranging field internship sites for students.
2. Provide textbooks for the students.
3. Pay for the student's NREMT Exams.

Clarification of billing and fees.

Billing for courses for year one will be as follows:

1. Semester 1 (Summer 2023) - \$500 per student
2. Semester 2 (Fall 2023) - \$2,000 per student
3. Semester 3 (Spring 2024) - \$2,500 per student
4. Semester 4 (Summer 2024) - \$1,000 per student

Charleston Fire Department will be invoiced separately for each semester based on the number of students registered on the first day of class each semester. Payment is due 60 days from invoice date. A late payment fee of 10% will be added to payments made after 60 days but before 75 days. If payment is not made before 75 days from invoice date, students will be dropped from registration and no certification/credit will be awarded nor grades provided. Charleston Fire Department will still be responsible for payment after the 75 day drop.


Authorized Signature
Mountwest CTC

Authorized Signature
Charleston Fire Department

Resolution No. 812-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 812-23 - Authorizing the Mayor or City Manager to submit an application to the West Virginia Division of Highways for a Transportation Alternatives Program grant in the total amount of \$862,516 that includes the required 20% cash match of \$172,503 if awarded. The City will utilize these funds for the Elk River Trail Project.

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

That the Mayor or City Manager is hereby authorized to submit an application to the West Virginia Division of Highways for a Transportation Alternatives Program grant in the total amount of \$862,516 that includes the required 20% cash match of \$172,503 if awarded.

Elk River Trail Project

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ALTERNATIVES PROGRAM ELECTRONIC INTENT-TO-APPLY FORM

PROJECT IDENTITY

Fiscal Year: 2023

Is your proposed project for the Recreational Trails Program (RTP): ☐ Yes ☒ No

Intent is to apply for funding as: Construction Phase Only

Select the project type applicable to your proposed project: Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other nonmotorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

Congressional District(s): 1st District

County(ies): Kanawha

Project Name: Elk River Trail Project

Date of Application: 5/13/2023 3:44:06 PM

Project Short Description:

FUNDING INFORMATION

Approximate amount of Federal funds you will be requesting: 690,013

Federal funds may be reimbursed up to 80% of the total project cost.

Construction costs should be computed using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, and if the project will be let for contract (i.e., the sponsor will advertise for bids to perform the actual construction of the project). Should Force Account (upon WVDOH Commissioner approval) or In-kind (for the RTP only) labor, materials and equipment be proposed for construction of the proposed project, then please adjust the amount accordingly.

NOTE: Should Force Account be requested, please provide a cost estimate using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, as well as Force Account, as there is no guarantee that Force Account will be permissible for the project. Force Account must first be justified and approved by the Commissioner of the WVDOH based on a WVDOH approved cost analysis illustrating that Force Account work is both permissible and more cost effective than hiring a contractor.

Is the required 20% match available? ☒ Yes ☐ No

The 20% minimum Sponsor's match must be available at the time of application unless choosing the 'pay as you go' option or using In-kind services (for RTP only) to meet the required match.

If "No," please explain:

How will the minimum 20% match be met?

☒ Cash

If cash, do you intend to pay the match up front and submit a check to the WVDOH upon return of the project agreement?

☒ Yes ☐ No

☐ Pay-as-you-go (i.e., Sponsor pays all invoices at 100%, and then submits invoices to the WVDOH for reimbursement of 80% of the total invoiced).

☐ In-kind. In-kind is defined as donated time, materials or equipment used for design and/or construction of an RTP funded project that can be used as the minimum 20% match.

Independent Project Estimate:

Should your project be awarded/selected, the project Sponsor must have an independent project estimate for guidance in the negotiation of fee with the consultant chosen by a WVDOH certified consultant selection process. The estimate must be performed and verified by a WV licensed Professional Engineer (PE). The estimate must include the complete scope of work as detailed in the project agreement. The development of an independent project estimate to assist with the consultant selection process, if included in the scope of work in the project agreement, is a work element eligible for reimbursement. (Do not do this until you are notified of the grant being selected).

What if the Sponsor has an engineer/consultant/firm on retainer?

If the project Sponsor is planning on using an engineer/consultant/firm on retainer or under existing contract, the Sponsor must be capable of producing evidence that the engineer/consultant was selected using a certified consultant selection process. Furthermore, the contract/agreement between the Sponsor and engineer/consultant/firm must include the elements of work outlined in the project agreement (i.e., if applying for sidewalk construction, the contract must include specific language regarding the design of sidewalks as part of the existing contract/agreement). The contract/agreement must be submitted to the WVDOH for approval prior to any reimbursable work elements being performed.

SPONSOR INFORMATION

Project Sponsor: [City Of Charleston](#)

DUNS#: [068128198](#)

NOTE: For Local Public Agency (LPA) administered projects, regulations require that the person(s) serving as Project Manager/Responsible Charge is a full time employee of the Sponsor and meet the following criteria:

Does the project Sponsor have a full time public employee(s) who can perform the following duties and functions?

- 1 Administers inherently governmental project activities, including those dealing with cost, time adherence to contract requirements, construction quality and scope of Federal-aid projects;
- 1 Maintains familiarity of day to day project operations, including project safety issues;
- 1 Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- 1 Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- 1 Reviews financial processes, transactions and documentation to ensure that the safeguards are in place to minimize fraud, waste, abuse;
- 1 Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation,
- 1 Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

☒ Yes ☐ No

(If no, the applying Sponsor may be ineligible as a project Sponsor upon review by WVDOH staff).

Who will be the primary Project Manager (Responsible Charge) on behalf of the Sponsor should this project be awarded/selected?

NOTE: The Project Manager/Responsible Charge may differ from the primary and secondary point of contact, requested below, on behalf of the Sponsor so long as the below referenced duties and functions can and will be performed by the person designated as Project Manager/Responsible Charge. The duties/requirements of Project Manager/Responsible Charge may be distributed between multiple full time employees of the Sponsor so long as the above referenced duties and functions are kept on a day to day basis including maintaining a daily diary/log of activities and proof that the duties/requirements are being met. Although the duties and functions can be performed by more than one full time employee, please list the primary Project Manager/Responsible Charge designated by the Sponsor below:

Name: [Chris Knox](#)

Title: [City Engineer](#)

Street Address: [114 Dickinson Street](#)

City: [Charleston](#)

State: [WV](#)

Zip Code: [25301](#)

Phone Number: [304-348-8000 x326](#)

Email Address: Chris.Knox@CityofCharleston.org

CONTACT INFORMATION:

Name of Sponsor's Organization: [City Of Charleston](#)

Primary Point of Contact Information

Contact Person: [Ben Mishoe](#)

Contact Person Title: [City Manager](#)

Street Address Line 1: [City Hall, 501 Virginia Street East](#)

Street Address Line 2:

City: [Charleston](#) State: [WV](#) Zip: [25301](#)

Primary Phone Number: [304-348-8014](#) Alternate Phone Number: [304-348-8000 ext: 104](#)

Fax Number: [304-348-8157](#) E-mail Address: ben.mishoe@cityofcharleston.org

Secondary Point of Contact Information

Contact Person: [Matt Ward](#)

Contact Person Title: [Project consultant](#)

Street Address Line 1: [200 Massachusetts Avenue, NW](#)

Street Address Line 2: [Suite 380](#)

City: [Washington](#) State: [DE](#) Zip: [20001](#)

Primary Phone Number: [202-422-2411](#) Alternate Phone Number:

Fax Number: E-mail Address: Matt.Ward@StrategiesDC.com

PROJECT INFORMATION

Is this a continuation of a project previously approved for funding? ☐ Yes ☒ No

RTP Only:

Please check the one (1) description that best fits your proposed project:

☐ Motorized ☐ Non-motorized ☐ Combination of both motorized and non-motorized ☐ Equipment purchase

Does your proposal include land acquisition? ☐ Yes ☒ No

If 'Yes,' is it from a willing seller/lessor? ☐ Yes ☐ No

Please identify all seller(s)/lessor(s) if the proposed project will require land or property acquisition:

Has an appraisal been prepared? ☐ Yes ☐ No

If 'Yes,' what is the appraisal amount:

When was the appraisal performed?

Does your proposed project impact a historic and/or archaeological site? ☐ Yes ☒ No

Please summarize the proposed project (see Application Process Step #1): [The City of Charleston will create a quarter-mile \(1,300 LF\) pedestrian and bicycle pathway from existing trail facilities at the confluence of the Kanawha and Elk Rivers, along the eastern shore of the Elk River, to the Charleston Coliseum & Convention Center. This Elk River Trail will transform what is now a barren and blighted area owned by the local government, into a wonderful waterfront recreation and community amenity. Trail amenities will include benches, bike racks, viewfinders, seat walls, bollard lighting, pedestrian lighting, fencing, trash receptacles, and landscaping with trees, shrubs, perennials, and ornamental grasses.](#)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:

This TAP project will complement and enhance the “Charleston Capital Connector” RAISE Grant project to remake Kanawha Boulevard and Greenbrier Street from Magic Island to the State Capital complex a premier thoroughfare and destination for both West Virginians and tourists.

As most West Virginians know, the Charleston Coliseum & Convention Center is "at the center of it all". Located in the capital city of West Virginia, the venue is located at the confluence of three major interstates – I-77, I-64 and I-79 and just five minutes from Yeager Airport with daily flights to several major hubs. Over 1,200 Hotels Rooms are within walking distance of the Convention Center, who could use this Elk River Trail. The campus includes the 13,500 seat Coliseum, the newly renovated 100,000 net sq. ft. Convention Center with 25 meeting rooms and conference spaces, the 3,483 seat Municipal Auditorium and a 738-seat Theater. The Charleston Coliseum and Convention Center is the state’s premier entertainment and meeting destination hosting concerts, family shows, sporting events, conventions, corporate events, exhibitions, and much more. This complex is essential to the economy, jobs and economic wellbeing of Charleston. This facility also employs 67 people at all skill levels. The City invested \$97 million in an upgrade and expansion to the Coliseum & Convention Center, completed in 2018.

Resolution No. 813-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 813-23 - Authorizing the Mayor or City Manager to purchase One Hundred and Seventy-Four (174) Glock 17 Gen5 MOS handguns for the Police Department from AmChar Wholesale, Inc., with customized engraving commemorating the 150th anniversary of the Charleston Police Department, for a total cost of \$42,136 after trade-in of 174 existing duty weapons, where the funds come from a gift devised to the Charleston Police Department from the Estate of Norma Shuck Levy in memory of her father, former Charleston police officer Edgar N. Shuck. This is a direct purchase authorization pursuant to section 2-486 of the Municipal Code due to AmChar being one of only two Glock authorized law enforcement distributors in the State of West Virginia, which ensures the lowest possible price per unit, and due to AmChar providing specialized and high-quality custom engraving that is difficult or impossible to bid.

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

That the Mayor or City Manager is authorized pursuant to section 2-486 of the Municipal Code to direct purchase One Hundred and Seventy-Four (174) Glock 17 Gen5 MOS handguns for the Police Department from AmChar Wholesale, Inc., with customized engraving for a total cost of \$42,136 after trade-in of 174 existing duty weapons, because it is in the City's best interest to purchase from AmChar in order to ensure the lowest possible price per unit and high-quality custom engraving.



Quotation

Quotation # 20221020-02

100 Airpark Drive
Rochester, NY 14624
Phone (800) 333-0695 Fax (585) 328-3749
Mobile (240) 620-2604
Email Barry.Witt@amchar.com

Date 05/24/23
Expires 08/22/23
Days 90

Quotation For: Charleston Police Department

Contact Name: Major John Garten
Email: john.garten@charlestonwvpolice.org
Phone: 304-421-1894
Fax:

Ship to:
501 Vi501 Virginia St E
Charleston, WV 25301

Prepared by: Barry Witt Ext: 159 Email: Barry.Witt@amchar.com

SALESPERSON	CUSTOMER ID	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
BW		120 Days ARO	PPD		Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	DISCOUNT	AMOUNT
174	GLOGLAWPA175S202MOS GLOCK 17 G17 GEN 5 HGA 9MM 4.49 IN BBL FS BLACK 3 17RD MAGS 5LB TRIGGER FRONT SERRATIONS MOS	\$429.00		\$74,646.00
174	ENGRAVING 2 IMAGES, TOP AND SIDE	\$60.00		\$10,440.00
1	DESIGN, SET-UP FEE, PRODUCTION OF SAMPLES	\$250.00		\$250.00
We need a exemption certificate so we can send you this product federal excise tax exempt.				SUBTOTAL \$85,336.00
				SHIPPING \$300.00
				TOTAL DISCOUNT
				TOTAL \$85,636.00

All Quotes subject to factory price stability and may change without notice. Prices quoted are contingent to signed acceptance of this quotation

To accept this quotation, sign here and return By Fax:

THANK YOU FOR YOUR BUSINESS!



West Virginia

Please send a copy of your GLOCK quote to each of the distributors listed below to receive competitive distributor quotes.

Distributors are listed in alphabetical order:

Amchar Wholesale
100 Airpark Dr
Rochester, NY 14624
Bill Hackett – bill@amchar.com – 800-333-0695 ext. 124

Markl Supply Company
904 Perry Hwy
Pittsburgh, PA 15229
Lee Markl – leemarkl@marklsupply.com – 412-358-9660

Glock Inc. District Manager for West Virginia is:

Scott "LJ" Littlejohn
LE District Manager (DC, TN, VA, WV)
GLOCK, Inc.
Mobile: 804-263-1877
E-mail: scott.littlejohn@glock.us
3101 Lee Hwy, Suite 18, #150
Bristol, VA 24202

Glock, Inc.
6000 Highlands Parkway
Smyrna, GA 30082-USA
Tel: +1 (770) 432-1202
Fax: +1 (770) 433-8719

City Center Business Improvement District

Fiscal Year 2024 Work Plan Summary and Budget

July 1, 2023 – June 30, 2024



Assessment:

Maintain the current assessment formula consisting of building square footage @ .03325 + land square footage @ .075.

Based on the current square footage data, the assessment should generate a total of \$94,383. We have budgeted \$92,500 to allow for outstanding receivables.

BID board has adopted a policy for outstanding receivables: After one quarter, a phone call to the property owner; after second consecutive quarter, issue an official letter from the City of Charleston and; after three quarters and more, coordinate with City of Charleston attorney to initiate legal action.

Work Plan Summary

Organizational:

Maintain an efficient and effective Board of Directors.

Continue to seek additional funding sources.

Continue contract with Charleston Area Alliance for part time professional staff support.

Continue to fund one full time BID Ambassador through the partnership with the City of Charleston.

Marketing:

Implement image and branding plan from the Master Plan and Economic Analysis study.

Collaborate with the Charleston Creative Connector group and City of Charleston on events in Slack Plaza.

Collaborate with Downtown Charleston Association on holiday event.

Planning and beautification:

Complete the Master Plan and Economic Analysis being funded by a federal Economic Development Administration grant managed by the Charleston Area Alliance.

Prioritize projects outlined in the Master Plan and Economic Analysis. Using Congressionally Directed Spending HUD funding, begin to implement prioritized projects such as planters, street lighting and public art.

Strategize a beautification initiative with private property owners.

Maintain all needed equipment for the BID Ambassador to use for light landscaping, trash collection, sidewalk cleaning, Slack Plaza events, etc.

Safety/Security:

Collaborate with the City of Charleston in training and guiding the BID Ambassador.

Research and strategize other safety and security initiatives for the BID

Budget on next page



City Center Business Improvement District Fiscal Year 2024 Budget

Page 3

	Assessments	Mayor's Office Seed Funding	HUD grant thru CURA	Charleston Area Alliance/EDA	TOTAL
Revenues:					
Assessments - FY 24 (less ~2% uncollectible)	\$92,500	\$50,000			\$142,500
Grant - HUD - Congressionally Directed Spending			\$ 500,000		\$500,000
Grant - EDA Master Planning				\$ 74,000	\$74,000
Reimbursement - Ambassador Salary correction	\$20,000				\$20,000
Other resources (GKVF, Garden club, etc)				\$ 30,000	\$30,000
TOTAL	\$112,500	\$50,000	\$ 500,000	\$ 104,000	\$766,500
Expenses:					
Branding, marketing, outreach	\$10,000			\$ 11,000	\$21,000
BID Ambassador - city salary/benefits	\$65,000				\$65,000
BID Ambassador equipment and supplies	\$2,500	\$14,000			\$16,500
EDA Master Plan completion (less FY 23 expenditures)				\$ 74,000	\$74,000
Master Plan implementation (less FY 23 expenditures)	\$20,000	\$36,000	\$ 500,000	\$ 19,000	\$575,000
Professional staff management (CAA via MOU)	\$15,000				\$15,000
TOTAL	\$112,500	\$50,000	\$ 500,000	\$ 104,000	\$766,500

Resolution No. 814-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 814-23 - Receiving the Work Plan Summary of the City Center Business Improvement District, approving the proposed budget of the City Center Business Improvement District for the 2023-2024 fiscal year, and maintaining the same levying rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District.

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

That the Work Plan Summary of the City Center Business Improvement District is received; that the proposed budget of the City Center Business Improvement District for the 2023-2024 fiscal year, as attached as Exhibit A hereto, is approved; and that, and the rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District remains levied at the equation of (total land lot size square footage x .075) + (total building square footage x .03325).

Resolution No. 815-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 815-23 - Authorizing the Mayor or City Manager to enter into a contract with Martin Marietta Materials, Inc., to purchase various classes and sizes of aggregate stone at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

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 Martin Marietta Materials, Inc., to purchase various classes and sizes of aggregate stone at the prices listed in Exhibit A, attached hereto, pursuant to a competitive bidding process, where the prices will remain fixed for one year.

		West Virginia Paving, Inc.		Martin Marietta	
Item	Quantity	Price	Extension	Price	Extension
BID AND PROPOSAL FORM (2 OF 3)					
River Gravel # 57 - PER TON	1.00	\$35.80	\$35.80	\$0.00	\$0.00
Masonry Sand - PER TON	1.00	\$33.40	\$33.40	\$30.25	\$30.25
Dry Bed - PER TON	1.00	\$31.20	\$31.20	\$22.65	\$22.65
Limestone #2 - PER TON	1.00	\$0.00	\$0.00	\$0.00	\$0.00
Limestone #3 - PER TON	1.00	\$33.20	\$33.20	\$31.85	\$31.85
Limestone #57 - PER TON	1.00	\$33.20	\$33.20	\$31.85	\$31.85
Limestone #67 - PER TON	1.00	\$34.00	\$34.00	\$0.00	\$0.00
Limestone 1 1/2" Crusher Run - PER TON	1.00	\$32.70	\$32.70	\$27.25	\$27.25
Limestone #467 - PER TON	1.00	\$33.20	\$33.20	\$31.58	\$31.58
Limestone 4" x 6" - PER TON	1.00	\$35.30	\$35.30	\$40.35	\$40.35
10 Items	Totals				

Resolution No. 816-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 816-23 - Authorizing the Mayor or City Manager to approve and execute Change Order No. 1 in the amount of \$6,443.94 for the purchase and install of three additional H4 Video Intercom security cameras for the Charleston Coliseum and Convention Center, to incorporate into the existing contract with Electronic Specialty Company in the amount of \$214,936.53 previously approved by Res. No. 728-22 on October 17, 2022, raising the total contract amount to \$221,380.47, and further authorizing the Mayor or City Manager to execute future change orders, if any, up to the full \$250,000 grant funding that was secured for this project.

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 in the amount of \$6,443.94 for the purchase and install of three additional H4 Video Intercom security cameras for the Charleston Coliseum and Convention Center, to incorporate the contract with Electronic Specialty Company in the amount of \$214,936.53 previously approved by Res. No. 728-22 on October 17, 2022, raising the total contract amount to \$221,380.47, and further authorizing the Mayor or City Manager to execute future change orders, if any, up to the full \$250,000 grant funding that was secured for this project.



1325 DUNBAR AVENUE • P.O. BOX 400 • DUNBAR, WV 25064
PHONE 304-766-6277 • Cell 304-993-1302 • FAX 304-766-6270
bill.miller@electronicspecialty.com

Charleston Coliseum & Convention Center

Attn: Wes Smith

wesley.smith@charlestonwvciviccenter.com

200 Civic Center Drive

Charleston WV 25301

DATE: May 20, 2023 (*Our 76th Year*)

QUOTATION NO: 232005-BM3

Price per existing contract

Security System (3) Video Intercom Add**Cost for equipment, installation, and professional services:**

Total..... \$6,443.94

Add Tax as applicable

Approved date _____ PO# _____

Authorized Signature _____

Terms for the above:

- Invoice upon completion, net 30 days each invoice - 2% interest late fee per month thereafter
- Above order can be placed using valid purchase order/change order from City of Charleston.
- Add 2.5% to the above if paying with Credit Card

Notes & Exclusions:

- City to provide PoE switches or PoE midspan injector as needed to power new Video Intercom Units
- ** Work to be performed on site and during normal working hours unless otherwise specified 8 am to 5 pm.

Scope of Work:

- Install 3 replacement video intercoms and integrate into Avigilon VMS and ACC for remote release
- Train end-users on use
- Owner to provide speakers and mic for each user as needed
- Use 3 existing spare camera licenses

Bill of Materials: As per Bid contract price for adds

Model	Quantity	Description	Cost Per	Subtotal
3.0C-H4VI-RO1-IR	3	3.0 MP, H4 Video Intercom, WDR, LightCatcher, Day/Night, 1.83mm f/2.4, Integrated IR, Recessed Mount	\$1,260.00	\$3,780.00
H4VI-AC-RELY1	3	Safety Relay	\$114.71	\$344.13
H4VI-MT-SURF1	3	Surface mount adapter for H4 Video Intercom for pedestal	\$207.10	\$621.31
	1 lot	installation labor and materials, programming, shipping	\$1,698.50	\$1,698.50
		Total	\$3,280.31	\$6,443.94

Warranty:

- (3) Year factory sponsored equipment warranty for Avigilon manufactured equipment from date of purchase
- (1) Year factory sponsored equipment warranty for all other equipment
- (1) Year on-site labor warranty

LIFE SAFETY • SECURITY • PROFESSIONAL AUDIO/VIDEO • NURSE CALL • CRITICAL COMMUNICATIONS • INSPECTION & REPORTING
SERVICE/SALES LOCATIONS: DUNBAR, WV • MORGANTOWN, WV • ASHLAND, KY

Since 1947 Electronic Specialty Company has provided quality life safety & critical communication systems

ELECTRONIC SPECIALTY COMPANY

FOB: Project Site

Authorized by: Bill Miller

TERMS: 30 days, Each Invoice

DCJS – 99-243170

This quotation is offered for your acceptance within 60 days

Resolution No. 817-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 817-23 - Authorizing the Mayor or City Manager to enter into a contract for asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

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

Following City Council's rejection of Resolution No. 809-23 on May 15, 2023, and the mutually agreed upon withdrawal of its bid by Mr. Asphalt Inc, the Mayor or City Manager is hereby authorized to enter into a contract with West Virginia Paving, Inc., in the total amount of \$3,697,100 to perform asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

Submitted Bids for E40523-149U Resurfacing City Streets

Business	Opened at	Status	Bid Total	Submitted at	Signed by	Local Vendor Preference
Mr. Asphalt	05/09/2023 10:00 AM EDT	Withdrawn	\$3,628,750.00		5/9/2023 Greg Boggess	(\$5,000.00) \$3,623,750
WV Paving	05/09/2023 10:00 AM EDT	Responsive	\$3,697,100.00		5/9/2023 Chet Rodabaugh	(\$5,000.00) \$3,692,000

Resolution No. 818-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 818-23 - Authorizing the Mayor or City Manager to enter into an agreement with Ed's Home and Commercial Improvement in the amount of \$91,464.58 with optional additional improvements totaling \$5,317.90 for a total maximum expenditure of \$96,782.48, to repair and replace the roof of the Cato Park Recreation Center and Administrative Building, where the contract amount was 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 enter into an agreement with Ed's Home and Commercial Improvement in the amount of \$91,464.58 with optional additional improvements totaling \$5,317.90 for a total maximum expenditure of \$96,782.48, to repair and replace the roof of the Cato Park Recreation Center and Administrative Building, where the contract amount was the result of a competitive bidding process.

Item	Quantity	WESLEE	Ed's Home and Commercial Improvement	A-1 Roofing
		Total Contract	Total Contract	Total Contract
Cato Park Administration Building Roof	1.00	\$165,000.00	\$91,464.58	\$172,940.57
Local Vendor Preference		Did Not Apply	4% (\$3,658.58)	Did Not Apply
Total		\$165,000.00	\$87,806.00	\$172,940.57
		1 Items		

Resolution No. 819-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 819-23 - Authorizing the Charleston Coliseum & Convention Center / Municipal Auditorium Board ("Board") to sign the First Addendum to the ongoing 5-year management agreement with the OVG Facilities, LLC ("OVG"), to allow for the hiring of City employees at their managed facilities rather than OVG employees in certain circumstances and only with the Board's recommendation and City approval.

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

That the Charleston Coliseum & Convention Center / Municipal Auditorium Board ("Board") to sign the First Addendum to the ongoing 5-year management agreement with the OVG Facilities, LLC ("OVG"), to allow for the hiring of City employees at their managed facilities rather than OVG employees in certain circumstances and only with the Board's recommendation and City approval.



**MANAGEMENT AGREEMENT BETWEEN
CHARLESTON COLISEUM & CONVENTION CENTER /
MUNICIPAL AUDITORIUM BOARD OF DIRECTORS
AND OVG FACILITIES, LLC
FIRST ADDENDUM**

Pursuant to Article 18 Section 18.11 of the MANAGEMENT AGREEMENT executed by and between the Charleston Coliseum & Convention Center / Municipal Auditorium Board of Directors and OVG Facilities, LLC or its designated Affiliate (collectively the “Parties”), the Parties declared the following modifications:

1. Article 6, Sections 6.1 and 6.2 are hereby amended to read as follows:

Section 6.1 Generally. Other than Client Personnel as described in Sections 6.2 and 6.6 below, Complex employees and those serving in Designated Manager Positions shall be engaged or hired by Manager, and shall be employees, agents or independent contractors of Manager (or an Affiliate thereof), and not of Client (collectively, “**Manager Personnel**”). With respect to the Designated Manager Positions, the timing of their engagements shall be subject to mutual agreement with Client (other than the General Manager, which shall serve throughout the Term). Manager shall designate the number of positions, functions, and qualifications for all Manager Personnel, subject to Client’s approval, which shall not be unreasonably withheld, conditioned or delayed. The compensation structure of such Manager Personnel will be designated by Manager, subject to the Operating Budget. Manager shall control the terms and conditions, including without limitation, termination of such employment.

Section 6.2 Client Personnel. Notwithstanding Section 6.1 above, Manager agrees that those persons who work at the Complex and that are current employees of Client (“**Client Personnel**”) (including employees furloughed as a result of the COVID-19 pandemic) shall continue to be Client’s employees and may retain their positions at the Complex, subject to Manager’s approval of each such Client Personnel’s position, function and qualifications, not to be unreasonably withheld, conditioned or delayed. To the extent that Manager determines that an individual is unqualified for his/her position or the position is redundant or not needed, Client shall use commercially reasonable efforts (in accordance with applicable civil service regulations, Client policies, and local, state and federal laws) to reassign such Client Personnel from the Complex, to the extent a position in City service is available, the individual is qualified for said position, and reassignment will not result in a loss of pay for a nonexempt employee. As any Client Personnel leaves employment at the Complex (whether due to termination, retirement, reassignment, etc.), Manager shall have the right to fill such positions in accordance with Section 6.1 and any newly retained employee will be Manager Personnel, unless the position is filled by the Client subject to the hiring process outlined in Section 6.6. The compensation structure of such employees will be mutually agreed to by Client and Manager, subject to the Operating Budget.

2. Article 6, Section 6.6 is created and reads as follows:

Section 6.6 Hiring New Client Personnel. Notwithstanding Sections 6.1 and 6.2, Manager may in its discretion desire to designate certain positions or vacancies to be filled with Client Personnel from time to time in accordance with varying Complex needs. In such case, Manager shall notify the Charleston Coliseum & Convention Center/Municipal Auditorium Board of Directors to request that such new position(s) or vacancy(ies) be filled with Client Personnel. Should the Manager request such position(s) be filled with Client Personnel, and the Board of Directors approves the request, the City retains final discretion to approve or deny hiring new personnel as Client Personnel, and as to the identity of the person to be hired. The compensation structure of such employees will be mutually agreed to by Client and Manager, subject to the Operating Budget.

This addendum shall take effect on this _____ day of _____, 2023. This addendum amends only the above referenced paragraphs. All sections contained in the Management Agreement not referenced in this addendum are preserved as previously agreed upon by the parties. By the duly-authorized signatures below, the Charleston Coliseum & Convention Center / Municipal Auditorium Board of Directors and OVG Facilities, LLC or its designated Affiliate hereby agree and accept the terms set forth in this addendum as modifying the above referenced paragraphs and acknowledge that they are freely signing this addendum after reading and understanding the entire addendum and the Management Agreement for which it amends.

WITNESS the following signatures:

**CHARLESTON COLISEUM &
CONVENTION CENTER /
MUNICIPAL AUDITORIUM
BOARD OF DIRECTORS**

**OVG FACILITIES, LLC
OR ITS DESIGNATED AFFILIATE**

Signature

Signature

Title

Title

Resolution No. 820-23

Introduced in Council:

June 5, 2023

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

- 1 Resolution No. 820-23 – Adopting the proposed Fiscal Year 2023-2024 Parking System budget
- 2 as indicated within the attached document.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That the proposed Fiscal Year 2023-2024 Parking System budget as indicated within the
- 7 attached document is approved.

City of Charleston
MUNICIPAL BUDGET
July 1, 2023 - June 30, 2024

Section 9

Parking System Revenue Fund

**City of Charleston
Municipal Budget
FY 2024
Parking System Revenue Summary**

Rev. Code	Description	Actual FY 2022	Original FY 2023	FY 2023 YTD Amendments	Current FY 2023	FY 2023 YTD April	Estimated FY 2024
Parking Building Revenues							
Building #1 - City Service Center							
343-01-0809	Meter - SMART - Credit Card	2,086	1,500		1,500	1,416	1,900
343-01-0810	Meter - SMART - Park Mobile	1,019	1,100		1,100	845	1,000
343-01-0811	Meter - SMART - Coin	1,623	1,500		1,500	1,575	1,800
343-01-0812	Meter - Mechanical - Park Mo	1,960	2,500		2,500	1,292	1,800
343-01-0813	Meter - Mechanical - Coin	1,375	2,600		2,600	1,145	1,400
343-01-0802	Monthly	277,145	300,000		300,000	230,593	276,900
343-01-0805	Commercial	146,172	146,100		146,100	123,902	147,400
343-01-0808	Special Rates	-	800		800	-	-
	Total Building #1	431,380	456,100	-	456,100	360,768	432,200
Building #2 - Washington							
343-02-0801	Daily	11,611	16,900		16,900	11,419	12,700
343-02-0813	Meter - Mechanical - Coin	40	-		-	-	-
343-02-0802	Monthly	63,478	116,800		116,800	49,383	61,400
343-02-0803	Theatre Parking	15,000	11,300		11,300	12,510	15,000
343-02-0805	Commercial	75,934	76,700		76,700	63,312	76,000
343-02-0807	Theatre Override	5,004	5,004		5,004	5,004	5,004
343-02-0808	Special Rates	61	200		200	(130)	(100)
	Total Building #2	171,128	226,904	-	226,904	141,497	170,004
Building #5 - Shanklin							
343-05-0809	Meter - SMART - Credit Card	4,984	6,300		6,300	5,040	5,500
343-05-0810	Meter - SMART - Park Mobile	3,308	3,100		3,100	3,976	4,100
343-05-0811	Meter - SMART - Coin	15,334	15,200		15,200	13,648	15,900
343-05-0812	Meter - Mechanical - Park Mo	2,433	3,000		3,000	1,884	2,400
343-05-0813	Meter - Mechanical - Coin	4,228	5,900		5,900	3,498	4,200
343-05-0802	Monthly	179,265	177,900		177,900	115,735	159,100
343-05-0808	Special Rates	79,642	85,800		85,800	64,489	78,500
	Total Building #5	289,194	297,200	-	297,200	208,271	269,700
Building #6 - Summers							
343-06-0809	Meter - SMART - Credit Card	19,540	17,500		17,500	18,947	21,100
343-06-0810	Meter - SMART - Park Mobile	30,638	22,100		22,100	20,664	27,700
343-06-0811	Meter - SMART - Coin	13,906	11,600		11,600	13,704	15,200
343-06-0812	Meter - Mechanical - Park Mo	9,576	9,500		9,500	8,570	9,900
343-06-0813	Meter - Mechanical - Coin	14,264	13,700		13,700	11,599	14,100
343-06-0802	Monthly	415,430	476,800		476,800	326,353	403,500
343-06-0808	Special Rates	1,145	100		100	261	700
	Total Building #6	504,498	551,300	-	551,300	400,098	492,200
	Total Building Revenue	1,396,201	1,531,504	-	1,531,504	1,110,634	1,364,104

**City of Charleston
Municipal Budget
FY 2024
Parking System Revenue Summary**

Rev. Code	Description	Actual FY 2022	Original FY 2023	FY 2023 YTD Amendments	Current FY 2023	FY 2023 YTD April	Estimated FY 2024
Other Parking Revenue							
327-01-0000	Residential Permit Parking	5,325	5,800		5,800	4,470	5,600
342-00-0000	Meter - SMART - Credit Card	135,237	137,800		137,800	92,133	121,100
342-01-0000	Meter - SMART - Park Mobile	80,303	72,900		72,900	81,679	84,200
342-02-0000	Meter - SMART - Coin	178,027	198,500		198,500	168,740	187,300
342-03-0000	Meter - Mechanical - Park Mo	61,354	55,400		55,400	45,135	51,300
342-04-0000	Meter - Mechanical - Coin	146,679	168,600		168,600	114,165	145,900
343-11-0000	Auditorium Lot (Spec. Ev.)	-	2,300		2,300	-	-
345-00-0002	Auditorium Lot (Monthly)	5,768	7,300		7,300	6,180	6,700
343-15-0000	Morris Square/Morris Street	10,733	25,500		25,500	12,610	12,600
343-20-0000	Union Building Parking Lot	14,480	10,080		10,080	8,280	6,720
343-21-0000	Special Events	26,947	17,400		17,400	28,265	25,800
345-00-0000	Rents/Concessions/Leases	79,027	71,000		71,000	87,317	164,072
320-00-0000	Police Fines/Court Costs	5,265	4,400		4,400	1,493	2,600
320-03-0000	Boot Fees	550	1,000		1,000	400	300
321-21-0000	Overtime Meter Violations	143,086	125,100		125,100	115,995	117,900
321-22-0000	All Other Parking Violations	248,915	233,000		233,000	133,970	194,500
321-24-0000	Bagged Meter Fees	12,315	6,100		6,100	11,880	13,800
321-25-0000	Business Valet	-	-		-	700	700
386-00-0000	Insurance Claims	-	1,800		1,800	1,623	2,000
399-00-0000	Miscellaneous Revenue	2,320	12,900		12,900	1,900	2,400
Total Other Revenue		1,156,331	1,156,880	-	1,156,880	916,937	1,145,492
Total Operating Revenue		2,552,532	2,688,384	-	2,688,384	2,027,570	2,509,596
Non-Operating Revenue							
380-00-0000	Interest on Investments	13,432	10,000		10,000	142,282	200,000
399-05-0000	Cash Over/Short	1	-		-	-	-
379-00-0000	Gain/(Loss) Sale of Assets	28,416	-		-	-	-
Total Non-Operating Revenue		41,849	10,000	-	10,000	142,282	200,000
Total Parking System Revenue		2,594,381	2,698,384	-	2,698,384	2,169,853	2,709,596

**City of Charleston
Municipal Budget
FY 2024**

Fund 406 Parking System Revenue Fund
Department 571 Parking
Unit 00 Administration

Full Time Employees	21
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Expense Object		FY 2022 Actual	FY 2023 Original	FY 2023 YTD Amend.	FY 2023 Current	FY 2023 YTD April Actual	FY 2024 Proposed
Personal Services							
000-1-103	Salaries & Wages	693,811	804,724		804,724	594,107	847,603
000-1-104	FICA	51,111	61,561		61,561	44,280	64,842
000-1-105	Medical & Life Insurance	152,590	163,842		163,842	124,930	188,076
000-1-106	PERS	66,213	67,835		67,835	51,511	71,694
000-1-111	Dental & Optical Insurance	7,414	10,983		10,983	5,061	10,206
000-1-112	Employee Insurance Cont.	(21,338)	(23,814)		(23,814)	(14,437)	(23,625)
000-1-113	OPEB - Current	40,000	40,000		40,000	-	40,000
Total Personal Services		989,801	1,125,131	-	1,125,131	805,452	1,198,796
Contractual Services							
000-2-211	Telephone	13,142	17,000		17,000	10,132	17,000
000-2-213	Utilities	190,266	200,000		200,000	152,962	200,000
000-2-214	Travel	-	1,000		1,000	-	1,000
000-2-215	Mtce & Repair - Bldg/Ground	61,688	75,000		75,000	45,368	75,000
000-2-216	Mtce & Repair - Equipment	13,364	20,000		20,000	4,188	20,000
000-2-217	Mtce & Repair - Auto/Truck	14,718	9,700		9,700	2,013	9,700
000-2-218	Postage	7,851	8,000		8,000	3,147	8,000
000-2-219	Building & Equipment Rent	30,080	50,000		50,000	27,074	50,000
000-2-221	Training	-	1,000		1,000	-	1,000
000-2-222	Dues & Subscriptions	910	1,000		1,000	276	1,000
000-2-223	Professional Services	185	500		500	1,663	500
000-2-226	Insurance - WC & UC	13,345	21,693		21,693	13,516	19,677
000-2-227	Insurance - Liability	55,572	57,000		57,000	42,011	45,000
000-2-230	Contracted Services	132,765	275,000		275,000	86,831	275,000
000-2-232	Bank Fees	1,297	2,500		2,500	778	2,500
001-2-232	Electronic Meter Fees	6,829	55,000		55,000	22,278	55,000
Total Contractual Services		542,010	794,393	-	794,393	412,236	780,377
Commodities							
000-3-341	Materials & Supplies	68,194	65,000		65,000	35,695	75,000
000-3-343	Gas, Oil & Tires	3,794	8,000		8,000	884	8,000
000-3-345	Uniforms	6,934	7,350		7,350	6,829	7,350
000-3-359	Snow Removal Materials	-	10,000		10,000	-	10,000
Total Commodities		78,922	90,350	-	90,350	43,408	100,350
Capital Outlay							
000-4-459	Equipment Purchase	-	32,000		32,000	-	-
Total Capital Outlay		-	32,000	-	32,000	-	-
Contributions & Other							
000-5-566	Contributions to Other Funds	580,456	656,510		656,510	-	630,073
Total Contributions & Other		580,456	656,510	-	656,510	-	630,073
Total Parking		2,191,188	2,698,384	-	2,698,384	1,261,096	2,709,596

**City of Charleston
Municipal Budget
FY 2024**

Fund 406 Parking System Revenue Fund
Department 571 Parking
Unit 00 Administration

Authorized Full Time Positions & Salary Schedule

FY 2023 Current		
Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1
Meter Mntce. & Cltct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spe	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technician	N-OT/105	4
Security Custodian	N-OT/105	5
Parking Technician	N-OT/105	2
Total		21

FY 2024 Proposed		
Title	FLSA/Paygrade	FTE
Director Parking Operations	E/119	1
Meter Mntce. & Cltct. Crew Ldr.	N-OT/109	1
Maintenace Crew Leader	N-OT/109	1
Office Support Specialist	N-OT/107	4
Maintenace Worker	N-OT/107	1
Meter Mntce. & Collections Spe	N-OT/107	1
Parking Enforcement Specialist	N-OT/107	1
Parking Enforcement Technician	N-OT/105	4
Security Custodian	N-OT/105	5
Parking Technician	N-OT/105	2
Total		21

FY 2023 Current	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	735,724
Irregular Part Time (IPT)	51,000
Overtime	18,000
Tool Allowance	-
Total	804,724

FY 2024 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	774,603
Irregular Part Time (IPT)	51,000
Overtime	22,000
Tool Allowance	-
Total	847,603

Projected Capital Equipment Acquisitions

		FY 2024				FY 2025	FY 2026
		Direct Purchase	Lease Purchase	New Lease Payment	Total Lease Payment ¹	Estimate	Estimate
Unit #	Equipment						
Total		-	-	-	-	-	-

¹Total Lease Payment includes all payments from outstanding lease purchase cycles that will be paid in FY 2023.

**City of Charleston
Municipal Budget
Parking System Revenue Fund
FY 2024
Schedule of Cash**

FY 2022 Ending Cash Balance	4,988,912
FY 2023 Budgeted	
Operating Revenues	2,688,384
Non-Operating Revenues	10,000
Total System Revenues	2,698,384
Operating Expenses	2,009,874
Non-Operating Expenses	-
Total System Expenses	2,009,874
Excess Revenue Over Expenses	688,510
Other Cash Outlay	
Capital Expenditures	32,000
Transfers to Maintenance Fund	656,510
Total Other Outlay	688,510
Net Cash Flow - FY 2023	-
FY 2023 Projected Ending Balance	4,988,912
FY 2024 Budgeted	
Operating Revenues	2,509,596
Non-Operating Revenues	200,000
Total System Revenues	2,709,596
Operating Expenses	2,079,523
Non-Operating Expenses	-
Total System Expenses	2,079,523
Excess Revenue Over Expenses	630,073
Other Cash Outlay	
Capital Expenditures	-
Transfers to Maintenance Fund	630,073
Total Other Outlay	630,073
Net Cash Flow - FY 2024	-
FY 2024 Projected Ending Balance	4,988,912

Resolution No. 821-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 821-23 - Authorizing approval of Amendment No. 7 of the FY 2022-2023 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 7 of the FY 2022-2023 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2022-2023 Budget Amendment No. 5 - June 5, 2023

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 308 00 0000	Revenue	Hotel Occupancy Tax	2,650,000	450,000	3,100,000
Net Increase/(Decrease) to Revenues				450,000	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 901 00 000 5 568	Convention & Visitors Bureau	Other Contributions	1,325,000	225,000	1,550,000
001 910 01 002 5 566	Coliseum and Convention Center	Operational Subsidy	900,000	(400,000)	500,000
001 412 00 000 2 222	City Manager's Office	Dues & Subscriptions	14,000	3,000	17,000
001 412 00 000 3 341	City Manager's Office	Materials & Supplies	20,000	25,000	45,000
001 416 00 000 3 341	Municipal Court	Materials & Supplies	4,000	3,000	7,000
001 431 00 000 3 341	Mailroom	Materials & Supplies	27,300	10,000	37,300
001 438 00 000 2 230	Elections	Contracted Services	72,000	5,166	77,166
001 439 00 000 2 211	Information Systems	Telephone	260,000	15,000	275,000
001 440 00 000 3 341	General Services	Materials & Supplies	88,000	10,000	98,000
001 700 00 000 3 344	Police - Uniformed	Prisoner Costs	200,000	60,000	260,000
001 706 00 000 1 103	Fire - Uniform	Salary & Wages - Regular	11,080,799	190,000	11,270,799
001 706 00 000 1 104	Fire - Uniform	FICA	160,672	2,755	163,427
001 706 00 001 1 107	Fire - Uniform	MPFRS	415,000	125,000	540,000
001 754 00 000 2 223	Equipment Maintenance	Professional Services	10,000	20,000	30,000
001 754 00 000 3 341	Equipment Maintenance	Materials & Supplies	975,000	65,079	1,040,079
001 900 00 000 3 341	Parks & Recreation	Materials & Supplies	141,500	70,000	211,500
001 900 00 000 2 216	Parks & Recreation	Maintenance & Repair - Equipment	15,000	10,000	25,000
001 906 01 000 2 219	Public Art	Building & Equipment Rental	6,000	11,000	17,000
Net Increase/(Decrease) to Expenditures				450,000	

Description:

To recognize increased Hotel Occupancy Tax revenue, reduce the appropriation for the Coliseum and Convention Center operational subsidy not needed to complete the fiscal year, and to reconcile certain expense items projected to be overexpended by fiscal year end.

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 369 12 0000	Revenue	Transfers In - American Rescue Plan	250,000	129,180	379,180
Net Increase/(Decrease) to Revenues				129,180	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 421 00 000 1 103	MOECD	Salaries & Wages - Summer Youth	415,993	120,000	535,993
001 421 00 000 1 104	MOECD	FICA	31,823	9,180	41,003
Net Increase/(Decrease) to Expenditures				129,180	

Description:

To recognize transfer from American Rescue Plan fund to pay costs associated with the Summer Youth Jobs Program.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 822-23

Introduced in Council:

Adopted by Council:

June 5, 2023

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 822-23 - Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC, in the amount of \$967,300 to perform concrete street repair construction services, where the contract price was determined 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 \$967,300 to perform concrete street repair construction services, where the contract price was determined pursuant to a competitive bidding process.

Concrete Street Paving

- Stratford Place
- South Point Drive
- Wilkie Drive
- Rockford Court
- Wychwood Road
- Rockford Court
- Sierra Road

BRUCE D MCCLANAHAN			
Item	Quantity	Price	Extension
BID AND PROPOSAL FORM (2 OF 3)			
Item 3.01 –Mobilization (5% Max.) - LS	1.00	\$44,000.00	\$44,000.00
Item 3.02 –Aggregate Base - TON	1,600.00	\$115.00	\$184,000.00
Item 3.03 –Class K Portland Cement Concrete Pavement - SY	4,300.00	\$163.00	\$700,900.00
Item 3.04 – Rolled Integral Concrete Curb Type I - LF	3,200.00	\$12.00	\$38,400.00
4 Items	Totals		\$967,300.00

Bill No. 7994

Introduced in Council:

May 15, 2023

Adopted by Council:

Introduced by:

Joseph Jenkins, Emmett Pepper
Pat Jones, Frank Annie,
Beth Kerns, & Joe Solomon

Referred to:

Finance

Bill No. 7994 - A BILL to amend the Municipal Code of the City of Charleston by adding thereto a new section, designated Section 2-464, within Subdivision I, Division 4 of Article VI, Chapter 2, all relating to the West Virginia Jobs Act, W. Va. Code § 21-1C-1 et seq. and its procedures, 42 C.S.R. § 37-1 et seq.

WHEREAS, the West Virginia Legislature found that the employment of persons from outside the local labor market on public improvement construction projects contracted for and subsidized by the taxpayers of the State contributes significantly to the rate of unemployment and the low per capita income among qualified state residents who would otherwise be hired for these jobs.; and

WHEREAS, the West Virginia Legislature declared that residents of local labor markets should be employed for the construction of public improvement projects which directly utilize taxpayer funding, in whole or in part; and

WHEREAS, the West Virginia Legislature enacted the West Virginia Jobs Act (“Jobs Act”), W. Va. Code § 21-1C-1 et seq., to address its concerns and further its declaration; and

WHEREAS, the West Virginia Division of Labor and Workforce West Virginia has set forth the responsibilities of public authorities and employers under the Jobs Act, 42 C.S.R. § 37-1 et seq; and

WHEREAS, the City of Charleston is in agreement with the findings and declaration of the West Virginia Legislature in the Jobs Act; and

WHEREAS, the City of Charleston recognizes its responsibilities under the Jobs Act and that by upholding those responsibilities, the purpose of the Jobs Act can be fulfilled.

NOW, therefore, be it ordained by the Council of the City of Charleston:

That the Municipal Code of the City of Charleston be amended by adding thereto a new section, designated Section 2-464, within Subdivision I, Division 4 of Article VI, Chapter 2, to read as follows:

35
36 **CHAPTER 2 – ADMINISTRATION.**
37 **ARTICLE VI. – FINANCE.**
38 **DIVISION 4. – CONTRACTS AND PURCHASES.**
39 **Subdivision I. – In General.**
40

41 **Sec. 2-464. – West Virginia Jobs Act responsibilities for public improvement**
42 **construction projects.**
43

44 (a) The City shall abide by the requirements of the West Virginia Jobs Act (W. Va.
45 Code § 21-1C-1 et seq., as amended from time to time) and its Rules (42 C.S.R. § 37-1
46 et seq., as amended from time to time) which are incorporated herein by reference; and
47 shall meet its responsibilities set forth therein.
48

49 (b) This section is only applicable to expenditures for construction projects for
50 public improvements as defined by W. Va. Code § 21-1C-2(2) & (8) and subject to 42
51 C.S.R. § 37-1 et seq. A construction project is any construction, reconstruction,
52 improvement, enlargement, painting, decorating or repair of any public improvement let
53 to contract in an amount equal to or greater than \$500,000. It does not include temporary
54 or emergency repairs. A public improvement includes the construction of all buildings,
55 roads, highways, bridges, streets, alleys, sewers, ditches, sewage disposal plants,
56 waterworks, airports and all other structures that may be let to contract by a public
57 authority, excluding improvements funded, in whole or in part, by federal funds.
58

59 (c) Pursuant to 42 C.S.R. § 37-3, the City shall include the following statements
60 and information in the bid package when the City solicits bids for a construction project
61 for a public improvement subject to the Act:
62

63 (1) Specifications of the employer's responsibilities under the Act as explained in
64 42 C.S.R. § 37-4, including, but not limited to, the requirement to employ at least 75% of
65 employees from the local labor market, with an emphasis on, but not a requirement of,
66 hiring employees from the City of Charleston and Kanawha County.
67

68 (2) The employer's responsibility to submit weekly certified payroll records and
69 waiver certificates, if any, to the City; and
70

71 (3) Specification of credentials required to work on the construction project,
72 including the employer's West Virginia Contractor License number and classification.
73

74 (d) The City shall notify the West Virginia Division of Labor as soon as possible of
75 construction projects that are or will be covered by the Act, including the start date of
76 the project, the project location, and contract number if available.
77

78 (e) The City shall notify the West Virginia Division of Labor at least ten (10) days
79 in advance of all pre-bid meetings. This notification shall include dates, times, and
80 locations.

81
82 (f) When the project begins, the City shall submit certified payroll records and
83 waiver certificates, if any, to the West Virginia Division of Labor.
84

85 (g) The City shall monitor the employer's compliance with the construction project
86 contract, and shall promptly notify the West Virginia Division of Labor, Workforce West
87 Virginia, and the West Virginia Tax Department of other state agency, if applicable, of
88 an employer's possible violations, including actions taken by the City to require the
89 employer's compliance with its contractual obligations.