

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., AUGUST 7, 2023
AV ROOM #308, CITY HALL

Brent Burton, Vice Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 a.m., August 7, 2023.

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

Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:
Joseph Jenkins, Chair

Other Councilmembers present:
Chelsea Steelhammer

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent. to dispense with the reading of the minutes for the July 17, 2023 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 852-23 – Authorizing the Mayor or City Manager to purchase a new Chevrolet Equinox for the Engineering Department from National Auto Fleet Group, for the amount of \$28,977.13 pursuant to a competitively sourced multi-state contract. This will replace Engineering Department unit 420/501 as part of the fleet rotation schedule.

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

That the Mayor or City Manager is authorized to purchase a new Chevrolet Equinox for the Engineering Department from National Auto Fleet Group, for the amount of \$28,977.13 pursuant to a competitively sourced multi-state contract.

City Manager, Ben Mishoe, added that purchase has been budgeted for as part of the normal fleet rotation.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 852-23 approved.

- b. Resolution No. 853-23 – Authorizing the Mayor or City Manager to purchase a new 2023 Ford F-150 truck for the Engineering Department from National Auto Fleet Group, for the amount of \$37,481.35 pursuant to a competitively sourced multi-state contract. This will replace Engineering Department unit 420/503 as part of the fleet rotation schedule.

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

That the Mayor or City Manager is authorized to purchase a new 2023 Ford F-150 truck for the Engineering Department from National Auto Fleet Group, for the amount of \$37,481.35 pursuant to a competitively sourced multi-state contract.

City Manager, Ben Mishoe, added that the vehicle will be used by the Engineering Department.

Councilmember Hoover confirmed that the vehicle brands were being mixed because of supply chain problems.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 853-23 approved.

- c. Resolution No. 854-23 – Authorizing the Mayor or City Manager to purchase one (1) new 2024 Chevy Silverado truck for General Services in the amount of \$49,106.93, from National Auto Fleet Group pursuant to a competitively sourced multi-state contract. This will replace General Services Van 440/566. Additional upfitting will be conducted by Charleston Fleet Services at a cost of \$15,500, the lowest of three quotes received, bringing the total cost of purchase and upfitting to \$64,606.93.

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

That the Mayor or City Manager is authorized to purchase to purchase one (1) new 2024 Chevy Silverado truck for General Services in the amount of \$49,106.93, from National Auto Fleet Group pursuant to a competitively sourced multi-state contract, and additional upfitting conducted by Charleston Fleet Services at a cost of \$15,500, bringing the total cost of purchase and upfitting to \$64,606.93.

City Manager, Ben Mishoe, added that the vehicle is for the General Services Department. The resolution also includes the necessary upfitting.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 854-23 approved.

- d. Resolution No. 855-23 – Authorizing the Mayor or City Manager to purchase a new 2024 Chevrolet Silverado truck for Equipment Maintenance from National Auto Fleet Group, for the amount of \$46,372.30 pursuant to a competitively sourced multi-state contract. This will replace Equipment Maintenance unit 754/95 as part of the fleet rotation schedule.

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

That the Mayor or City Manager is authorized to purchase to purchase one (1) new 2024 Chevy Silverado truck for General Services in the amount of \$49,106.93, from National Auto Fleet Group pursuant to a competitively sourced multi-state contract, and additional uplifting conducted by Charleston Fleet Services at a cost of \$15,500, bringing the total cost of purchase and upfitting to \$64,606.93.

City Manager, Ben Mishoe, added that the vehicle would be used by the Equipment Maintenance Department.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 855-23 approved.

- e. Resolution No. 856-23 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Charleston Land Reuse Agency (“CLRA”) for the purpose of creating and hiring a CLRA Coordinator position.

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 a Memorandum of Understanding with the Charleston Land Reuse Agency (“CLRA”) for the purpose of creating and hiring a CLRA Coordinator position.

City Manager, Ben Mishoe, added that the CLRA has been operating for several years. The proposed work has been done by individuals in the Planning Department. This position will free up time for them to focus on their other duties. The proposed MOU is modeled after the one used by the Business Improvement District.

Councilmember Ceperley confirmed that this will be the CLRA’s only employee.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 856-23 approved.

- f. Resolution No. 857-23 – Authorizing approval of Amendment No. 1 of the FY 2023—2024 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 2024-2024 Coal Severance budget is approved as indicated on the attached list of accounts.

Finance Director, Andy Wood, added that the amendment recognizes the roll over balance of the Coal Severance fund and adjusts the contribution to the Coliseum and Convention Center.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 857-23 approved.

- g. Resolution No. 858-23 – Authorizing approval of Amendment No. 1 of the FY 2023-2024 Charleston Coliseum and Convention Center 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 2023-2024 Charleston Coliseum and Convention Center as indicated on the attached list of accounts is approved.

Wood added that the amendment recognizes the changes from the previous resolution as the bonds that were originally accounted for in the current budget will be paid completely in September.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 858-23 approved.

- h. Resolution No. 859-23 – Authorizing approval of Amendment No. 2 of the FY 2023-2024 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 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

Wood added that the amendment takes the changes from the previous resolutions and puts them into the Contingency account in the General Fund.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 859-23 approved.

- i. Resolution No. 860-23 – Authoring the Mayor or City Manager to enter into a Memorandum of Understanding with HOPE CDC for the Workforce Development Center Project under the Department of Labor Community Project Grant Program. This project will focus on the provision of training and access to employment opportunities for West Side residents. The MOU will be in effect for the entire project from July 1, 2023 to June 30, 2026.

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

That the Mayor or City Manager are authorized to enter into a Memorandum of Understanding with HOPE CDC for the Workforce Development Center Project under the Department of Labor Community Project Grant Program. This project will focus on the provision of training and access to employment opportunities for West Side residents. The MOU will be in effect for the entire project from July 1, 2023 to June 30, 2026.

City Manager, Ben Mishoe, added that the resolution concerns grant money that the City was awarded for the purpose of developing a workforce development center on the West Side with HOPE CDC. He added that this is a reimbursement grant. The program will assist West Side residents between 18-24 to receive training and job placement.

Councilmember Ceperley confirmed with Mishoe that the funds were for the program, not the building. Chief of Staff, Matt Sutton, added that the grant pairs with the ARPA funds Council granted to HOPE CDC, which was for the facility on Central Avenue.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 860-23 approved.

- j. Resolution No. 861-23 – Authorizing the Mayor or City Manager to purchase a new 2024 Chevrolet Silverado truck for Parks and Recreation from National Auto Fleet Group, for the amount of \$46,650.76 pursuant to a competitively sourced multi-state contract. This will replace Parks and Recreation unit 304 as part of the fleet rotation schedule.

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

That the Mayor or City Manager is authorized to purchase a new 2024 Chevrolet Silverado truck for Parks and Recreation from National Auto Fleet Group, for the amount of \$46,650.76 pursuant to a competitively sourced multi-state contract.

City Manager, Ben Mishoe, added that the vehicle will be used by the Parks and Recreation Department.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 861-23 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.