

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., SEPTEMBER 18, 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., September 18, 2023.

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

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

Absent:

Other Councilmembers present:

Emmett Pepper
Frank Annie
Joe Solomon
Chelsea Steelhammer

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the September 5, 2023 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 878-23 – Authorizing the Mayor or City Manager to submit an application to the WV Governor’s Highway Safety Program in the amount of \$537,600 and administer any funds awarded. The funds will be used to reimburse overtime expended by Charleston Police and law enforcement agencies in the eight-county Metro Valley Highway Safety Region for traffic safety enforcement activities, equipment purchases and travel/training, as well as partial reimbursement for the Charleston Police Department Highway Safety Coordinator and Assistant’s salaries.

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

That the Mayor or City Manager is authorized to submit an application to the WV Governor’s Highway Safety Program in the amount of \$537,600 and administer any funds awarded. The funds will be used to reimburse overtime expended by Charleston Police and law enforcement agencies in the eight-county Metro Valley Highway Safety Region for traffic safety enforcement activities, equipment purchases and travel/training, as well as partial reimbursement for the Charleston Police Department Highway Safety Coordinator and Assistant’s salaries.

City Manager, Ben Mishoe, added that the City has applied for the grant for decades.

Councilmember Jenkins confirmed that this is often used for DUI checkpoints.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 878-23 approved.

- b. Resolution No. 879-23 – Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for two of the Charleston Police Department Prevention Resource Officers (PRO) assigned to West Side Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

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

That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for two of the Charleston Police Department Prevention Resource Officers (PRO) assigned to West Side Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

Mishoe added that there is a required 25% match for the un-reimbursed officer salary portion that will be absorbed by the police department's salary and wage budget.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 879-23 approved.

- c. Resolution No. 880-23 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – West Side Middle School, Capital High School and George Washington High School.

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

That the Mayor or City Manager is authorized to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – West Side Middle School, Capital High School and George Washington High School.

Mishoe added that the resolution is for three MOUs for the three schools.

Councilmember Jenkins confirmed that there were no substantial changes from prior years.

Councilmember Robinson asked why those three schools only. Mishoe replied that it was the request of the Board of Education. Councilmember Moore added that they get more money from Title 1 schools.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 880-23 approved.

- d. Resolution No. 881-23 – Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

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

That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

Mishoe added that this is another grant that the City has applied to for many years. They are requesting the maximum funds.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 881-23 Committee Substitute approved.

- e. Resolution No. 882-23 – Authorizing the Mayor or City Manager to enter into a three-year agreement with DC Elevator Company, Inc. for annual maintenance of elevators in four of the City of Charleston’s parking garages, where the total amount of the three-year agreement is \$90,720, plus overtime callout service as needed at \$134.43 per hour, and where the vendor and price were 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 three-year agreement with DC Elevator Company, Inc. for annual maintenance of elevators in four of the City of Charleston’s parking garages, where the total amount of the three-year agreement is \$90,720, plus overtime callout service as needed at \$134.43 per hour, and where the vendor and price were determined through a competitive bidding process.

Mishoe added that the company will do routine maintenance throughout the year for the four parking garages managed by the City. He added that this is less than the current contract.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 882-23 approved.

- f. Resolution No. 883-23 – Authorizing the Mayor or City Manager to enter into an Easement Agreement with Goodwill Industries of Kanawha Valley, Inc. for pedestrian access to the concrete sidewalk located between 505 Leon Sullivan Way and 507 Leon Sullivan Way.

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 Agreement with Goodwill Industries of Kanawha Valley, Inc. for pedestrian access to the concrete sidewalk located between 505 Leon Sullivan Way and 507 Leon Sullivan Way.

Mishoe added that the easement is for a small sidewalk that is between the two buildings.

Councilmember Jenkins asked why the easement was needed. City Attorney, Kevin Baker, replied that it is a walkway between the two buildings that is already gated.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 883-23 approved.

- g. Resolution No. 884-23 – Authorizing approval of Amendment No. 3 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. 3 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that that the amendment will add a position in the Public Grounds Department for an Administrative Assistant. The position had been eliminated by attrition. The Director has not able to adequately respond to various needs like answering phones, responding to citizen questions, etc. due to the amount of time spent in the field.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the majority as affirmative, Chairperson Jenkins declared Resolution No. 884-23 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.