

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., OCTOBER 16, 2023
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., October 16, 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

Absent:
Shawn Taylor

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

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the October 2, 2023 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 893-23 – Authorizing the Mayor or City Manager to enter into any necessary documents to effectuate trade of property from the City to the Charleston Land Reuse Agency being those located at 1801 7th Avenue, 1803 7th Avenue, 908 Grant Street, 1535 3rd Avenue, 1538 2nd Avenue, 1540 2nd Avenue, 629 Main Street, 2640 Kanawha Blvd. East, and 1904 Iris Drive in exchange for property from the Charleston Land Reuse Agency to the City being those located at 6 Glennwood Avenue, 515.5 Mary Street, 321 Garrison Avenue, PT LT 13 G E HILL EST 9-3/10A; MAGAZINE HGTS, PT SEC 6 BK 7 GEBHART ADN, LT B Amaron Street, RESERVED TRACT BB SEC 8; FOREST HILLS ADN, and 507 Westmoreland Road being properties of greater size for the purpose of supporting infrastructure and increasing public open space within the City without any detrimental impact on the City.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Council hereby finds as follows:

That the Charleston Land Reuse Agency was created by City Council to facilitate that acquisition and disposition of property to support land recycling through conservation and redevelopment within the City of Charleston.

That the Board of Directors of the Charleston Land Reuse Agency has authorized the Chair to enter into any necessary documents to effectuate the transfer of the above stated properties.

That the properties to be received by the City will support infrastructure and expansion of public open space within the City.

That the properties to be transferred to the Charleston Land Reuse Agency will support its mission of land recycling.

And, therefore, that the Mayor or City Manager is hereby authorized to enter into any necessary documents to effectuate the transfer of the 9 parcels to the Charleston Land Reuse Agency in exchange for receipt of 8 parcels from the same.

City Manager, Ben Mishoe, added that the resolution is for a land swap between the City and the CLRA. The City has some parcels that are buildable and better situated for the CLRA to handle. The CLRA owns some property adjacent to some City owned parks that would be better suited for the City to handle. The CLRA approved the proposal at their most recent meeting.

Councilmember Jenkins confirmed with City Manager, Kevin Baker, that there are already deeds for the properties being transferred.

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. 893-23 approved.

- b. Resolution No. 894-23 – Authorizing the Finance Director to amend the 2019 CDBG-CV budget and the 2021 and 2023 Community Development Block Grant budgets as indicated on the accounts listed below.

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

That the Finance Director is hereby authorized and directed to amend the 2019 CDBG-CV budget and the 2021 and 2023 Community Development Block Grant budgets as indicated on the accounts listed below:

Funds moved from completed/cancelled projects:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
009-019-01-001-0-999	CDBG-CV Admin	(\$64,587.66)
009-021-00-002-0-999	YWCA Sojourners	(\$15,720.00)
009-021-01-199-0-999	Contingencies	\$15,720.00

Funds transferred to other projects to cover additional costs:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
009-019-01-011-0-999	CDBG-CV Care Office	\$64,587.66
009-021-01-199-0-999	Contingencies	(\$219,252.60)
009-023-00-032-0-999	ADA Ramps	\$219,252.60

The City proposes to cancel funding for CDBG-CV Admin and CDBG YWCA Sojourners and move funds from Contingencies to provide additional CDBG-CV funds to CDBG-CV Care Office and CDBG funds to ADA Accessible Ramps and Sidewalks.

Mishoe added that the budget amendment will reallocate unspent funds from FY2019 and FY2021 to the 2023 Action Plan. The funds will partially fund the continued work with the Mental Health Coordinator and ADA ramp improvements.

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. 894-23 approved.

- c. Resolution No. 895-23 – Authorizing the Mayor or City Manager to purchase sixteen (16) handheld UHF radios and equipment for the Charleston Police Department from Discount Communications and Electronics in the amount of \$29,846.50 pursuant to a competitively sourced State contract. This equipment is for new officers and to replace malfunctioning radios.

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

That the Mayor or City Manager is authorized to purchase sixteen (16) handheld UHF radios and equipment for the Charleston Police Department from Discount Communications and Electronics in the amount of \$29,846.50 pursuant to a competitively sourced State contract.

Mishoe added that the resolution is for an annual budget item for radios as replacements and new equipment.

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. 895-23 approved.

- d. Resolution No. 896-23 – Authorizing the Mayor or City Manager to purchase a Fire Boat from Lake Assault Boats, LLC in the amount of \$587,862.63, where the vendor maintains a competitively sourced government contract with HGAC, and will be paid for, in part, with federal grant funds.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase a Fire Boat from Lake Assault Boats, LLC in the amount of \$587,862.63, where the vendor maintains a competitively sourced government contract with HGAC, and will be paid for, in part, with federal grant funds. Resolution No. 731-22, adopted November 7, 2022, is rescinded.

Mishoe added that this will be the third time this purchase has come before the Committee/Council. The previous purchases have fallen through for various reasons. There is a difference of about \$38,000 from the previous contract. The City is pursuing reimbursement for the difference from the company that backed out of the 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. 896-23 Committee Substitute approved.

- e. Resolution No. 897-23 – Authorizing the Mayor or City Manager to enter into a contract with Harris Brothers Roofing Company in the amount of \$997,500.00, for the repair and replacement of a roof and HVAC system at the Kanawha City Community Center, where the price was determined through a competitive bidding process.

Now, therefore, 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 Harris Brothers Roofing Company in the amount of \$997,500.00, for the repair and replacement of a roof and HVAC system at the Kanawha City Community Center, where the price was determined through a competitive bidding process.

Mishoe added that the project has been in development for some time.

From the audience, Councilmember Pepper, added that new HVAC systems were approved for two community centers last year. He spoke with the City Manager to ask that this building get a full retrofit for efficiency (the correct size and type of unit). It would save money and avoid problems like mold. The Facilities Committee met to discuss with the vendor about this possibility. The vendor said it would be unlikely to be able to save any money due to the building type and that to do so would delay the project which meant the facility would not have air conditioning for the summer. Councilmember Pepper added that currently, nothing has been done to the building by the vendor. Councilmember Pepper added that maybe they should be swearing in people like the Legislature, as that is troubling.

Councilmember Ceperley asked if Councilmember Pepper had a recommendation. Councilmember Pepper replied that the project is far enough along that they should keep going. Going forward, they should make sure that they have candor from vendors etc.

Councilmember Robinson added that the facility has been without air conditioning for years, and the project cannot be delayed any more.

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. 897-23 approved.

- f. Resolution No. 898-23 – Authorizing approval of Amendment No. 4 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. 4 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the budget amendment moves funds from the Unassigned Fund Balance to:

- Provide uniforms for the CARE Office
- Provide for claims costs up to the aggregate loss fund for the City's insurance policies
- Provide additional funds for dilapidated structure demolitions
- Provide AEDs in City facilities
- Convert City-owned lights to LEDs
- Provide additional funds for the HVAC and roof replacement at Kanawha City Community Center
- Provide additional matching funds for the field turfing project at North Charleston Community Center
- Provide funds for construction of a Public Safety Center
- Provide supplies and equipment for the City's Humane Officers
- Provide a contribution to the Capital Sports Complex Development Association for initial development costs

Mayor Goodwin added that the City is very conservative when they make the budget. Expenses are down, and revenue is up substantially this year for a variety of reasons. They are interested in funding projects that will see a return on investment.

From the audience, Councilmember Solomon asked how much had already been put into the sports complex. Councilmember Jenkins replied that no money yet has been put into the sports complex. Councilmember Solomon asked how the \$8 million figure was arrived at. Finance Director, Andy Wood, replied that every year at this time, the City does a reconciliation of the prior year's finances. The \$8 million listed is the current unspoken for money, which is a result of being over the prior year's revenue projections and under in expenditures.

Councilmember Robinson added if the City was receiving any money from the recently passed State bill involving dilapidated housing. Mishoe replied that it is a 3-year program, and the City would be eligible to apply during the second round.

Councilmember Ceperley added that she liked that the City was spending money on substantial projects as opposed to a little here and there, and spoke in favor of the budget amendment.

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. 898-23 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.