

CHARLESTON CITY COUNCIL

Regular Meeting

November 20, 2023

at 7:00 PM



THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA

<https://charlestonwv.civicclerk.com/web/home.aspx>

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. **INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).**
2. 11-20-2023

PROCLAMATIONS

1. 11-20-2023

COMMUNICATIONS

1. 11-20-2023

REPORTS OF STANDING COMMITTEES

FINANCE

1. Resolution No. 907-23 - Confirming the Mayoral appointment of Medical Director to the Charleston Fire Department, and authorizing the Mayor or City Manager to enter into a Medical Director Agreement with Dr. Collin Smith.

REPORTS OF OFFICERS

1. 11-20-2023

NEW BILLS

1. 11-20-2023

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE DECEMBER 4, 2023 AT 7:00 PM.

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

**EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION**

- WHEREAS:** Charleston's family caregivers are among the 48 million Americans and 250,000 West Virginians who are being recognized in November as part of National Family Caregivers Month; and
- WHEREAS:** Family caregivers help their loved ones with everything from managing medications and medical care, meal preparation and feeding, bathing and dressing, chores, finances, grocery shopping, transportation, and more; and
- WHEREAS:** Many family caregivers work full or part-time jobs, and many must cut back on their hours or quit their jobs completely to ensure their loved ones get the care they need; and
- WHEREAS:** Everyday heroes – family caregivers in our Capital City help their loved ones live more independently, and with dignity and respect, and deserve our gratitude not just in November, but throughout the year; and
- WHEREAS:** We recognize the many family caregivers who help their parents, spouses, and other loved ones live life to the fullest as they age; and

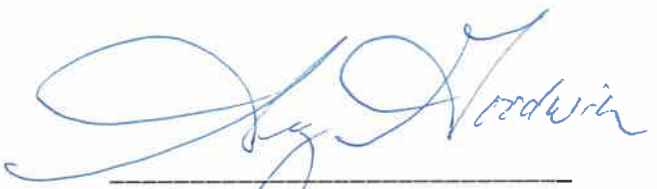
NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of the City of Charleston, do hereby recognize November as

Family Caregivers Month

In Charleston, WV and encourage all Charlestonians to reach out to the family caregivers in their lives to thank them for the incredibly important work they do.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 20th day of November 2023.





Amy Shuler Goodwin, Mayor

**EXECUTIVE DEPARTMENT
CITY OF CHARLESTON
PROCLAMATION**

WHEREAS: The City of Charleston joins the Downtown Charleston Association, Charleston Area Alliance, Charleston Urban Works, and neighborhood associations throughout Charleston in celebrating small businesses and their contributions to our city's culture, economy and character; and

WHEREAS: Locally owned, small businesses are the backbone of our community – creating jobs and boosting our economy while also providing residents and visitors with exceptional, one-of-a-kind experiences that foster relationships and contribute to the distinct character of our Capital City; and

WHEREAS: Local business owners invest in our City through their commitment to the wellbeing and future of our workforce and residents, their involvement in local government and key development decisions, and their contributions to local not-for-profit organizations; and

WHEREAS: We remain committed to supporting local businesses throughout the year and bringing greater awareness of their importance to our communities on Small Business Saturday and during Shop Local Month.

NOW THEREFORE, I, Amy Shuler Goodwin, Mayor of the City of Charleston do hereby proclaim November 25, 2023, as

SMALL BUSINESS SATURDAY

And November 24 – December 24, 2023, as

SHOP LOCAL MONTH

In Charleston, West Virginia and urge all citizens to celebrate our local businesses by shopping local this holiday season and throughout the year.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the Executive Department to be affixed this 20th day of November 2023.





Amy Shuler Goodwin, Mayor

Resolution No. 907-23

Introduced in Council:

Adopted by Council:

November 20, 2023

Introduced by:

Referred to:

Joe Jenkins

Finance

Resolution No. 907-23 - Confirming the Mayoral appointment of Dr. Collin Smith pursuant to Section 54-71 of Municipal Code as the Medical Director to the Charleston Fire Department, and authorizing the Mayor or City Manager to enter into a Medical Director Agreement with Dr. Collin Smith in substantially the same form as the attached exhibit, which includes a monthly stipend of \$3,200.00.

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

That the appointment of Dr. Collin Smith as Medical Director of the Charleston Fire Department is hereby confirmed, and the Mayor or City Manager is hereby authorized to enter into a Medical Director Agreement with Dr. Collin Smith in substantially the same form as the attached exhibit, which includes a monthly stipend of \$3,200.00.

MEDICAL DIRECTOR AGREEMENT

THIS AGREEMENT entered this 1st day of December, 2023, by and between The City of Charleston, a municipal corporation for and on the behalf of the Charleston Fire Department hereinafter referred to as "CFD", and Collin Smith, D.O., hereinafter referred to as "Medical Director".

WHEREAS, the CFD renders emergency medical services pursuant to the Emergency Medical Services Act of 1975, as amended, and the Code of West Virginia of 1931; and

WHEREAS, the agency requires the services of a licensed physician to ensure compliance with the Emergency Medical Services Act of 1975 and the agency desires to enter into this agreement with the medical director; and

WHEREAS, the medical director desires to perform the services required and the medical director desires to enter into this agreement with CFD; and

NOW THEREFORE, in consideration of mutual terms, conditions, covenants, and requirements contained herein, and for the purpose of ensuring medical direction to CFD in accordance with Chapter 16, Article 4C of the Code of West Virginia, the parties agree as follows:

1. CFD shall, consistent with the requirements of W.Va. Code § 16-4C-16, provide professional liability insurance for the Medical Director for any and all activity related to the performance of such duties for CFD.
2. Medical Director agrees that he shall conform to the following:
 - A.) Hold a currently registered license as a physician in WV;
 - B.) Be a full-time emergency physician or practice emergency medicine for at least half time of a full time practice;
 - C.) Possess a valid Drug Enforcement Agency (DEA) number;
 - D.) Perform the following Medical Director duties:
 - 1.) Provide such services as necessary to promote compliance by CFD EMS personnel with professionally recognized standards of patient care;
 - 2.) Direct the EMS system and the EMS personnel in the overall clinical management of patients;

Medical Director Agreement

- 3.) Assist with system development through planning, implementing, and evaluating EMS programs;
- 4.) Oversee compliance with medical policies, procedures, standards, and treatment protocols as adopted by CFD;
- 5.) Aid in the establishment of state approved treatment protocols, procedure policies, and guidelines as established by the region or state;
- 6.) Provide information and recommendations on matters requiring physician input, as requested;
- 7.) Aid in compliance with applicable state rules, regulations, and policies;
- 8.) Assist in designing/overseeing compliance with applicable security procedures for medications, fluids, and controlled substances in accordance with the United States Drug Enforcement Administration and state regulations;
- 9.) Provide medical oversight for CFD, including authorizing or prohibiting such personnel from performing Critical Care, Advanced, or Basic Life Support procedures and/or pre-arrival instructions;
- 10.) The Medical Director will oversee and maintain an active role in EMS education in the areas of original certification, recertification, continuing education, communications, and testing;
- 11.) The Medical Director shall provide medical audit, review, and evaluation of the performance of CFD personnel via an established Quality Assurance/Quality Improvement (“QA/QI”) program, at a minimum, which shall include but not be limited to a review of run reports, direct observation, and comparison of field performances with established standards, policies, protocols, and guidelines;
- 12.) The Medical Director shall provide service to CFD at the established monthly rate listed in Article 3 (Compensation) below, and have a minimum engagement of 16 hours per month;
- 13.) The Medical Director shall ensure that the CFD participates in quality assurance programs developed by the state or region;

Medical Director Agreement

- 14.) The Medical Director shall provide advice and direction to CFD on the prevention of illness and injuries which are common to EMS personnel in the performance of their duties;
 - 15.) Medical accountability and quality assurance are of paramount importance in the operation of the EMS System. The Medical Director is responsible for overseeing the medical conduct of the system's prehospital care providers;
 - 16.) The Medical Director shall hold CFD harmless for any activities performed solely and exclusively by the Medical Director; and
 - 17.) The Medical Director will provide input, review and approval of dispatch protocols, also known as Emergency Medical Dispatch cards, as may be necessary and required. Such input will include, but not be limited to, key questions, pre-arrival instructions, post-dispatch instructions, hot/cold response decisions, automatic first responder dispatch algorithms, as well as the processes involved in the ongoing analysis and review (QA/QI) of the programs and their effectiveness.
3. **Compensation.** Medical Director shall be paid the sum of \$3200.00 per month for services provided under this Agreement by the Medical Director. The parties agree that Medical Director shall generate and submit one invoice per month, containing these charges for services provided under this Agreement for the applicable month. CFD agrees to remit to Medical Director payment in full for each monthly invoice within 20 days of receipt of a proper invoice.
4. **Relationship of the Parties.** The parties agree that the Medical Director is an independent contractor of the CFD and not an employee. Medical Director will not receive the benefits of employment from CFD, including, but not limited to, health insurance and workers compensation coverage. Nothing contained in this Agreement shall be deemed to restrict in any way the prerogative and responsibility of the Medical Director to exercise independent medical judgment in all matters within the scope of his license and duties relative to the provision of services hereunder. Nothing contained in this Agreement shall be deemed to restrict or prevent the Medical Director from engaging in other emergency medical services, medical direction activities, or in any other business at such times, places and in such manner as the Medical Director shall determine, in his sole discretion, during the term of this Agreement and thereafter.
5. **Term/Termination.** This Agreement shall be effective upon signing, shall extend through October 31, 2024, and, subject to annual approval and appropriation of funds by Charleston City Council, shall be automatically renewed for successive one (1) year terms unless terminated as herein stated. This Agreement may be terminated without cause by any party by providing sixty (60) days notice in writing to all parties to this

Medical Director Agreement

Agreement.

6. **Hold Harmless.** Medical Director agrees to accept and be responsible for its own acts or omissions in providing services under this Agreement and nothing in this Agreement shall be interpreted to place any such responsibility for professional acts or omissions onto CFD. Medical Director agrees to indemnify, defend and hold harmless CFD, its directors, officers, agents, and employees from and against all claims, actions or causes of actions, including attorney fees, arising out of Medical Director's services under this Agreement.

CFD agrees to accept and be responsible for its own acts or omissions, as well as those acts or omissions of its employees, and nothing in this Agreement shall be interpreted to place any such responsibility onto Medical Director.

7. **Government Access to Records.** In accordance with 42 U.S.C. Section 1395x(v)(1) and 42 C.F.R. Section 402.300-402.304, Medical Director agrees that he will provide to the extent allowable by the law the Secretary of Health and Human Services and the Comptroller General access to the Agreement between Medical Director and CFD, and to such Medical Director books, documents and records necessary to verify the cost of services performed until the expiration of four (4) years after the services are furnished. Such access shall be provided upon written request from the Secretary of Health and Human Services or the Comptroller General or their authorized representatives.
8. **HIPAA Compliance.** CFD acknowledges that Medical Director is bound by law to have written agreements with its business partners who may have access to patient information requiring compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the rules and regulations promulgated thereunder. Accordingly, CFD shall execute the Business Associate Agreement attached as Exhibit A to this Agreement. Failure by CFD to comply with this provision shall result in immediate and automatic termination of the Agreement without penalty or cost to Medical Director.
9. **Equal Opportunity.** The parties hereto shall not discriminate against any patient or employee because of race, color, handicap, age or national origin nor shall there be any such discrimination in the employment practices and personnel policies of either party.
10. **Governing Law, Jurisdiction and Venue.** This Agreement shall be governed by the laws of the State of West Virginia and shall be construed in accordance therewith. The parties agree that any and all claims arising under this Agreement, or related thereto, shall be heard and determined either in the United States District Court for the Southern District of West Virginia or in the Circuit Court of Kanawha County, West Virginia.
11. **Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior negotiations, representations, warranties, commitments, offers, writings, and agreements.

12. **Construction of Agreement.** The language in all parts of this Agreement shall in all cases be simply construed according to its fair meaning and not strictly for or against Medical Director or CFD. The headings preceding each paragraph are for convenience only and shall not in any way be construed to affect the meaning of the paragraphs themselves.
13. **Severability.** In the event that any provision of this Agreement shall violate any applicable statute, ordinance or rule of law in any jurisdiction which governs this Agreement, such provision shall be ineffective to the extent of such violation without invalidating any other provision of this Agreement.
14. **No Waiver.** The failure by either party to require performance of any provision of this Agreement shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
15. **Assignments Prohibited.** Nothing in this Agreement shall be construed to permit assignment by CFD or Medical Director of any rights or duties under this Agreement and such assignment is expressly prohibited.
16. **Amendments.** This Agreement may not be amended, altered, modified, or extended except by written agreement signed by each of the parties hereto.
17. **Notice.** Any notice required or permitted to be given under this Agreement shall be in writing, and shall be delivered personally, or sent by overnight courier service or by U.S. certified mail, return receipt requested, postage prepaid, to the address listed below:
- If to Medical Director:
Collin Smith D.O.
6 Hunter Point Rd.
Charleston, WV 25314
- If to CFD:
115 Lee St. West
Charleston, WV 25302
Attn: Chief of EMS Operations
18. **Authority.** The persons signing below warrant that they have the right and authority to execute this Agreement for their respective entities and no further approvals are necessary to create a binding Agreement.

Medical Director Agreement

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Collin Smith, D.O.

State of West Virginia
County of Kanawha, to-wit:

The foregoing instrument as acknowledged before me the undersigned Notary Public,
in and for the County and State aforementioned by _____, this the ____ day of
_____, 2023.

Notary Public

The City of Charleston, a municipal corporation
P.O. Box 2749
Charleston, WV 25330

By: _____
Amy Goodwin, Mayor

State of West Virginia
County of Kanawha, to-wit:

The foregoing instrument as acknowledged before me the undersigned Notary Public,
in and for the County and State aforementioned by _____, this the ____ day of
_____, 2023.

Notary Public

EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA Emergency Medical Services (EMS) Fellowship	Jul 2022 – Jun 2023
Charleston Area Medical Center (CAMC), Charleston, WV Emergency Medicine Residency Chief Resident	Jul 2018 – Jun 2021
Edward Via College of Osteopathic Medicine, Blacksburg, VA Doctor of Osteopathic Medicine	Aug 2014 – May 2018
Edward Via College of Osteopathic Medicine, Blacksburg, VA Post-Baccalaureate Pre-Med Program	Jul 2013 – May 2014
Emory & Henry College, Emory, VA Bachelors of Science: Biology Minor: Chemistry Beta Beta Beta, Biological Honor Society	Aug 2006 – Jun 2010

PROFESSIONAL EXPERIENCE

Staff Physician , Charleston Area Medical Center Emergency Department, Charleston, WV • Memorial Hospital • General Hospital (Level 1 Trauma Center) • Women and Children's Hospital • Teays Valley Hospital	Jul 2023 – present
Staff Physician , Virginia Commonwealth University Emergency Department, Richmond, VA • Virginia Commonwealth University Medical Center (Level 1 Trauma Center: Adult, Pediatrics, Burn) • New Kent Emergency Center • Tappahannock Hospital • Community Memorial Hospital	Jul 2022 – Jun 2023
Staff Physician , Charleston Area Medical Center Clinical Decision Unit, Charleston, WV	Mar 2022 – Jun 2022
Staff Physician , Charleston Area Medical Center Emergency Department, Charleston, WV • Memorial Hospital • General Hospital (Level 1 Trauma Center) • Women and Children's Hospital • Teays Valley Hospital	Aug 2021 – Jun 2022
Chief Resident , Charleston Area Medical Center Emergency Medicine Residency, Charleston, WV	Jul 2020 – Jun 2021

Emergency Medicine Resident , Charleston Area Medical Center, Charleston, WV	Jul 2018 – Jun 2021
EMT-Intermediate , Botetourt County Emergency Services, Fincastle, VA	Feb 2011 – Sep 2012
EMT-Intermediate , Carilion Clinic Patient Transportation, Roanoke, VA	Nov 2010 – May 2017
Field Training Officer: 2011-2013	

ACADEMIC APPOINTMENTS

Academic Core Faculty , Charleston Area Medical Center Emergency Medicine Residency, Charleston, WV	Jul 2023 – present
Clinical Instructor , Department of Emergency Medicine, Virginia Commonwealth University School of Medicine, Richmond, VA	Jul 2022 – Jun 2023
Clinical Core Academic Faculty , Charleston Area Medical Center Emergency Medicine Residency, Charleston, WV	Aug 2021 – July 2023
- Residency Interview Panel: Fall 2021 - Core Competency Committee: Fall 2021, Spring 2022	

EMERGENCY MEDICAL SERVICE APPOINTMENTS

EMS Physician , Department of Emergency Medicine, Virginia Commonwealth University, Richmond, VA	Jul 2022 – Jun 2023
- James City County Fire Department - Henrico County Division of Fire - Chesterfield County Fire and EMS - Richmond Volunteer Rescue Squad - LifeEvac Critical Care Transport - Virginia State Police MedFlight Aeromedical Transport - Louisa County Department of Fire & EMS - Richmond Ambulance Authority - Virginia Office of EMS - Central Virginia Healthcare Coalition	
Event Medicine Physician , Department of Emergency Medicine, Virginia Commonwealth University, Richmond, VA	Jul 2022 – Jun 2023
- Colonial Downs Horseracing, New Kent, VA: July – August 2022 - NASCAR Richmond Raceway, Richmond, VA: August 2022 - PGA Tour Dominion Energy Charity Classic, The Country Club of Virginia, Richmond, VA: October 2022	

LICENSURE AND BOARD CERTIFICATION

Licensed Physician: West Virginia , West Virginia Board of Osteopathic Medicine, June 2021
Licensed Physician: Virginia , Virginia Board of Medicine, May 2022

Emergency Medicine, American Board of Emergency Medicine, June 2022

Emergency Medical Services: Board Eligible, American Board of Emergency Medicine

PRESENTATIONS AND LECTURES

Regional:

Smith, C; Fields, T. *"Prehospital Care of the "Agitated" Patient"*. Virginia Statewide EMS Fellowship Lecture. Richmond, VA. September 27, 2022. Oral Lecture.

Smith, C; Mitchell, B. *"A Case of Odontogenic Infection"*. Charleston Area Medical Center Research Day. Charleston, WV. April 20, 2021. Poster Presentation.

Smith, C; Taylor, R. *"Not All Strokes Are Strokes"*. Charleston Area Medical Center Research Day. Charleston, WV. April 21, 2020. Accepted for oral presentation.

Smith, C; Mitchell, B. *"The Fungus Among Us: Blastomycosis from 'Spider Bites?'"*. Charleston Area Medical Center Research Day. Charleston, WV. April 16, 2019. Poster Presentation.

Virginia Commonwealth University:

"EMTALA and Patient Transfers: What to do when your patient needs a 'real' doctor". VCU Emergency Medicine Resident Lecture Series. Richmond, VA. June 14, 2023.

"Obstetrical Patients in EMS". VCU EMS Fellowship Lecture Series. Richmond, VA.

"EMS Base Station". VCU Emergency Medicine Resident Lecture Series. Richmond, VA. April 26, 2023.

"The Undifferentiated and Altered Patient in EMS". VCU EMS Fellowship Lecture Series. Richmond, VA. November 8, 2022.

"Teddy Bear Triage and Treatment, MCI Training". VCU Emergency Medicine Resident Retreat. Richmond, VA. September 21, 2022.

Charleston Area Medical Center:

"Bradyarrhythmias". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. August 2, 2023.

"Procedure Day in the Forest". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. July 26, 2023.

"Prehospital Care of the "Agitated" Patient". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. January 11, 2023.

"Cold Emergencies". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. June 1, 2022.

"Platelet Disorders". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. March 23, 2022.

"Triage Systems in Emergency Medicine". CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. January 5, 2022.

“EMR Efficiency and Documentation”. CAMC Emergency Medicine Residency Lecture Series. Charleston, WV. August 11, 2021.

Prehospital EMS and Critical Care Transport:

Mass Casualty Incident, RSI Update and Airway Review, James City County Fire Department. James City County, VA. May 16, 2023.

Prehospital Blood Administration, RSI Update and Airway Review, James City County Fire Department. James City County, VA. February 14, 2023.

Prehospital Blood Administration, RSI Update and Airway Review, James City County Fire Department. James City County, VA. October 3, 2022.

Tactical EMS and RSI Update, Henrico County Division of Fire, Henrico, VA. September 20, 2022.

RSI Update and Airway Review, James City County Fire Department. James City County, VA. July 18, 2022.

RSI Update and Airway Review, Henrico County Division of Fire, Henrico, VA. July 25, 2022.

Advanced Cardiac Life Support for Experienced Providers Instructor, American Heart Association. July 2022 – present.

Clinical Competencies, HealthNet Aeromedical Services, Charleston, WV. October 15, 2021.

Point of Care Ultrasound Education, HealthNet Aeromedical Services, Charleston, WV. September 1, 2021.

Advanced Trauma Life Support Instructor, American College of Surgeons. April 2021 – present.

Advanced Cardiac Life Support and Pediatric Advanced Life Support Instructor, American Heart Association. August 2018 – present.

Instructor, Charleston Area Medical Center Life Support Training Center. August 2018 – present.

Training Center Faculty, Basic Life Support, Central Shenandoah EMS Council, Staunton, VA. February 2010 – February 2020.

Basic Life Support and First Aid Instructor, American Heart Association. February 2008 – present.

Fire, Technical Rescue, and Emergency Services:

“Citizens’ Fire Academy”. Troutville Fire Department. Troutville, VA. November 2017.

“Flue Fire Training”. Troutville Fire Department. Troutville, VA. November 9, 2017.

“Firefighter Jeopardy!!”. Troutville Fire Department. Troutville, VA. November 21, 2017.

“Swiftwater Awareness”. Troutville Fire Department. Troutville, VA. August 23, 2017.

“Roof and Ladder Operations”. Troutville Fire Department. Troutville, VA. August 9, 2017.

“Vehicle Rescue”. Troutville Fire Department. Troutville, VA. July 26, 2017.

“Swiftwater Awareness”. Troutville Fire Department. Troutville, VA. July 19, 2017.

“Firefighter Live Burn”. Troutville Fire Department. Troutville, VA. June 24, 2017.

“Swiftwater Awareness”. Troutville Fire Department. Troutville, VA. June 21, 2017.

"Swiftwater Awareness". Troutville Fire Department. Troutville, VA. April 18, 2017.

"Firefighter 1 Skills Review". Troutville Fire Department. Troutville, VA. February - April, 2017.

"ImageTrend Training". Troutville Fire Department. Troutville, VA. January 5, 2017.

"ImageTrend Training". Troutville Fire Department. Troutville, VA. January 18, 2017.

"Vehicle Extrication Training". Troutville Fire Department. Troutville, VA. January 24, 2017.

"Pump Operations Training". Troutville Fire Department. Troutville, VA. November 22, 2016.

"Wildland Fire Training". Troutville Fire Department. Troutville, VA. October 6, 2016.

"Pump Operations and Water Supply Training". Troutville Fire Department. Troutville, VA. September 8, 2016.

"Airbag Training". Troutville Fire Department. Troutville, VA. August 30, 2016.

"Airbag Training". Troutville Fire Department. Troutville, VA. August 18, 2016.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. July 30, 2016.

"Swiftwater Awareness". Troutville Fire Department. Troutville, VA. July 25, 2016.

"Hazardous Materials Operations Skills Review". Troutville Fire Department. Troutville, VA. July 12, 2016.

"Swiftwater Awareness". Troutville Fire Department. Troutville, VA. July 10, 2016.

"Swiftwater Awareness". Troutville Fire Department. Troutville, VA. July 7, 2016.

"Firefighter 2 Skills Review". Troutville Fire Department. Troutville, VA. June 30, 2016.

"Hazardous Materials Operations Test Review". Troutville Fire Department. Troutville, VA. May 24, 2016.

"Personnel Accountability Training". Troutville Fire Department. Troutville, VA. March 22, 2016.

"Vehicle Extrication Training". Troutville Fire Department. Troutville, VA. March 15, 2016.

"Personnel Accountability Training". Troutville Fire Department. Troutville, VA. February 15, 2016.

"Low Angle Rope Rescue 2". Troutville Fire Department. Troutville, VA. January 26, 2016.

"Low Angle Rope Rescue 1". Troutville Fire Department. Troutville, VA. December 28, 2015.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. September 26, 2015.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. September 12, 2015.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. August 28, 2015.

"Motel Demolition Training". Troutville Fire Department. Troutville, VA. August 7-8, 2015.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. July 24-25, 2015.

"Water Rescue Training". Botetourt County Special Operations Team. Botetourt County, VA. June 26-27, 2015.

Fire Services Instructor, Botetourt Fire-EMS, Botetourt County, VA October 2009 – present.

Fire Services Instructor, Troutville Volunteer Fire Dept., Troutville, VA. October 2009 – present.

RESEARCH

Smith, C; Fields, T; Ferguson, J; Louka, A. “*Prehospital Accuracy of Thoracostomy Placement Using the SAM ThoraSite Device*”. Virginia Commonwealth University, Department of Emergency Medicine, Richmond, VA. Sep 2022-present. Co-Investigator. Currently in IRB review.

Fields, T; **Smith, C**; Ferguson, J; Louka, A. “*Prehospital accuracy of IV drip rate determination*”. Virginia Commonwealth University, Department of Emergency Medicine, Richmond, VA. Dec 2022-present. Co-Investigator. Currently in IRB review.

Crawford, A; **Smith, C**. “*Boarding of Hip Fracture Patients in the Emergency Department of a Level 1 Trauma Center*”. Charleston Area Medical Center, Charleston, WV. Feb 2021-present. Co-Investigator. Currently in data review; accepted by IRB.

Payne, W; **Smith, C**. “*Randomized Trial Comparing the Outcomes of Diltiazem and Metoprolol Strategies for Initial Atrial Fibrillation Rate Control*.”. Charleston Area Medical Center, Charleston, WV. Sep 2019-present. Co-Investigator. Currently in data collection

Payne, W; **Smith, C**. “*Single-center prospective study of obese patients comparing two vancomycin loading dose regimens*.”. Charleston Area Medical Center, Charleston, WV. Sep 2019-present. Co-Investigator. Currently in data collection

PUBLICATIONS

Smith, C; Mullen, J; Nnennaya, O. A Case of Mycotic Pseudoaneurysm in a patient with chronic IV abuse of Heroin, *Visual Journal of Emergency Medicine*, Volume 27, 2022, 101305, ISSN 2405-4690, <https://doi.org/10.1016/j.visj.2022.101305>.

Smith, C; Tager, A; Mitchell, B. A Case of Disseminated Blastomycosis, *Visual Journal of Emergency Medicine*, Volume 21, 2020, 100825, ISSN 2405-4690, <https://doi.org/10.1016/j.visj.2020.100825>.

QUALITY IMPROVEMENT

Prehospital Statewide RSI Program, West Virginia State office of EMS, Charleston, WV July 2023 - present

Prehospital Whole Blood Program Guidance, Peninsulas EMS Council, Gloucester, VA Feb 2023

Quality Improvement: Prehospital Whole Blood Program, James City County Fire Department, Williamsburg, VA Oct 2022 – Jun 2023

Quality Improvement: RSI and Airway Review, MedFlight Aeromedical Transport, Chesterfield, VA July 2022 – Jun 2023

Quality Improvement: RSI and Airway Review , James City County Fire Department, Williamsburg, VA	July 2022 – Jun 2023
Sedation Documentation DNV Review , Charleston Area Medical Center, Charleston, WV	Sep 2021 – Feb 2022
Quality Improvement/Patient Safety: SWIFT Kidney Stone ER Protocol , Charleston Area Medical Center, Charleston, WV	Aug 2021 - present
Emergency Department Triage Review , Charleston Area Medical Center, Charleston, WV	Feb 2021
Quality Improvement/Patient Safety: ED Patient Satisfaction , Charleston Area Medical Center, Charleston, WV	Jul 2019 – Jun 2021
Quality Improvement: Hip Fracture Morbidity with ED Boarding , Charleston Area Medical Center, Charleston, WV	Aug 2019 – present
Quality Improvement/Patient Safety: Kidney Stone Protocol , Charleston Area Medical Center, Charleston, WV	Jul 2018 – Jun 2020

ADMINISTRATIVE APPOINTMENTS

Trauma ED Airway Review Committee , Charleston Area Medical Center, Charleston, WV	Aug 2021 - present
Emergency Department Power Plan Review , Charleston Area Medical Center, Charleston, WV	Feb 2021 - present
Power Plans and Order Sets Committee , Charleston Area Medical Center, Charleston, WV	Jan 2020 - present
Clinical Integration Committee (CIC) , Charleston Area Medical Center, Charleston, WV	Jan 2020 – present

ADDITIONAL CERTIFICATIONS

EMS Physician Endorsement, Virginia Office of EMS

Paramedic, National Registry of EMTs

Advanced Trauma Life Support (ATLS), American College of Surgeons

Advanced Cardiac Life Support Provider (ACLS), American Heart Association

Pediatric Advanced Life Support Provider (PALS), American Heart Association

Neonatal Resuscitation Program - Advanced (NRP), American Academy of Pediatrics

Basic Life Support Provider (BLS), American Heart Association

Biomedical Human Subjects Research IRB, CITI Program

Certificate in Quality & Safety, Institute for Healthcare Improvement (IHI)

Emergency Medical Technician – Tactical (EMT-T), Counter Narcotic and Terrorism Operational Medical Support (CONTOMS), Center for Tactical Medicine

Intermediate and Advanced Incident Command (ICS-300, ICS-400), Virginia Department of Emergency Management

Detailed list of fire, rescue, and EMS certifications available upon request.

AWARDS AND HONORS

Translating Osteopathic Understanding into Community Health (TOUCH), Council of Osteopathic Student Government Presidents

- Gold Award: 2017, 2015
- Platinum Award: 2016

Firefighter of the Year, Troutville Fire Department: 2015

Most Training Hours, Troutville Fire Department: 2008, 2009, 2010, 2011, 2012, 2013

Rookie of the Year, Blue Ridge Rescue Squad: 2006

PROFESSIONAL MEMBERSHIPS

American Academy of Emergency Medicine (AAEM)	Jul 2020 - present
National Association of EMS Physicians (NAEMSP)	Dec 2019 - present
West Virginia Chapter of NAEMSP	Dec 2019 - present
• Board of Directors: 2023-present	
Virginia Chapter of NAEMSP	Dec 2019 - present
American College of Emergency Physicians (ACEP)	May 2017 - present
West Virginia Chapter of ACEP	May 2017 - present
Virginia Chapter of ACEP	May 2017 - present
Emergency Medicine Residents' Association (EMRA)	May 2017 - present

ADDITIONAL QUALIFICATIONS

NAEMSP Medical Director's Course	Jan 2023
NREMT EMS Fellows Education Course	Dec 2022
NAEMSP EMS Fellows Quality and Safety Course	Oct 2022

VOLUNTEER AND SERVICE EXPERIENCE

Underserved Medical Mission Trip: Dominican Republic, Edward Via College of Osteopathic Medicine. April 2016.

Underserved Medical Mission Trip: El Salvador, Edward Via College of Osteopathic Medicine. January 2014.

Rescue Technician, Botetourt County Special Operations Team, Botetourt Fire-EMS, Botetourt County, VA. August 2007 – present.

- Executive Board: 2016-2018
- Team Leader: 2015-2016

Master Firefighter, Troutville Volunteer Fire Dept., Troutville, VA. January 2005 – present.

- Technology Committee: 2008-2020
- Chair, Technology Committee: 2010-2018
- By-laws/Standard Operating Guideline Committee: 2014-2018
- Training Division Chair: 2016-2018
- Training Officer: 2015-2017
- Fire Lieutenant: 2015-2017, 2011-2012
- Grant: VA Fire Incident Reporting Hardware Grant, \$1,500: 2012
- Grant: VA Dept. Fire Programs Mini-Training Grant, \$6,500: 2010
- Grant: VA Dept. Fire Programs Mini-Training Grant, \$3,242: 2010
- Grant: Assistance to Firefighters Grant (AFG), \$51,100: 2009
- Board of Directors: 2006-2012

EMT-Intermediate, Blue Ridge Volunteer Rescue Squad., Blue Ridge, VA. June 2004 – May 2013.

- Supply Officer: 2005-2006

INTERESTS

Professional: pre-hospital medicine/EMS, critical care/resuscitation, point of care ultrasound

Personal: technology, powerlifting, weightlifting, kayaking, fishing, Marvel Cinematic Universe



Municipal Beautification Commission & Tree Board

Public Tree Removal Policy and Standards

Pursuant to the City of Charleston's Tree Ordinance (Art. V, Sections 50-171-186), the policy and standards for removal of any public tree within the city are as follows:

The City of Charleston favors preserving its urban tree canopy to the maximum extent feasible. Urban trees beautify the city and also offer many public health, environmental, and economic benefits.

Because of the many benefits of urban treescapes, removal of public trees is strongly disfavored.

For many years, the decision by the city to remove a public tree generally has been a two-part inquiry:

- First, the health of a particular public tree is examined.
- Second, a determination is made whether a particular public tree presents an imminent risk of serious harm to people or property.
- If a public tree is diseased or structurally unsound, but poses no imminent risk of harm to people or property, the Director of Public Grounds has discretion to remove the public tree, leave it in place, or trim the tree, as needed. Relevant factors include cost of removal and tree maintenance, city manpower, and public sentiment.
- If a public tree is healthy and poses no imminent risk of harm to people or property, the public tree shall not be removed absent extraordinary circumstances and only after consultation with the Tree Board.

Because these long-standing standards have never been codified, the current Tree Board requests city council formally adopt these standards.

APPROVED BY THE MBC TREE BOARD ON: November 7, 2023

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	24,476	24,512	(36)	-0.15%	110,143	110,306	(162)	-0.15%	318,192	207,886
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	24,476	24,512	(36)	-0.15%	110,143	110,306	(162)	-0.15%	318,192	207,886
Mayor - CARE Office	409-02	Regular	9,400	9,400	0	0.00%	42,301	48,267	(5,967)	-14.11%	122,202	73,935
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,400	9,400	0	0.00%	42,301	48,267	(5,967)	-14.11%	122,202	73,935
City Council	410	Regular	13,000	12,500	500	3.85%	58,500	52,750	5,750	9.83%	169,000	116,250
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	12,500	500	3.85%	58,500	52,750	5,750	9.83%	169,000	116,250
City Manager - Admin.	412-00	Regular	45,609	41,689	3,920	8.59%	205,239	187,504	17,736	8.64%	592,914	405,410
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	45,609	41,689	3,920	8.59%	205,239	187,504	17,736	8.64%	592,914	405,410
City Treasurer	413	Regular	10,645	10,058	587	5.52%	47,902	45,073	2,829	5.91%	138,384	93,311
		IPT	923	1,001	(78)	-8.44%	4,154	4,070	84	2.02%	12,000	7,930
		OT	-	-	-		-	-	-		-	-
		Total	11,568	11,059	509	4.40%	52,056	49,143	2,913	5.60%	150,384	101,241
City Collector	414	Regular	62,230	55,999	6,231	10.01%	280,034	255,885	24,149	8.62%	808,987	553,102
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	16	(16)		-	(16)
		Total	62,230	55,999	6,231	10.01%	280,034	255,900	24,133	8.62%	808,987	553,087
City Clerk	415	Regular	10,444	10,444	0	0.00%	46,999	46,950	48	0.10%	135,774	88,824
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	10,444	10,444	0	0.00%	46,999	46,950	48	0.10%	135,774	88,824
Municipal Court	416	Regular	25,067	21,809	3,259	13.00%	112,803	106,963	5,839	5.18%	325,875	218,912
		IPT	1,385	1,165	220	15.88%	6,231	5,306	924	14.84%	18,000	12,694
		OT	2,052	936	1,116	54.37%	9,234	4,785	4,448	48.17%	26,675	21,890
		Total	28,504	23,910	4,594	16.12%	128,267	117,055	11,212	8.74%	370,550	253,495

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	30,558	30,558	(0)	0.00%	137,513	137,513	(0)	0.00%	397,259	259,746
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	30,558	30,558	(0)	0.00%	137,513	137,513	(0)	0.00%	397,259	259,746
Accounting	418	Regular	22,601	22,584	17	0.07%	101,705	99,449	2,256	2.22%	293,815	194,366
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	22,601	22,584	17	0.07%	101,705	99,449	2,256	2.22%	293,815	194,366
Engineering - General	420-00	Regular	39,084	40,164	(1,080)	-2.76%	175,878	179,337	(3,459)	-1.97%	508,092	328,755
		IPT	769	-	769		3,462	-	3,462		10,000	10,000
		OT	-	-	-		-	-	-		-	-
		Total	39,853	40,164	(311)	-0.78%	179,340	179,337	2	0.00%	518,092	338,755
Engineering - Stormwater	420-01	Regular	10,951	10,951	(0)	0.00%	49,281	49,281	(0)	0.00%	142,368	93,087
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	10,951	10,951	(0)	0.00%	49,281	49,281	(0)	0.00%	142,368	93,087
MOECD	421	Regular	30,945	27,935	3,010	9.73%	139,252	124,631	14,621	10.50%	402,284	277,653
		IPT	1,200	1,051	149	12.42%	74,400	73,017	1,383	1.86%	120,000	(46,983)
		OT	-	-	-		-	630	(630)		-	-
		Total	32,145	28,986	3,159	9.83%	213,652	198,278	15,374	7.20%	522,284	230,670
Human Resources	422	Regular	30,284	30,706	(423)	-1.40%	136,277	138,135	(1,858)	-1.36%	393,688	255,553
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	30,284	30,706	(423)	-1.40%	136,277	138,135	(1,858)	-1.36%	393,688	255,553
Mail Room	431	Regular	2,531	2,611	(80)	-3.16%	11,391	11,635	(245)	-2.15%	32,906	21,271
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	2,531	2,611	(80)	-3.16%	11,391	11,635	(245)	-2.15%	32,906	21,271
Building Commission	436	Regular	54,672	45,629	9,043	16.54%	246,023	202,001	44,022	17.89%	710,734	508,733
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	54,672	45,629	9,043	16.54%	246,023	202,001	44,022	17.89%	710,734	508,733

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Planning	437	Regular	37,342	37,703	(361)	-0.97%	168,039	168,702	(663)	-0.39%	485,445	316,743
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	37,342	37,703	(361)	-0.97%	168,039	168,702	(663)	-0.39%	485,445	316,743
Information Systems	439	Regular	41,592	33,735	7,856	18.89%	187,162	151,609	35,553	19.00%	540,690	389,081
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	41,592	33,735	7,856	18.89%	187,162	151,609	35,553	19.00%	540,690	389,081
General Services	440	Regular	34,676	35,207	(531)	-1.53%	156,041	159,410	(3,368)	-2.16%	450,786	291,376
		IPT	769	-	769	100.00%	3,462	-	3,462	100.00%	10,000	10,000
		OT	5,837	8,133	(2,296)	-39.32%	26,268	37,264	(10,996)	-41.86%	75,886	38,622
		Total	41,282	43,340	(2,058)	-4.98%	185,771	196,674	(10,903)	-5.87%	536,672	339,998
Constituent Services	442-01	Regular	16,976	17,098	(122)	-0.72%	76,393	76,805	(411)	-0.54%	220,692	143,887
		IPT	1,800	-	1,800	100.00%	8,100	-	8,100	100.00%	23,400	23,400
		OT	-	-	-		-	-	-		-	-
		Total	18,776	17,098	1,678	8.94%	84,493	76,805	7,689	9.10%	244,092	167,287
Morris Square Property	500	Regular	5,252	5,260	(8)	-0.15%	23,634	23,674	(40)	-0.17%	68,276	44,602
		IPT	-	-	-		-	-	-		-	-
		OT	154	12	142	92.52%	692	351	341	49.32%	2,000	1,649
		Total	5,406	5,271	135	2.49%	24,326	24,025	301	1.24%	70,276	46,251
Public Works	566	Regular	17,811	15,195	2,616	14.69%	80,148	68,649	11,499	14.35%	231,539	162,890
		IPT	-	-	-		-	-	-		-	-
		OT	385	-	385	100.00%	1,731	1,722	8	0.49%	5,000	3,278
		Total	18,195	15,195	3,000	16.49%	81,879	70,371	11,508	14.05%	236,539	166,168
Public Grounds - Adm.	567-00	Regular	70,637	64,668	5,969	8.45%	317,865	275,127	42,739	13.45%	918,278	643,151
		IPT	-	-	-		-	-	-		-	-
		OT	2,122	9,377	(7,254)	-341.81%	9,550	29,563	(20,012)	-209.55%	27,590	(1,973)
		Total	72,759	74,044	(1,285)	-1.77%	327,416	304,690	22,726	6.94%	945,868	641,178
Public Grounds - C/T	567-01	Regular	5,740	6,885	(1,145)	-19.96%	25,829	30,736	(4,907)	-19.00%	74,616	43,880
		IPT	-	-	-		-	-	-		-	-
		OT	368	1,140	(772)	-209.60%	1,657	4,996	(3,338)	-100.00%	4,788	(208)
		Total	6,108	8,025	(1,917)	-31.39%	27,486	35,731	(8,245)	-30.00%	79,404	43,673

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	740,565	699,448	41,118	5.55%	3,332,544	3,220,010	112,534	3.38%	9,627,349	6,407,339
		OT	205,208	213,281	(8,073)	-3.93%	933,376	1,084,775	(151,399)	-16.22%	2,687,584	1,602,809
		Reimb.	(3,077)	(4,789)	1,712	55.64%	(13,846)	(9,595)	(4,251)	-30.70%	(40,000)	(30,405)
		Total	942,696	907,940	34,757	3.69%	4,252,074	4,295,190	(43,116)	-1.01%	12,274,933	7,979,743
Police - Civilian	700-01	Regular	69,141	63,727	5,414	7.83%	311,135	300,901	10,235	3.29%	898,835	597,934
		IPT	3,846	1,445	2,401	62.43%	17,308	4,745	12,563	72.58%	50,000	45,255
		OT	7,794	5,537	2,256	28.95%	35,072	28,719	6,353	18.11%	101,319	72,600
		Total	80,781	70,709	10,072	12.47%	363,515	334,364	29,150	8.02%	1,050,154	715,790
Fire - Uniform	706-00	Regular	735,532	744,679	(9,147)	-1.24%	3,352,387	3,545,089	(192,702)	-5.75%	9,646,900	6,101,811
		OT	133,856	84,793	49,063	36.65%	617,161	320,379	296,782	48.09%	1,769,746	1,449,367
		Reimb.	(923)	(2,948)	2,024	219.31%	(4,154)	(9,608)	5,454	131.29%	(12,000)	(2,393)
		Total	868,465	826,524	41,940	4.83%	3,965,393	3,855,860	109,533	2.76%	11,404,646	7,548,786
Fire - Civilian	706-01	Regular	7,356	7,337	19	0.26%	33,101	28,462	4,639	14.01%	95,625	67,163
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	-	231	-	1,038	-	1,038	-	3,000	3,000
		Total	7,587	7,337	250	3.29%	34,139	28,462	5,677	16.63%	98,625	70,163
Traffic	712	Regular	34,698	37,866	(3,168)	-9.13%	156,141	164,226	(8,085)	-5.18%	451,073	286,847
		IPT	385	-	385	100.00%	1,731	-	1,731	100.00%	5,000	5,000
		OT	1,006	460	546	54.25%	4,529	12,446	(7,917)	-174.81%	13,084	638
		Total	36,089	38,326	(2,237)	-6.20%	162,401	176,672	(14,272)	-8.79%	469,157	292,485
Emergency Services	716	Regular	6,438	-	6,438	100.00%	28,973	-	28,973	100.00%	83,699	83,699
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,438	-	6,438	100.00%	28,973	-	28,973	100.00%	83,699	83,699
Street	750	Regular	197,910	160,956	36,954	18.67%	890,595	732,737	157,858	17.73%	2,572,831	1,840,094
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	16,331	8,613	7,718	47.26%	73,490	89,382	(15,892)	-21.63%	284,304	194,922
		Total	214,241	169,570	44,671	20.85%	964,085	822,119	141,966	14.73%	2,857,135	2,035,016
Equipment Maintenance	754	Regular	60,033	56,706	3,327	5.54%	270,149	267,899	2,250	0.83%	780,429	512,530
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	4,791	1,266	3,526	73.58%	21,561	8,478	13,083	60.68%	62,286	53,808
		Total	64,824	57,971	6,853	10.57%	291,709	276,377	15,332	5.26%	842,715	566,338

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	173,022	172,496	526	0.30%	778,598	785,787	(7,189)	-0.92%	2,249,283	1,463,496
		IPT	-	-	-		-	-	-		-	-
		OT	20,761	11,686	9,075	43.71%	93,423	67,403	26,019	27.85%	269,888	202,485
		Total	193,782	184,182	9,600	4.95%	872,021	853,190	18,830	2.16%	2,519,171	1,665,981
Parks & Recreation	900	Regular	98,799	86,252	12,546	12.70%	444,594	406,264	38,330	8.62%	1,284,383	878,119
		IPT	12,880	10,819	2,061	16.00%	173,880	155,616	18,264	10.50%	322,000	166,384
		OT	4,635	3,715	920	19.84%	20,859	47,540	(26,681)	-127.91%	60,259	12,719
		Total	116,314	100,787	15,527	13.35%	639,333	609,419	29,914	4.68%	1,666,642	1,057,223
Public Arts	906	Regular	4,408	4,408	(0)	0.00%	19,838	19,838	(0)	0.00%	57,309	37,471
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	4,408	4,408	(0)	0.00%	19,838	19,838	(0)	0.00%	57,309	37,471
Spring Hill Cemetery	952	Regular	28,742	27,249	1,494	5.20%	129,340	121,387	7,953	6.15%	373,649	252,262
		IPT	-	-	-	#DIV/0!	-	-	-	#DIV/0!	-	-
		OT	889	83	806	90.66%	4,001	1,367	2,633	65.82%	11,557	10,190
		Total	29,631	27,332	2,299	7.76%	133,341	122,754	10,586	7.94%	385,206	262,452
General Fund		Regular	2,809,167	2,674,424	134,743	4.80%	12,683,746	12,342,991	340,755	2.69%	36,604,161	24,261,170
		IPT	23,957	15,481	8,476	35.38%	292,726	242,754	49,972	17.07%	570,400	233,680
		OT	406,421	349,033	57,388	14.12%	1,853,641	1,739,816	113,825	6.14%	5,404,966	3,665,780
		Reimb.	(4,000)	(7,737)	3,737	93.41%	(18,000)	(19,203)	1,203	6.68%	(52,000)	(32,797)
		Total	3,235,545	3,031,201	204,344	6.32%	14,812,114	14,306,359	505,754	3.41%	42,527,527	28,127,832
Business Improvement Dist.	568	Regular	3,414	2,814	600	17.58%	15,364	7,164	8,200	53.37%	44,385	37,221
		IPT	-	-	-		-	-	-		-	-
		OT	-	47	(47)		-	47	(47)		-	(47)
		Total	3,414	2,861	553	16.21%	15,364	7,211	8,153	53.07%	44,385	37,174

CITY OF CHARLESTON
Payroll Variance Analysis
October 2023

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Land Reuse Agency	428	Regular	3,462	881	2,581	74.55%	15,577	881	14,696	94.35%	45,000	44,119
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,462	881	2,581	74.55%	15,577	881	14,696	94.35%	45,000	44,119
CARE Fund	409-02	Regular	24,938	24,927	12	0.05%	112,223	105,907	6,316	5.63%	324,200	218,293
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	24,938	24,927	12	0.05%	112,223	105,907	6,316	5.63%	324,200	218,293
Coliseum & Conv. Center	910-01	Regular	55,649	50,023	5,626	10.11%	250,421	225,693	24,728	9.87%	723,438	497,745
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	5,167	(2,860)	-123.92%	10,385	8,383	2,002	19.27%	30,000	21,617
		Total	57,957	55,190	2,767	4.77%	260,805	234,076	26,729	10.25%	753,438	519,362
Parking System	571	Regular	59,585	58,131	1,454	2.44%	268,132	266,508	1,624	0.61%	774,603	508,095
		IPT	3,923	1,907	2,016	51.39%	17,654	12,324	5,330	30.19%	51,000	38,676
		OT	1,692	181	1,511	89.28%	7,615	7,297	319	4.19%	22,000	14,703
		Total	65,200	60,219	4,981	7.64%	293,401	286,128	7,273	2.48%	847,603	561,475
Total		Regular	2,956,215	2,811,199	145,016	4.91%	13,345,463	12,949,144	396,319	2.97%	38,515,787	25,566,643
		IPT	27,880	17,388	10,492	37.63%	310,380	255,078	55,302	17.82%	621,400	272,356
		OT	410,421	354,429	55,992	13.64%	1,871,641	1,755,543	116,098	6.20%	5,456,966	3,702,053
		Reimb.	(4,000)	(7,737)	3,737	-93.41%	(18,000)	(19,203)	1,203	-6.68%	(52,000)	(32,797)
		Total	3,390,516	3,175,279	215,238	6.35%	15,509,484	14,940,562	568,922	3.67%	44,542,153	29,508,255

Vacancy Report:

City Manager	1	Fire - Uniform	13		
Building	2	Traffic	1		
Information Systems	2	Homeland Security	1		
Public Works (all)	17	Parks & Rec	4	CCCC	1
Police - Uniform	13	Cemetery	1	Parking	1
Police - Civilian	2	Total General Fund	57	Total All	59

City of Charleston West Virginia

City Treasurer's Report to City Council

Month Ending

October 2023



Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "B. D. Adams", is written over a horizontal line.

Benjamin D. Adams – City Treasurer

<u>Fund / Description</u>	<u>Collections Oct 2023</u>	<u>Withdrawals Oct 2023</u>	<u>YTD Balance Oct 2023</u>	<u>YTD Balance Oct 2022</u>	<u>FY % Increase / Decrease</u>
001 General Fund	17,524,306.42	7,021,746.38	26,925,495.71	24,363,368.29	10.52
002 Coal Severance Tax	56,262.38	25,250.00	31,068.39	21,054.90	47.56
003 Municipal Stabilization	74,766.07	0.00	16,529,167.10	19,301,653.09	-14.36
007 Business Improvement Dist Fund	17,982.38	4,550.69	54,334.57	47,784.00	13.71
009 Community Development	345,536.82	345,286.82	1,000.00	10,068.44	-90.07
014 IT Infrastructure	6,230.80	1,968.75	1,376,289.59	1,549,243.83	-11.16
015 Charleston Land Reuse	484.33	4,029.31	104,408.70	189,276.87	-44.84
017 Project West Invest	2.70	0.00	598.17	570.14	4.92
018 Planning Grant	322.79	0.00	71,361.80	58,501.22	21.98
019 Tourism & Promotions	2,917.20	20,000.00	641,703.44	662,367.73	-3.12
020 Business Development	3,127.11	9,427.48	689,817.30	1,084,979.78	-36.42
021 Community Participation	72.61	0.00	16,054.31	44,618.02	-64.02
024 LGBTQ Working Group	6.05	0.00	1,336.65	1,274.00	4.92
026 Uniform Pension Reserve Fund	1,573,872.93	648,321.00	1,981,202.86	32,651,439.18	-93.93
035 Municipal Beautification	510.27	0.00	112,809.57	127,057.18	-11.21
036 Special Demolition	111.43	0.00	24,634.75	22,980.69	7.20
037 Sister Cities	130.10	0.00	28,761.98	27,902.10	3.08
038 Solid Waste	400,648.95	78,633.65	1,545,867.92	451,111.61	242.68
039 Waste Disposal	76,532.80	76,532.80	0.00	0.00	0.00
040 Landfill Closure	29,314.99	0.00	4,359,008.69	4,035,351.31	8.02
041 Police Contributions	1,274.55	0.00	61,406.83	113,036.14	-45.68
042 Police Evidence	2,783.34	20,080.00	607,563.24	623,377.58	-2.54
043 Forfeited Funds	2,734.57	54,659.13	547,652.64	766,263.38	-28.53
044 Municipal Court	39,406.85	32,941.00	275,402.09	279,312.49	-1.40
045 Homeland Security	20,507.60	5,684.93	489,162.60	49,614.44	885.93
046 Home-ARP Inv Trust Fund	4,667.74	4,665.32	6.69	0.26	2,473.08
047 Health Insurance Reserves	1,468,543.51	0.00	9,077,460.76	6,312,040.48	43.81
048 Wayfinding Commission	83.38	0.00	18,434.61	17,570.67	4.92
049 Live On The Levee	50.40	0.00	11,142.73	9,487.40	17.45
073 American Rescue Plan	114,310.29	215,263.20	24,978,620.84	32,544,845.82	-23.25
080 Human Rights	0.00	0.00	176,793.29	176,793.29	0.00
081 Home Program	63,875.71	63,474.14	15,089.82	3,065.66	392.22
085 Firefighters Assistance Grant	0.00	0.00	77.08	77.08	0.00
088 SBA Riverfront Project Donation Account	0.00	0.00	9.18	9.18	0.00
088 SBA Riverfront Project Grant Account	0.00	0.00	10,167.71	10,167.71	0.00
094 Byrne Justice	42,802.00	42,802.00	0.00	0.00	0.00
095 Police Grants	47,767.77	209,458.97	300,365.33	337,615.23	-11.03
096 Historic Preservation	4,355.00	0.00	4,355.00	0.00	100.00
097 C.A.R.E.	89,558.28	28,742.04	81,514.43	0.00	100.00
099 Public Arts Grant	0.00	0.00	234,743.42	216,853.42	8.25
100 Sinking Fund	9,681.83	0.00	2,140,445.03	2,043,393.04	4.75
200 Infrastructure	736.40	0.00	162,803.84	155,174.06	4.92
214 Civic Center Capital Improvement	1,527.68	31,493.93	318,434.66	209,244.81	52.18
215 Municipal Auditorium Capital Improvement	1,276.17	0.00	282,135.07	251,923.37	11.99
220 General Maintenance	10,028.09	42,968.37	2,200,651.01	4,439,142.76	-50.43
221 City Service Fee Capital Project	4,887.83	210,466.13	998,244.33	1,897,828.00	-47.40
222 Facilities Maintenance	11,925.73	55,595.80	2,603,447.90	2,346,500.95	10.95
223 Green Initiative Fund	1,197.30	0.00	264,697.77	252,292.76	4.92
224 Sidewalk Improvement Fund	1,197.21	0.00	264,676.05	252,272.04	4.92
252 Public Safety Center	4,483.75	4,050.00	988,777.31	0.00	100.00
255 Ballpark Maintenance	575.81	0.00	127,298.33	97,001.53	31.23
402 Civic Center Revenue	868,322.45	527,783.71	623,626.89	73,385.73	749.79
406 Parking System Revenue	214,960.57	120,051.04	5,906,994.20	5,365,729.31	10.09
426 Parking Operation and Maintenance	18,835.37	0.00	4,164,093.30	3,330,002.30	25.05
427 Civic Center TIF Project	2,382.17	0.00	526,646.55	501,265.43	5.06
900 M - DENT	3,770.08	39,339.40	629,343.61	784,657.66	-19.79
901 Pending Forfeiture	5,380.49	5,088.58	1,186,391.34	1,153,353.56	2.86
Working Cash Advance Fund	0.00	0.00	44,925.00	44,425.00	1.13
Total All Funds	23,177,029.05	9,950,354.57	114,818,521.98	149,308,324.92	-23.10