

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., MAY 20, 2024
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 20, 2024.

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:

Frank Annie
Shannon Snodgrass
Beth Kerns
Joe Solomon
Chelsea Steelhammer
Bruce King

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the May 6, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 965-24 – Adopting the proposed Fiscal Year 2024-2025 Parking System 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 2024-2025 Parking System budget as indicated within the attached document is approved.

Finance Director Andy Wood added that the Parking System's budget is self-contained. The overall revenue is expected to decline about \$30,000 due to the recent closing of the theater. The employees will also get the same across the board pay raises as other City employees. Six vehicles are scheduled to be replaced. Surpluses will be used to address any maintenance issues.

Councilmember Taylor asked about ongoing inspections concerning the structural integrity of the parking structures. Wood replied that they had just received a report with a five-year maintenance schedule.

Councilmember Robinson confirmed with Parking Director Terri Allen that any new/future downtown leases for residents would not make any changes to the budget. They are currently working with downtown residents to address their needs.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Chairperson Jenkins declared Resolution No. 965-24 approved.

- b. Resolution No. 966-24 – Approving the proposed Fiscal Year 2024-2025 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 2024-2025 Coliseum & Convention Center and Municipal Auditorium budget as indicated within the attached document is approved.

Wood added that in FY2013, the City subsidized the operations of the Coliseum and Convention Center for \$871,000 with an operating revenue of \$2.9 million. In the current proposed budget, there is a \$900,000 subsidy (which was reflected in the previously approved General Fund Budget). There is an expected \$5.7 million generated revenue. They are expected to use approximately \$503,000 of the subsidy.

Councilmember Ceperley confirmed with Wood that revenue generated by the Convention Center goes back into the operation of the facility. Councilmember Ceperley added that she thought that part of the purpose of hiring OVG was that the subsidy would decrease, and asked why there were allotted more than they are expected to use.

Councilmember Robinson confirmed with Wood that the revenue for 2019 was \$3.1 million, with the current revenue being \$5.5 million. OVG receives an incentive on a sliding scale based on a variety of factors, but they would roughly receive \$500,000 from that \$5.5 million in revenue. Councilmember Robinson confirmed that the subsidy is essentially paying for the OVG incentive.

Councilmember Ceperley confirmed with Wood that the subsidy in 2019 was \$970,000. Wood added that the subsidy is given on an as-needed basis. In the past two years it has only been needed to pay OVG's incentive.

Councilmember Hoover confirmed with Wood that the unused portion of the subsidy stays in the General Fund.

Councilmember Jenkins asked what the increase in revenue was going toward. Wood replied that operational costs increase with the number of events. Councilmember Hoover added that they are also employing more people, which is very important. Councilmember Jenkins added that eventually, the facility should be pulling a profit above the unused subsidy.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, with one Nay from Ceperley, Chairperson Jenkins declared Resolution No. 966-24 approved.

- c. Resolution No. 967-24 – Authorizing approval of Amendment No. 8 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. 8 of the FY 2023-2024 General Fund Budget as indicated on the attached list of accounts is approved.

Wood added that proceeds from liens go into a special demolition fund. The amendment transfers those funds into the Contracted Services fund for the Building Department.

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. 967-24 approved.

- d. Resolution No. 968-24 – Authorizing the City Manager to enter into a Lease Amendment with Shaner Charleston LLC extending the ground lease of approximately 34,989.21 square feet adjacent to 100 Civic Center Drive in a form substantially similar to Exhibit A to this resolution.

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

The City Manager is authorized to enter into a Lease Amendment with Shaner Charleston LLC extending the ground lease of approximately 34,989.21 square feet adjacent to 100 Civic Center Drive in a form substantially similar to Exhibit A to this resolution.

City Manager Ben Mishoe added that Shaner operates the Holiday Inn hotel adjacent to the Coliseum and Convention Center. The current lease allows for a series of optional five-year renewals, which they want to add six additional five-year renewals to the existing contract.

Councilmember Jenkins added that that the resolution is an amendment to the existing lease, with the price escalating every five years. Mishoe added that the City has worked out a payment plan with the company regarding a previous lease issue.

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. 968-24 approved.

- e. Resolution No. 969-24 – Authorizing the Mayor or City Manager to purchase real property on the 1300 Block of Lee Street East adjacent to Charleston Fire Department Station 1 for purchase prices totaling \$295,000, as shown in the attached Purchase and Sale Agreements and to execute all necessary documents in order to finalize the purchase, including the payment of any necessary closing costs of up to \$15,000.

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

The Mayor or City Manager is hereby authorized to purchase real property on the 1300 Block of Lee Street East adjacent to Charleston Fire Department Station 1 for purchase prices totaling \$295,000, as shown in the attached Purchase and Sale Agreements, and to use such property for the construction of a Fire Department Headquarters. The Mayor or City Manager are further authorized to expend up to \$15,000 in closing costs necessary to finalize the transfer of property.

Mishoe added that the Public Safety Center Study did not recommend that Police and Fire be housed in the same facility. As such, this and the following two resolutions are for the consolidation of the Fire Department under one roof. The resolutions are to purchase property that would include administration offices, a training center and a wellness center, as well as for the design and construction.

Councilmember Robinson confirmed with Mishoe that the money for this entire project will be paid with ARPA 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. 969-24 approved.

- f. Resolution No. 970-24 – Authorizing the Mayor or City Manager to enter into a contract with KZF Design, Inc. for the provision of architectural design, engineering, and construction management services for a new Charleston Fire Department administrative, training, and wellness headquarters.

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 KZF Design, Inc. for the provision of architectural design, engineering, and construction management services for a new Charleston Fire Department administrative, training, and wellness headquarters.

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. 970-24 approved.

- g. Resolution No. 971-24 – Authorizing the Mayor or City Manager to enter into a contract with The Thrasher Group, Inc. for phase one of the renovation project of the Charleston Fire Department’s eight fire stations, with this phase including a condition assessment and creation of base plans for each station.

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 The Thrasher Group, Inc. for phase one of the renovation project of the Charleston Fire Department’s eight fire stations, with this phase including a condition assessment and creation of base plans for each station.

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. 971-24 approved.

- h. Resolution No. 972-24 – Authorizing the Mayor or City Manager to purchase a total of twenty model year 2025 Ford Interceptors from Stephens Auto Group, including seventeen for the Charleston Police Department and three for the Charleston Fire Department, at a price of \$44,143.00 each pursuant to a competitive bid process.

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

That the Mayor or City Manager is authorized to purchase a total of twenty model year 2025 Ford Interceptors from Stephens Auto Group, including seventeen for the Charleston Police Department and three for the Charleston Fire Department, at a price of \$44,143.00 each pursuant to a competitive bid process.

Mishoe added that the City received one response from the competitive bid. The vehicles are part of the regular replacement schedules for both Departments.

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. 972-24 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.