

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., JUNE 17, 2024
AV ROOM #308, CITY HALL

Brent Burton, Vice Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., June 17, 2024.

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:

Emmett Pepper
Chelsea Steelhammer
Beth Kerns
Frank Annie
Caitlin Cook
Shannon Snodgrass
Bruce King

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the June 3, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 976-24 – Authorizing the Mayor or City Manager to submit an application to the WV Division of Administrative Services under the Victims of Crime Act grant program for the Charleston Police Crime Victims Specialist in the amount of \$29,500 and administer any funds awarded. This grant will provide partial salary reimbursement, travel/training and bus vouchers for crime victims. There is a required 30% match on this grant that will be met through salary costs not reimbursed through the grant.

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 Division of Administrative Services under the Victims of Crime Act grant program for the Charleston Police Crime Victims Specialist in the amount of \$29,500 and administer any funds awarded. This grant will provide partial salary reimbursement, travel/training and bus vouchers for crime victims. There is a required 30% match on this grant that will be met through salary costs not reimbursed through the grant.

City Manager Ben Mishoe added that the funds will help pay for the Victim Advocate position. The City has received this grant whenever they have had that position. There is a required 30% match that will be met through salary costs.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 976-24 approved.

- b. Resolution No. 977-24 – Authorizing the Mayor to sign and submit to the U.S Department of Housing and Urban Development the Annual Action Plan for Program Year 2024 (FY 2024 to 2025), Year 5 of the Consolidated Plan and all required certifications and agreements, including Sub-recipient project contracts relating to the Annual Action Plan.

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

That the Mayor is hereby authorized and directed to sign and submit to the U. S. Department of Housing and Urban Development the Annual Action Plan for Program Year 2024 (FY 2024 to 2025), Year 5 of the Consolidated Plan and all required certifications and agreements, including Sub-recipient project contracts relating to the Annual Action Plan.

Mishoe added that this is the fifth year of the 5-Year Consolidated Plan. MOECD Director Andy Backus added that they have held two public meetings, a 30-day public comment period and multiple sessions. The Plan will fund neighborhood facilities, public services, infrastructure, and supportive maintenance to affordable housing. It is a boost to economic and community development. He added that the plan meets/exceeds HUD's standards.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 977-24 approved.

- c. Resolution No. 978-24 – Whereas, the City of Charleston is a member of—and is fiscal agent for—the Metropolitan Drug Enforcement Network Team (“MDENT”);

Whereas, the City of Charleston Police Department also operates a Special Enforcement Unit (“SEU”), which utilizes unmarked vehicles in its operation;

Whereas, from time to time, MDENT and SEU must quickly purchase vehicles to further its public safety mission, which necessarily requires covert movements and operations;

Whereas, current vehicle shortages and manufacturing delays has made it difficult for MDENT and SEU to timely acquire vehicles;

Whereas, when vehicles are ready to be purchased on dealer lots, the vehicles are often sold before MDENT or SEU can obtain City Council purchasing approval;

Whereas, the Chief of the Charleston Police Department has requested that the Administration find a way to lessen the burden of acquiring vehicles for MDENT and SEU;

Whereas, City Council approved similar resolutions for the previous two fiscal years;

Whereas, the Administration recommends that the City Council grant direct purchasing authority to the Mayor or City Manager pursuant to Municipal Code Section 2-486 so vehicles may be acquired in expedited fashion without the need for individual authorizing resolutions;

Whereas, the Mayor or City Manager will ensure that sufficient funds are available within applicable MDENT or SEU accounts prior to purchasing any vehicles; and

Whereas, the Mayor or City Manager will ensure that the purchase of any vehicles adheres to competitive contracting principles to ensure lowest reasonable price is secured;

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

That the Mayor or City Manager is authorized to directly purchase various vehicles for the Metropolitan Drug Enforcement Network Team (“MDENT”) and/or the Special Enforcement Unit (“SEU”) without first obtaining an authorizing resolution from the City

Council; provided
that any vehicle may not exceed the purchase price of \$45,000, and multiple written
quotes for identical or substantially similar vehicles must be obtained prior to purchase.
The City Manager
is directed to create a separate purchasing file related to vehicle purchases made under
the
authority granted by this resolution and is further directed to file a report with the City
Clerk
regarding all purchases made under this authority at the second Council meeting of
each June.

Mishoe added that this will be the third year for this authorization. The City serves as the fiscal agent for MDENT. The ability to be able to purchase these vehicles within the stated threshold without prior authorization has been useful, and Mishoe recommended that continue. The resolution requires that the City Manager file a report to Council regarding any vehicles that are purchased. The resolution also increases the threshold to \$45,000. It would also not require that this resolution be approved every year.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 978-24 approved.

- d. Resolution No. 979-24 – Authorizing the Mayor or City Manager to enter into a contract with artist Jonathan Cox to design, fabricate, transport, and install an original piece of art at City Center at Slack Plaza, where the total amount of the Contract will be \$50,000.00, and where \$14,000.00 of this amount is a donation to the City from the Briar Hills Garden Club, and where the procurement was the result of a Public Art committee selection process of multiple applications and proposals.

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 artist Jonathan Cox to design, fabricate, transport, and install an original piece of art at City Center at Slack Plaza, where the total amount of the Contract will be \$50,000.00, and where \$14,000.00 of this amount is a donation to the City from the Briar Hills Garden Club, and where the procurement was the result of a Public Art committee selection process of multiple applications and proposals.

Mishoe added that the resolution was for a piece of art to be installed at City Center at Slack Plaza on the Living Wall. The proposals were reviewed and chosen by a Public Art committee. Part of the price will be paid with a donation from the Briar Hills Garden Club.

Councilmember Taylor asked about the intent of the piece. Public Arts Art Director Jeff Pierson replied that the piece will have Blenko Glass and that parts of the piece will be backlit. The piece will be installed by the artist probably around December. The piece is called River Flow, and is meant to represent Charleston as a river city.

From the audience, Councilmember Pepper confirmed with Pierson that there are no current places for art for the other blank wall.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 979-24 approved.

- e. Resolution No. 980-24 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2024, and ending June 30, 2025.

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 (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2024, and ending June 30, 2025.

Mishoe added that the resolution is for the annual renewal of the City's MOU with MDENT. The MOU is the same as the previous year's.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 980-24 approved.

- f. Resolution No. 981-24 – Authorizing the City Treasurer to transfer \$500,000 from the Opioid Settlement Fund (Fund 027) to the CARE Office Fund (Fund 097) to be used for continued operation of the CARE Office’s Quick Response Team (QRT) and Mental Health Coordinator due to the expiration of federal grants associated with each program.

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

That the City Treasurer is hereby authorized to transfer \$500,000 from the Opioid Settlement Fund (Fund 027) to the CARE Office Fund (Fund 097) to be used for continued operation of the CARE Office’s Quick Response Team (QRT) and Mental Health Coordinator due to the expiration of federal grants associated with each program.

Mishoe added that the resolution transfers money from the Opioid Settlement into the CARE Office Fund to maintain funding for the two Quick Response Team employees and the Mental Health Coordinator. The City intends to apply for additional grant funding for these positions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 981-24 approved.

- g. Resolution No. 982-24 – Approving the renewal of that certain lease between the City of Charleston and the Religious Coalition for Community Renewal, Inc. (“RCCR”), dated July 22, 2014, relating to the use of the building and property located at 801 Smith Street, which provides affordable housing to low and moderate income residents through the operation of Smith Street Station, where the original lease permitted a renewal under the same terms and conditions with 90-day written notice from RCCR to the City and City Council approval.

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

That the renewal of that certain lease between the City of Charleston and the Religious Coalition for Community Renewal, Inc. (“RCCR”), dated July 22, 2014, relating to the use of the building and property located at 801 Smith Street, which provides affordable housing to low and moderate income residents through the operation of Smith Street Station, is approved.

Mishoe added that the lease was originally signed in 2014. He added that the organization provides low/middle income housing for families.

The RCCR Director, Kevin Jones, added that the organization has managed that building since 1991. They would like to eventually take ownership of the building within the next 10 years.

From the audience, Councilmember Snodgrass confirmed with Mishoe that RCCR pays for all the utilities associated with the building. Jones added that the City does a portion of the maintenance (HVAC, hot water tanks, etc.).

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 982-24 approved.

- h. Resolution No. 983-24 – Authorizing the Mayor or City Manager to enter into a contract with Bear Contracting LLC., in the total amount not to exceed \$3,088,350 to perform asphalt street paving construction services, where the contract price was 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 contract with Bear Contracting LLC., in the total amount not to exceed \$3,088,350 to perform asphalt street paving construction services, where the contract price was determined through a competitive bidding process.

Mishoe added that the resolution is for the annual asphalt paving contract. The resolution lists the estimated amount of asphalt needed, so the actual amount could be less but will not be more.

Councilmember Moore added that streets in Wards 4 and 6 are still undergoing work from the gas leak. Mishoe added that Councilmembers could submit streets that needed paving to the Administration, but the utility company would be responsible for fixing that damage.

Councilmember Robinson confirmed with City Engineer Chris Knox that the chosen company did paving work for the City in 2020.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 983-24 approved.

- i. Resolution No. 984-24 – Authorizing the Mayor or City Manager to enter into a contract with Stryker Medical for a LifePak 15 v4 AED heart monitor and accessories for the use by the CARE 1 Crisis Intervention Team Unit pursuant to a competitively sourced contract.

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

That the Mayor or City Manager to enter into a contract with Stryker Medical for a LifePak 15 v4 AED heart monitor and accessories for the use by the CARE 1 Crisis Intervention Team Unit pursuant to a competitively sourced contract.

Mishoe added that the resolution is to purchase a mobile unit for the CARE Office, to be used predominately by medics that will be riding with the CARE Team. Team members will also be trained.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting in the majority as affirmative, Vice Chairperson Burton declared Resolution No. 984-24 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.