



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, July 15, 2024
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 7-1-2024

II. RESOLUTIONS:

- a. Resolution No. 990-24 – Authorizing the Mayor or City Manager to purchase an annual renewal of the Charleston Police Department’s record management software from Tritech Software Systems.
- b. Resolution No. 991-24 - Authorizing the Mayor or City Manager to purchase two 2024 Ford F-550 trucks from Stephens Auto Group for the Charleston Street Department.
- c. Resolution No. 992-24 - Authorizing the Mayor or City Manager to purchase one 2024 Ford F-250 from Midstate Automotive for the Charleston General Services Department at a total cost of \$69,855.00 pursuant to a competitive bid process.
- d. Resolution No. 993-24 - Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC for the 2024 Concrete Sidewalk & Accessible Ramp repairs.
- e. Resolution No. 994-24 - Authorizing approval of Amendment No. 1 of the FY 2024-2025 General Fund Budget.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JULY 1, 2024
AV ROOM #308, CITY HALL

Joseph Jenkins, Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., June 17, 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:

Emmett Pepper
Chelsea Steelhammer
Frank Annie
Bruce King
Bobby Haas
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 June 17, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 985-24 – Receiving the Work Plan Summary of the City Center Business Improvement District, approving the proposed budget of the City Center Business Improvement District for the 2024-2025 fiscal year, and maintaining the same levying rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District.

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

That the Work Plan Summary of the City Center Business Improvement District is received; that the proposed budget of the City Center Business Improvement District for the 2024-2025 fiscal year, as attached as Exhibit A hereto, is approved; and that, and the rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District remains levied at the equation of (total land lot size square footage x .075) + (total building square footage x .03325).

City Manager Ben Mishoe added that the resolution is for the proposed budget that the BID District is required to submit to Council every year. The levy rates are the same as last year.

Councilmember Jenkins confirmed that the number of profit businesses stayed the same.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 985-24 approved.

- b. Resolution No. 986-24 – Authorizing the Mayor or City Manager to purchase computers and monitors from HP in the total amount of \$62,580 for the City of Charleston, the Charleston Coliseum and Convention Center, and Metropolitan Drug Enforcement Network Team (“MDENT”) as part of the regularly budgeted computer replacement cycle, and pursuant to a competitively sourced statewide contract.

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

That the Mayor or City Manager is authorized to purchase computers and monitors from HP in the total amount of \$62,580 for the City of Charleston, the Charleston Coliseum and Convention Center and Metropolitan Drug Enforcement Network Team (“MDENT”) pursuant to a competitively sourced statewide contract.

Mishoe added that the purchase will be for computers, laptops and monitors for use throughout the City. The City will be using a statewide contract for competitive prices.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 986-24 approved.

- c. Resolution No. 987-24 – Authorizing the Mayor or City Manager to enter into a three-year contract with Segra for internet services at various City offices and buildings in the amount of \$7,785.00 per month pursuant to a competitively sourced statewide contract.

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

That the Mayor or City Manager is authorized to enter into a three-year contract with Segra for internet services at various City offices and buildings in the amount of \$7,785.00 per month pursuant to a competitively sourced statewide contract.

Mishoe added that the City will be switching internet services, although they will be retaining Frontier for some smaller services. As a result of IS Director Adam Cotrell's investigation, the City will be saving approximately \$9,000 a month.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 987-24 approved.

- d. Bill No. 8036 – A BILL to amend and reenact Section 2-713 of the Municipal Code of the City of Charleston, as amended, by removing provisions regarding surplus funds in order to be consistent with state law.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 2-713 of the Municipal Code of the City of Charleston, as amended, is hereby amended and reenacted to read as follows:

Sec. 2-713. Creation of fund; rate and manner of fees.

(a) There is hereby created a special revenue fund within the city treasury to be known as the City Center BID Fund, along with any subaccounts deemed necessary by the district board.

(b) The City Center Business Improvement District FY2021 BID Work Plan and Budget sets the rate of annual fees for the City Center BID on each private for-profit property owner at the equation of (total land lot size square footage x .075) + (total building square footage x .03325). The maximum rate of any annual fees that may be imposed upon a single commercial property in the City Center BID, as calculated by the aforementioned formula, will be \$25,000.00 annually. It is anticipated that cumulative revenue from the initial annual fee will be \$100,000.00. The City Center BID Board provided the assessed amounts for FY2021 to the city in December 2021. For each subsequent year, the City Center BID Board shall provide to the city collector the assessed amounts no later than May 15. Pursuant to W. Va. Code § 8-13A-12, city council may levy the assessments by ordinance upon receipt of the proposal from the City Center BID Board. City council shall levy the rates for each fiscal year after the City Center BID Board provides the assessments.

(1) Pursuant to W. Va. Code § 8-13A-12(a), the levy amount shall be "only to the extent necessary to fund the budget proposed by the district board" and "[a]ny surplus in the fund in a fiscal year shall be applied to reduce the amount of service fees required for the next fiscal year."

(2) As used in this section, the term "surplus" shall mean the amount by which the service fees collected in a full fiscal year exceed the budgeted amount of anticipated service fee revenue used to fund the ongoing operations and services of the City Center BID District. The term "surplus" shall not include, and the calculation of any surplus shall not take into consideration, any gifts, grants, or other appropriations that are designated for specific projects or purposes that are separate from the general ongoing operations and services of the City Center BID District.

(c) Any person who desires to challenge the City Center BID Board assessment shall file a petition for reassessment with the city collector within 30 days of receiving notice of the assessment. The petition shall state the reasons the person is seeking the

reassessment. After the filing of a petition, the city collector shall set the petition for an administrative hearing and give the board an opportunity to respond in writing in advance of the hearing. The petitioner and the board may represent themselves or be represented by counsel at the administrative hearing. The city collector, or a hearing examiner designated by the city collector, shall conduct an informal and impartial administrative hearing and make a prompt decision on the petition for reassessment after hearing all of the evidence and argument. An appeal of the city collector's decision may be taken by the petitioner or the board to the Circuit Court of Kanawha County within 30 days of the city collector's decision.

(d) The fees assessed by the City Center BID upon the property owners shall be collected through the City of Charleston's City Collector on a biannual (twice per year) basis. The collection efforts from the city collector shall clearly state it is assessing fees for the City Center BID. All funds collected from the fees shall be placed in the City Center BID Fund created by this section. The City Center BID Fund may also receive other voluntary contributions.

(e) Notwithstanding any provision of this Code to the contrary, any expenditure authorized by the City Center BID Board from the City Center BID Fund up to \$100,000.00 is exempt from the purchasing rules of the City of Charleston. Any individual expenditure in excess of \$100,000.00 by the City Center BID Board shall require City Council approval prior to authorization. The City Center BID Board shall generally submit requests for purchase orders to the city manager's office in advance of any purchase being made, which the city manager will approve as long as the vendor is in good standing with the city collector's office and there are no other legal issues with payment.

(f) The city collector shall have plenary power and authority to promulgate any rules necessary to carry out the assessment, hearing, and collection provisions of this article. The city collector shall work in conjunction with the City Center BID Board to develop such rules.

Mishoe added that State Law recently modified the ability for Business Improvement Districts to carry surplus over from year to year.

Councilmember Burton moved to approve the Bill. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8036 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 990-24

Introduced in Council:

July 15, 2024

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 990-24 - Authorizing the Mayor or City Manager to purchase an annual renewal
2 of the Charleston Police Department's record management software from Trittech Software
3 Systems for \$80,370.73.

4
5 Be it Resolved by the Council of the City of Charleston, West Virginia:

6
7 That the Mayor or City Manager is hereby authorized to purchase an annual renewal of the
8 Charleston Police Department's record management software from Trittech Software Systems
9 for \$80,370.73.



CITY OF CHARLESTON
Purchase Request

INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000.01 or more**. A minimum of 3 quotes is required for this form.

Date: 7/2/2024

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

**Renewal of software maintenance contract
for the CPD records management system.**

Purchase justification: _____

Needed to keep software and hardware up to date.

If approved, the total purchase price will be: **\$80,370.73**

(Check One)

☐

The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☒

The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|---------------------------------|----------------------------------|
| 1. | <u>Tritech Software Systems</u> | Price Quote: \$ <u>80,370.73</u> |
| 2. | <u></u> | Price Quote: \$ <u></u> |
| 3. | <u></u> | Price Quote: \$ <u></u> |
| 4. | <u></u> | Price Quote: \$ <u></u> |
| 5. | <u></u> | Price Quote: \$ <u></u> |

The apparent low-bid vendor *meeting specifications* is: Tritech Software Systems

AND

- ☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

- ☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

This is a software renewal on Tritech Records Management system

so they are the sole source. Original purchase C.A. 12/19/2016 from Zurecher (name changed to Central Square & Trittech is a subsidiary)

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

LF.

Request Submitted By: Lisa Fisher for CPD Department: City Manager's Office

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: *Cheryl Wad* Date: 7/8/2024
Authorized Financial Officer

Council Approval Required

Account Number: 001-700-00-000-2-216 (budgeted)

City Manager Approval: _____ Date: _____



Invoice

Invoice No (1 of 1)
414656

Date
7/1/2024

Page
1 of 3

Tritech Software Systems, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
Charleston Police, WV
Greg Lucas
501 Virginia Street East
Room 101
Charleston WV 25301
United States

Ship To
Charleston Police, WV
Greg Lucas
501 Virginia Street East
Room 101
Charleston WV 25301
United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
16248	Charleston Police, WV		USD	8/28/2024

	Description	Units	Rate	Extended
Quote No. Q-160956				
1	Administration Core Annual Maintenance Fee - Annual Maintenance Fee Administration Server License Maintenance: Start:8/29/2024, End: 8/28/2025	1	2,386.65	2,386.65
2	Extend Adapter License (ZU) Annual Maintenance Fee - Annual Maintenance Fee Extend Adapter License Maintenance: Start:8/29/2024, End: 8/28/2025	1	668.71	668.71
3	Mobile Core Annual Maintenance Fee - Annual Maintenance Fee Mobile Server License Maintenance: Start:8/29/2024, End: 8/28/2025	1	3,818.63	3,818.63
4	Mobile NCIC Annual Maintenance Fee - Annual Maintenance Fee Mobile NCIC Client License Maintenance: Start:8/29/2024, End: 8/28/2025	40	0.00	0.00
5	Mobile Records Annual Maintenance Fee - Annual Maintenance Fee Mobile Records Client License Maintenance: Start:8/29/2024, End: 8/28/2025	40	181.41	7,256.42
6	Portal Server License Annual Maintenance Fee - Annual Maintenance Fee Portal Server License Maintenance: Start:8/29/2024, End: 8/28/2025	1	3,150.57	3,150.57
7	Records - N-DEx Adapter (IA IEPD) Annual Maintenance Fee - Annual Maintenance Fee Records - N-DEx Adapter (IA IEPD) Maintenance: Start:8/29/2024, End: 8/28/2025	1	0.00	0.00
8	Records - WV Crime Reporting (NIBRS) Interface Annual Maintenance Fee Records - WV Crime Reporting (UCR) Interface Maintenance: Start:8/29/2024, End: 8/28/2025	1	0.00	0.00



Invoice

Invoice No (1 of 1)
414656

Date
7/1/2024

Page
2 of 3

Tritech Software Systems, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

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Charleston Police, WV
Greg Lucas
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Ship To
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Room 101
Charleston WV 25301
United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
16248	Charleston Police, WV		USD	8/28/2024

	Description	Units	Rate	Extended
9	Records Core Annual Maintenance Fee - Annual Maintenance Fee Records Server License Maintenance: Start:8/29/2024, End: 8/28/2025	2	11,457.82	22,915.64
10	Records Property and Evidence Extend Annual Maintenance Fee - Annual Maintenance Fee Property and Evidence Extend Client License Maintenance: Start:8/29/2024, End: 8/28/2025	2	67.00	134.01
11	Reporting Core Annual Maintenance Fee - Annual Maintenance Fee Reporting Server License Maintenance: Start:8/29/2024, End: 8/28/2025	1	0.00	0.00
12	ZSuite - Time Synchronization Interface Annual Maintenance F - Annual Maintenance Fee Zuercher Suite - Time Synchronization Interface Maintenance: Start:8/29/2024, End: 8/28/2025	1	0.00	0.00
13	ZSuite - WEAPON/NCIC Interface (Basic Queries) Annual Maintenance - Annual Maintenance Fee Zuercher Suite - WEAPON/NCIC Interface (Basic Queries) Maintenance: Start:8/29/2024, End: 8/28/2025	1	2,227.94	2,227.94
14	ZSuite Production GIS Server Hardware Maintenance - Annual Maintenance Fee Zuercher Suite Production GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	3,437.35	3,437.35
15	ZSuite Production NCIC Server Hardware Maintenance - Annual Maintenance Fee Zuercher Suite Production NCIC Server (Virtualized Server, OS, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	1,527.70	1,527.70
16	ZSuite Production Server Hardware Maintenance - Annual Maintenance Fee Zuercher Suite Production Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	10,503.68	10,503.68



Invoice

Invoice No (1 of 1)
414656

Date
7/1/2024

Page
3 of 3

Tritech Software Systems, a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

Bill To
Charleston Police, WV
Greg Lucas
501 Virginia Street East
Room 101
Charleston WV 25301
United States

Ship To
Charleston Police, WV
Greg Lucas
501 Virginia Street East
Room 101
Charleston WV 25301
United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
16248	Charleston Police, WV		USD	8/28/2024

	Description	Units	Rate	Extended
17	ZSuite Training/Testing Server Hardware Maintenance - Annual Maintenance Fee Zuercher Suite Training/Testing Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	6,874.70	6,874.70
18	ZSuite Warm Standby GIS Server - Annual Maintenance Fee Zuercher Suite Warm Standby GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	3,437.35	3,437.35
19	ZSuite Warm Standby NCIC Server - Annual Maintenance Fee Zuercher Suite Warm Standby NCIC Server (Virtualized Server, OS, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	1,527.70	1,527.70
20	ZSuite Warm Standby Server - Annual Maintenance Fee Zuercher Suite Warm Standby Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing) Maintenance: Start:8/29/2024, End: 8/28/2025	1	10,503.68	10,503.68

Please include invoice number(s) on your remittance advice.

Subtotal 80,370.73

ACH:

Routing Number 121000358

Account Number 1416612641

E-mail payment details to: Accounts.Receivable@CentralSquare.com

Tax 0.00

Invoice Total 80,370.73

Check:

12709 Collection Center Drive

Chicago, IL 60693

Payments Applied 0.00

Balance Due USD 80,370.73

CITY OF CHARLESTON
Police Department
Purchase Request Form

Date: 6/12/2024 Purchase Order #: _____

Vendor: Central Square Phone #: _____

Contact: Mabel Jose Peralta Fax: _____

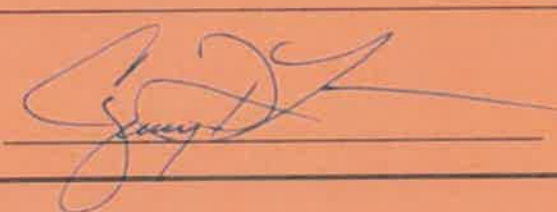
Address: _____
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
1	Central Square/Zuercher Renewal	80,370.73	80,370.73
TOTAL			80,370.73

Requested By: Sgt Greg Lucas Date: 6/12/2024

Purpose of Request: Renewal Order # Q-160956 Start Date August 29, 2024 - August 28, 2025

For support for PD Records Management System.

Division Commander:  Date: 12 JUN 24
☐ Denied ☒ Approved

Bureau Commander: _____ Date: _____
☐ Denied ☐ Approved

Chief of Police:  Date: 12 Jun 24
☐ Denied ☒ Approved

Budget Officer:  Date: 7/2/2024
☐ Denied ☒ Approved

Council Action Date: _____ Account: 2-216



Revenue Tr@cking System

Main Menu \ Account/Contractor Status Inquiry

Basic Account Information

Account ID #	31688	Business and Occupation Active:	
Account Name:	TRITECH SOFTWARE SYSTEMS	Business License Active:	No
DBA:		City Services Fee Active:	No
Status:	ACTIVE	Status Date:	02/11/2021
Date Entered RTS:	02/11/2021	Date Start:	01/01/2011
Location Code:	OUTSIDE	SIC:	7372
Phone Number:	(407) 304-3235	Cell Number:	
Contact Name:	FRANCESCA ROGERS		

Account Physical Address

Attention To:
Address 1: 1000 BUSINESS CENTER DRIV
Address 2:
City, State: LAKE MARY, FL 32746

Account Mailing Address

Address Type: Account Physical Address

Lookup Results :

Trace Number: 69109

Results: **The Account is allowed to have transactions**

[RETURN TO INQUIRE](#)

Logged in User: Fisher, Lisa

Tuesday, July 02 2024

[Logout](#)

Resolution No. 991-24

Introduced in Council:

July 15, 2024

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 991-24-24 – Authorizing the Mayor or City Manager to purchase two model year
2 2024 Ford F-550 trucks from Stephens Auto Group, for the Charleston Street Department, at a
3 total cost of \$194,886.00 pursuant to a competitive bid process.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase two model year 2024 Ford F-550
8 trucks from Stephens Auto Group, for the Charleston Street Department, at a total of
9 \$194,886.00 pursuant to a competitive bid process.

2024-31 F550 Regular Cab 4X4		
Business	Opened at	Bid Total
One Nation	6/27/2024	\$289,900.00
Midstate Automotive	6/27/2024	\$207,769.00
Worldwide	6/27/2024	\$279,504.00
Stephens Auto Group	6/27/2024	\$194,886.00

Resolution No. 992-24

Introduced in Council:

July 15, 2024

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 992-24 – Authorizing the Mayor or City Manager to purchase one model year 2024 Ford F-250 utility bed crew cab truck from Midstate Automotive, for the Charleston General Services Department at a total cost of \$69,855.00 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 one model year 2024 Ford F-250 utility bed crew cab truck from Midstate Automotive, for the Charleston General Services at a total of \$69,855.00 pursuant to a competitive bid process.

2024-30 F250 Utility Bed Crew Cab		
Business	Opened at	Bid Total
One Nation	6/27/2024	\$79,494.00
Midstate Automotive	6/27/2024	\$69,855.00
Stephens Auto Group	6/27/2024	\$70,365.00

Resolution No. 993-24

Introduced in Council:

July 15, 2024

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 993-24 – Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC, in an amount not to exceed of \$1,042,000.00 for the 2024 Concrete Sidewalk & Accessible Ramp repairs 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 McClanahan Construction Company, LLC, in an amount not to exceed of \$1,042,000.00 for the 2024 Concrete Sidewalk & Accessible Ramp repairs where the contract price was determined through a competitive bidding process.

2024-29 SIDEWALK & ACCESSIBLE RAMP REPAIR			MCCLANAHAN		L&T		SQP	
Item	Unit	Quantity	Price	Extension	Price	Extension	Price	Extension
BID AND PROPOSAL FORM (2 OF 3)								
Item 3.01 – Concrete Ramp and Sidewalk	SF	26,600.00	\$30.00	\$798,000.00	\$31.00	\$824,600.00	\$29.00	\$771,400.00
Item 3.02 - Curb and Gutter	LF	250.00	\$45.00	\$11,250.00	\$95.00	\$23,750.00	\$85.00	\$21,250.00
Item 3.03 - Integral Curb	LF	3,300.00	\$30.00	\$99,000.00	\$45.00	\$148,500.00	\$75.00	\$247,500.00
Item 3.04 - Plain Curb	LF	700.00	\$35.00	\$24,500.00	\$45.00	\$31,500.00	\$60.00	\$42,000.00
Item 3.05 - Detectable Warning Surfaces	EA	190.00	\$250.00	\$47,500.00	\$260.00	\$49,400.00	\$200.00	\$38,000.00
Item 3.06 – Curb Inlet Adjustment	EA	15.00	\$250.00	\$3,750.00	\$1,000.00	\$15,000.00	\$750.00	\$11,250.00
Item 3.07 - Asphalt Replacement	TON	10.00	\$400.00	\$4,000.00	\$250.00	\$2,500.00	\$500.00	\$5,000.00
Item 3.08 – Traffic Control	LS	1.00	\$44,000.00	\$44,000.00	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00
Item 3.09 – Allowances Item 3.09 – Allowances	LS	1.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
3 Items		Totals		\$1,042,000.00		\$1,130,250.00		\$1,176,400.00
Local Vendor Preference		Totals	(\$5,000)	\$1,037,000.00	DOES NOT QUALIFY		(\$5,000)	\$1,171,000.00

Resolution No. 994-24

Introduced in Council:

Adopted by Council:

July 15, 2024

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 994-24 - Authorizing approval of Amendment No. 1 of the FY 2024-2025 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 1 of the FY 2024-2025 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2024-2025 Budget Amendment No. 01 - July 15, 2024

Revenues and Fund Balances					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 295 0	Fund Balance	Non-Spendable Fund Balance	-	216,657	216,657
001 305 01 0000	Revenue	Business & Occupation Tax	50,365,000	(216,657)	50,148,343
Net Increase/(Decrease) to Revenues				-	
Expenditures					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
					-
Net Increase/(Decrease) to Expenditures				-	
Description:					
Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance expenses.					

Revenues and Fund Balances					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 296 0	Fund Balance	Restricted Fund Balance - Debt Service	-	345,913	345,913
001 305 01 0000	Revenue	Business & Occupation Tax	50,148,343	(345,913)	49,802,430
Net Increase/(Decrease) to Revenues				-	
Expenditures					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
					-
Net Increase/(Decrease) to Expenditures				-	
Description:					
Restricted Fund Balance - To recognize funds restricted for Ball Park Debt Service.					

Revenues and Fund Balances					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 298 0	Fund Balance	Assigned Fund Balance	-	6,105,387	6,105,387
Net Increase/(Decrease) to Revenues				6,105,387	
Expenditures					
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 975 00 420 4 459	Capital Outlay - General Government	Engineering - Equipment	-	123,081	123,081
001 975 00 421 4 459	Capital Outlay - General Government	MOECD - Equipment	44,000	40,340	84,340
001 975 00 430 4 459	Capital Outlay - General Government	Development Services - Equipment	140,000	40,340	180,340
001 975 00 439 4 459	Capital Outlay - General Government	Information Systems - Equipment	155,000	20,594	175,594
001 976 00 700 4 459	Capital Outlay - Public Safety	Police - Equipment	1,070,000	238,972	1,308,972
001 976 00 706 4 459	Capital Outlay - Public Safety	Fire - Equipment	814,250	4,810,113	5,624,363
001 976 00 712 4 459	Capital Outlay - Public Safety	Traffic Engineering - Equipment	11,500	40,340	51,840
001 977 00 750 4 459	Capital Outlay - Streets	Streets - Equipment	844,000	648,246	1,492,246
001 978 00 800 4 459	Capital Outlay - Health & Sanitation	Refuse - Equipment	678,000	45,725	723,725
001 970 00 952 4 459	Capital Outlay - Social Services	Spring Hill Cemetery - Equipment	120,000	97,636	217,636
Net Increase/(Decrease) to Expenditures				6,105,387	
Description:					
Assigned Fund Balance - To recognize the assigned balance for items approved and ordered but not delivered before the end of the FY 2024.					

General Fund FY 2024-2025 Budget Amendment No. 01 - July 15, 2024

Revenues and Fund Balances						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 299 0	Fund Balance	Unassigned Fund Balance	-	1,770,163	1,770,163	
				Net Increase/(Decrease) to Revenues	1,770,163	
Expenditures						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 412 00 000 2 223	City Manager's Office	Professional Services	200,000	100,000	300,000	
001 567 00 000 3 341	Public Grounds	Materials & Supplies	150,000	30,000	180,000	
001 700 00 000 3 345	Police - Uniform	Uniforms	142,000	20,000	162,000	
001 700 01 000 3 341	Police - Civilian	Materials & Supplies	-	5,000	5,000	
001 900 00 000 3 341	Parks & Recreation	Materials & Supplies	151,500	100,000	251,500	
001 975 00 439 4 459	Capital Outlay - General Government	Information Systems - Equipment	175,594	60,672	236,266	
001 975 00 440 4 459	Capital Outlay - General Government	General Services - Equipment	40,000	69,855	109,855	
001 975 00 567 4 459	Capital Outlay - General Government	Public Grounds - Equipment	129,000	187,000	316,000	
001 976 00 706 4 459	Capital Outlay - Public Safety	Fire - Equipment	5,624,363	20,250	5,644,613	
001 976 00 712 4 459	Capital Outlay - Public Safety	Traffic Engineering - Equipment	51,840	180,000	231,840	
001 977 00 750 4 459	Capital Outlay - Streets	Streets - Equipment	1,492,246	194,886	1,687,132	
001 977 00 754 4 459	Capital Outlay - Streets	Equipment Maintenance - Equipment	78,500	65,000	143,500	
001 978 00 800 4 459	Capital Outlay - Health & Sanitation	Refuse - Equipment	723,725	690,000	1,413,725	
001 979 00 900 4 459	Capital Outlay - Culture & Recreation	Parks & Recreation - Equipment	328,000	47,500	375,500	
				Net Increase/(Decrease) to Expenditures	1,770,163	
Description:						
Unassigned Fund Balance - To recognize the unassigned balance for items budgeted but not purchased in FY 2024.						

Revenues and Fund Balances						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 299 0	Fund Balance	Unassigned Fund Balance	1,770,163	1,000,000	2,770,163	
				Net Increase/(Decrease) to Revenues	1,000,000	
Expenditures						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 444 04 000 5 566	Transfers to Other Funds	City Service Fee Capital Projects Fund	3,000,000	1,000,000	4,000,000	
				Net Increase/(Decrease) to Expenditures	1,000,000	
Description:						
Unassigned Fund Balance - To supplement the FY 2025 budget for street resurfacing and ADA sidewalk improvements due to contract overages.						

Revenues and Fund Balances						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 365 05 0000	Revenue	Federal Grants - DLAP	-	500,000	500,000	
				Net Increase/(Decrease) to Revenues	500,000	
Expenditures						
Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount	
001 430 00 000 2 230	Development Services	Contracted Services	500,750	500,000	1,000,750	
				Net Increase/(Decrease) to Expenditures	500,000	
Description:						
New Grant Revenue - To recognize anticipated funds to be received from the WV Department of Environment Protection for the DLAP program for building demolitions						
Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.						