

MINUTES
FINANCE COMMITTEE MEETING
6:15 P.M., SEPTEMBER 16, 2024
AV ROOM #308, CITY HALL

Joseph Jenkins Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:15 p.m., September 16, 2024.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:

Brent Burton, Vice Chair
Becky Ceperley

Other Councilmembers present:

Frank Annie
Chelsea Steelhammer
Emmett Pepper
Joe Solomon

I. DISCUSSION:

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

II. RESOLUTIONS:

- a. Resolution No. 24-014 – Authorizing the Mayor or City Manager to purchase one 2024 Freightliner M2-106 Packer Truck from WV Tractor Company, for the Refuse Department at a total of \$203,012.77 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 is authorized to purchase one 2024 Freightliner M2-106 Packer Truck from WV Tractor Company, for the Refuse Department at a total of \$203,012.77 pursuant to a competitively sourced contract.

City Manager Ben Mishoe added that the purchase is part of the regular replacement cycle. The vehicle is currently available.

Councilmember Taylor confirmed that the truck was for collecting garbage.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-014 approved.

- b. Resolution No. 24-015 – Authorizing the Mayor or City Manager to purchase one Case 5805V TV Tractor loader backhoe from State Equipment, for the Refuse Department at a total of \$118,620.03 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 is authorized to purchase one Case 5805V TV Tractor loader backhoe from State Equipment, for the Refuse Department at a total of \$118,620.03 pursuant to a competitively sourced contract.

Mishoe added that the purchase was planned for under the current year's budget.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-015 approved.

- c. Resolution No. 24-016 - Authorizing the Mayor or City Manager to enter into a three-year contract with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for Fiscal Year 2024, Fiscal Year 2025, and Fiscal Year 2026 in the amount of \$105,840 for Fiscal Year 2024, \$112,320 for Fiscal Year 2025, and \$118,800 for Fiscal Year 2026 in accordance with Federal OMB Circular A-133. The total contract amount for all three years is \$316,000 for Suttle & Stalnaker and \$24,960 to the West Virginia State Auditor's Office for processing fees.

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

That the Mayor or City Manager is hereby authorized to enter into a three-year contract with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for Fiscal Year 2024, Fiscal Year 2025, and Fiscal Year 2026 in the amount of \$105,840 for Fiscal Year 2024, \$112,320 for Fiscal Year 2025, and \$118,800 for Fiscal Year 2026 in accordance with Federal OMB Circular A-133. The total contract amount for all three years is \$316,000 for Suttle & Stalnaker and \$24,960 to the West Virginia State Auditor's Office for processing fees.

Mishoe added that the City received two proposals, which were scored by an audit committee as mandated by the State Auditor's Office. Suttle and Stalnaker have performed the past few audits.

Councilmember Jenkins added that their previous performance has been good, and they are already familiar with the City.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-016 approved.

- d. Resolution No. 24-017 - Authorizing the Mayor or City Manager to enter into a five-year contract with Leads Online to purchase mobile device and geo-location data trackers for the Charleston Police Department's Criminal Investigations Department at a total of \$28,480 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 enter into a five-year contract with Leads Online to purchase and install mobile device and geo-location data trackers for the Charleston Police Department at a total of \$28,480 pursuant to a competitive bid process.

Mishoe added that the technology has been used by the Criminal Investigation Department for the past six years.

Councilmember Taylor asked if five years was a standard term. Mishoe replied that they had been doing one year terms, but it was determined that a five year term would be more effective.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-017 approved.

- e. Resolution No. 24-018 - Authorizing the Mayor or City Manager to enter into a five-year contract with Carahsoft Technology Corp for web security gateway services, for the Information Systems Department at a total five-year price of \$215,836.98 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 enter into a five-year contract with Carahsoft Technology Corp for web security gateway services, for the Information Systems Department at a total of \$215,836.98 pursuant to a competitive bid process.

Mishoe added that the City received three bids, with the best proposal price being locked in for five years.

Councilmember Taylor confirmed with Mishoe that the software was reputable, and it must be purchased through the vendor.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-018 approved.

- f. Resolution No. 24-019 - Authorizing the Mayor or City Manager to enter into a one-year, open ended contract with Stephens Auto for vehicle needs in various City departments, where the price for each vehicle will be locked in for one year pursuant to a competitive bid process and purchases can be made as needed at the prices set forth in the attached bid document.

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 one-year, open ended contract with Stephens Auto for vehicle needs in various City departments, where the price for each vehicle will be locked in for one year and purchases will made as needed pursuant to the contract.

Mishoe added that the contract will lock in the prices for one year as vehicles are needed.

Councilmember Jenkins confirmed with Mishoe that the the prices are guaranteed, although the vehicles won't necessarily be immediately available.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-019 approved.

- g. Resolution No. 24-020 - Authorizing the Mayor or City Manager to enter into a contract for engineering services with Potesta and Associates, Inc. in the amount of \$85,800 related to the development and assessment of stabilization alternatives and cost/benefit analysis for the Blaine Boulevard project pursuant to competitive selection 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 for engineering services with Potesta and Associates, Inc. in the amount of \$85,800 related to the development and assessment of stabilization alternatives and cost/benefit analysis for the Blaine Boulevard project pursuant to competitive selection process.

Mishoe added that the City has received grant funding to perform an assessment concerning the stabilization issues on Blaine Boulevard. The City received several proposal responses that went through a scoring committee.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-020 approved.

- h. Resolution No. 24-021 - Authorizing the Mayor or City Manager to enter into a purchase sale agreement in substantially the same form as the attached exhibit to acquire property located at One Piedmont Road in Charleston, West Virginia at a purchase price of \$2,065,000.00, for the intended future use as the Charleston Police Department's new headquarters.

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 purchase sale agreement in substantially the same form as the attached exhibit to acquire property located at One Piedmont Road in Charleston, West Virginia at a purchase price of \$2,065,000.00, for the intended future use as the Charleston Police Department's new headquarters.

Mayor Goodwin added that the City looked at 14 different sites, with a short list of 6, before deciding upon 1 Piedmont Road as the optimal site for the Public Safety Building.

Councilmember Taylor spoke in favor of the resolution. He asked why this was the best building. Ian Reeves from Architects Design Group replied that it was the best candidate that he had seen in many years. It has the bones to accommodate the City's current needs and room for growth, and would recommend the building without hesitation. Reeves added that his father started the design group in 1971, and has been working with government entities with an emphasis on public safety for most of that time.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-021 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.