

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., OCTOBER 7, 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., October 7, 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
Larry Moore
Chad Robinson (arrived after approval of previous minutes)
Shawn Taylor

Absent:
Mary Beth Hoover

Other Councilmembers present:
Frank Annie
Chelsea Steelhammer
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 September 16, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.
- b. Charleston Convention & Visitors Bureau Annual Update

II. RESOLUTIONS:

- a. Resolution No. 24-022 – Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for two of the Charleston Police Department Prevention Resource Officers (PRO) assigned to West Side Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

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

That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for two of the Charleston Police Department Prevention Resource Officers (PRO) assigned to West Side Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

City Manager Ben Mishoe added that the City has applied for this grant for approximately the last 25 years. It will partially fund two Prevention Resource Officers.

Councilmember Jenkins confirmed that the schools the PROs were assigned to were West Side Middle School, Capital High School and George Washington.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-022 approved.

- b. Resolution No. 24-023 – Authorizing the Mayor or City Manager to enter into Memoranda of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – West Side Middle School, Capital High School and George Washington High School.

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

That the Mayor or City Manager is authorized to enter into Memoranda of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – West Side Middle School, Capital High School and George Washington High School.

Mishoe added that the resolution is for the annual renewal for the Memoranda of Understanding with the Kanawha County Board of Education for the Prevention Resource Officers at the previously mentioned schools.

Councilmember Robinson asked why they were assigned to those three schools specifically. Mishoe replied that originally, they were only assigned to the two high schools. Mayor Goodwin added that they were previously told that the addition of West Side Middle School was at the recommendation of the School Board. Councilmember Robinson added that all of the schools should have Prevention Resource Officers or none of them should. Councilmember Ceperley added that perhaps the other schools declined to have the PROs.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-023 approved.

- c. Resolution No. 24-024 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

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

That the Mayor or City Manager is authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

Mishoe added that the City has received this grant for many years. It will provide partial salary reimbursement for four MDENT Officers.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-024 approved.

- d. Resolution No. 24-025 - Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$750,000.00 for a term starting October 15, 2024. Cost of the letter is 0.5% of the amount issued plus a documentation fee of \$400. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims incurred while the City was a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

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

The Mayor or City Manager is authorized to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$750,000.00 for a term starting October 15, 2024. Cost of the letter is 0.5% of the amount issued plus a documentation fee of \$400. This letter of credit provides security in lieu of a surety bond for liability of potential workers' compensation claims incurred while the City was a self-insured employer. The letter of credit is subject to review and final approval by legal counsel for the City.

Mishoe added that the resolution is for a Letter of Credit for security for potential workers' compensation claims while the City was a self-insured.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-025 approved.

- e. Resolution No. 24-026 - Authorizing the Mayor or City Manager to purchase two high performance pole cameras and one standard pole camera from Valorence-Covert Law Enforcement, for the Charleston Police Department at a total of \$35,536.44 pursuant to a competitive competitively source contract.

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

That the Mayor or City Manager is authorized to purchase two high performance pole cameras and one standard pole camera from Valorence-Covert Law Enforcement, for the Charleston Police Department at a total of \$35,536.44 pursuant to a competitive competitively source contract.

Mishoe added that the pole cameras will be purchased with grant money.

Councilmember Jenkins confirmed with Chief Dempsey that the high performance pole cameras have a clearer and wider view with a 360 degree view. They can also be moved as needed.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-026 approved.

- f. Resolution No. 24-027 - Authorizing the Mayor or City Manager to enter into an agreement with SHI for computer and server security platforms and software for Information Systems at a total of \$28,430.22 for one year, with optional annual renewal not to exceed 5% increase per year, pursuant to the Direct Purchase authority of Municipal Code Sec. 2-486.

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

That the Mayor or City Manager is authorized to enter into an agreement with SHI for computer and server security platforms and software for Information Systems at a total of \$28,430.22 for one year, with optional annual renewal not to exceed 5% increase per year, pursuant to the Direct Purchase authority of Municipal Code Sec. 2-486.

Mishoe added that the resolution is an agreement for computer and server security software. It will be replacing existing software.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-027 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.