



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, May 5, 2025
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 4-21-2025

II. RESOLUTIONS:

- a. Resolution No. 25-039 - Authorizing the Mayor or City Manager to purchase a 2025 Kenworth Dump Truck from Worldwide Equipment for the Charleston Street Department.
- b. Resolution No. 25-040 - Authorizing the Mayor or City Manager to enter into an agreement with Casto Technical Services, Inc. to upgrade HVAC System Controls system for 601 Morris Street.
- c. Resolution No. 25-041 - Approving the proposed Fiscal Year 2025-2026 Coliseum and Convention Center budget.
- d. Resolution No. 25-042 - Authorizing the Mayor or City Manager to enter into a one year contract renewal with UKG Kronos Systems for the migration of data and TeleStaff timekeeping software used by Charleston Police Department and Charleston Fire Department.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., APRIL 21, 2025
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., April 21, 2025.

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

Other Councilmembers present:
Emmett Pepper
Chelsea Steelhammer
Beth Kerns
Harper Gardner
Jeanine Faegre

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the March 7, 2025 and March 15, 2025 meetings and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-035 – Authorizing settlement of pending disputed claims against the City in the matter known as Chelsea Nicole McCoy v. City of Charleston, et al., Civil Action No. 24-C-360 in the Circuit Court of Kanawha County, West Virginia, as recommended by the City Solicitor.

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

That the City Council hereby authorizes and approves the settlement of all pending disputed claims against the City, et al., by Chelsea Nicole McCoy, as alleged in Civil Action No. 24-C-360 in the Circuit Court of Kanawha County, West Virginia, in the amount of \$375,000.00, as recommended by the City Solicitor. The City Council authorizes the City Solicitor and City Manager to take all necessary steps to finalize resolution of the claims.

City Attorney Kevin Baker added that McCoy was a former City employee who, after separation, brought a lawsuit against the City. During mediation, a settlement was reached pending Council approval. Baker added that the City has a \$300,000 self-retention insurance policy, most of which was met leading up to the settlement decision. Baker added that there is no admission of liability by the City.

Councilmember Taylor spoke in favor of the resolution.

Councilmember Jenkins spoke in favor of the resolution.

From the audience, Councilmember Faegre confirmed with Baker that the mediator was retired Judge Duke Bloom. The Judge did not move on the punitive damages, but the settlement will resolve all claims. Baker added that he was not aware of any previous lawsuits concerning sexual harassment from McCoy.

Councilmember Taylor confirmed with Baker that the sentiment is a mutual non-disparagement.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-035 approved.

- b. Resolution No. 25-036 – Authorizing the Mayor or City Manager to enter into a contract with Bear Contracting, LLC., on a per-unit basis as set forth in its winning bid, and for a total amount not to exceed \$3,205,500.00 to perform asphalt street paving construction services, where the per-unit and total contract prices were 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., on a per-unit basis as set forth in its winning bid, and for a total amount not to exceed \$3,205,500.00 to perform asphalt street paving construction services, where the per-unit and total contract prices were determined through a competitive bidding process.

City Manager Ben Mishoe added that the resolution is for the annual procurement of asphalt for street paving. Three bids were received. The contract would be on an as-needed basis. The company is the same as was approved of last year.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-036 approved.

- c. Resolution No. 25-037 – Authorizing the Mayor or City Manager to purchase two parcels of real property at 135 Emily Street and 126 Cora Street, both adjacent to Charleston Fire Department Station 7, for purchase prices totaling \$158,750.00 plus necessary closing costs.

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

The Mayor or City Manager is authorized to purchase two parcels of real property at 135 Emily Street and 126 Cora Street, both adjacent to Charleston Fire Department Station 7, for purchase prices totaling \$158,750.00 plus necessary closing costs.

Mishoe added that during the on-going assessment of the City's fire stations, it was determined that it would be more cost effective to replace Station 7. The two parcels would allow for more space for design and parking.

From the audience, Councilmember Gardner confirmed with Mishoe that only the Cora Street property was occupied, but the owner has already purchased another property.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-037 approved.

- d. Resolution No. 25-038 – Authorizing the Charleston Coliseum & Convention Center / Municipal Auditorium Board (“Board”) to sign the Second Amendment to the management agreement with the OVG Facilities, LLC (“OVG”), to modify financial and other terms within the agreement and extend the term of the Agreement by 5 years.

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

That the Charleston Coliseum & Convention Center / Municipal Auditorium Board (“Board”) to sign the Second Amendment to the management agreement with the OVG Facilities, LLC (“OVG”), to modify financial and other terms within the agreement and extend the term of the Agreement by 5 years.

Mishoe added that the Charleston Coliseum & Convention Center / Municipal Auditorium Board approved the extended agreement. He added that there has been revenue growth every year under OVG. The new agreement increases the benchmark at which OVG will earn incentives, and will put a cap on the incentives.

Councilmember Robinson spoke in favor of the resolution.

Councilmember Hoover spoke in favor of the resolution.

From the audience, Councilmember Kerns expressed concern that the mall parking garage has recently raised the daily rate.

From the audience, Councilmember Pepper confirmed with Mishoe that the current 5-year agreement would have expired in June.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-038 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 25-039

Introduced in Council:

May 5, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-039 – Authorizing the Mayor or City Manager to purchase a 2025 Kenworth
2 T380 Dump Truck from Worldwide Equipment for the Charleston Street Department in the
3 amount of \$179,936.00 pursuant to a competitively sourced contract.
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 a 2025 Kenworth T380 Dump Truck
8 from Worldwide Equipment for the Charleston Street Department in the amount of
9 \$179,936.00 pursuant to a competitively sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Date: 4-22-25

To replace Street Dept Dumptruck
750/44 off
FY 2024-2025 Budget

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A New
2025 Kenworth T380 Dumptruck for street Dept.

Purchase justification: This truck is use for multiple things
and is a salt truck in winter months.

If approved, the total purchase price will be: \$179,936.00

(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.)

Street Dept
Capital outlay
Acct#

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>Worldwide Equipment</u> | Price Quote: \$ <u>179,936.00</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

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 Worldwide Equipment because:

Because This is getting purchased off the Sourcewell Contract

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) _____

Request Submitted By: Ken Onley Department: Equipment Maintenance

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

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____



WORLDWIDE EQUIPMENT OF WV INC
1 JAIN DR
CROSS LANES, WV 25313
304.552.5730

Purchase Agreement

Date: 4/8/2025
Deal#: DE-20930
Salesperson: Gary Dennis

Bill To: T47486
CITY OF CHARLESTON
PO BOX 2749
CHARLESTON WV 25703
P:(304) 348-6456

Ship To:
CITY OF CHARLESTON
PO BOX 2749
CHARLESTON WV 25703

Stock#: N42618 VIN:2NK4HJ7XXSM132724 New 2025 KENWORTH T380 Price: \$187,924.00
NATIONAL AUTO \$-7,988.00

Total Price \$179,936.00
Total \$179,936.00

Terms of Agreement

DISCLAIMER OF WARRANTIES: SELLER MAKES NO WARRANTIES AS TO THE PROPERTY, EXPRESS, IMPLIED OR IMPLIED BY LAW EXCEPT, AS TO NEW VEHICLES ONLY THE MANUFACTURE'S STANDARD VEHICLE WARRANTY, WHICH IS INCORPORATED HERE IN BY REFERENCE. SELLER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES OF ANY BREACH OF WARRANTY. ALL USED VEHICLES AS SOLD 'AS IS'. I have read and understand the above certification, acknowledgement, disclaimer and sales agreement and agree to all of the terms and conditions. It is intended by buyer that this be a binding, enforceable sales contract. THIS CONTRACT ENTERED INTO AT 4/8/2025 . IN THE EVENT OF ANY DISPUTE REGARDING THIS CONTRACT, BUYER AGREES TO JURISDICTION AND VENUE IN ANY U.S. DISTRICT COURT OR THE STATE AND COUNTY WHERE CONTRACT IS ENTERED INTO.

THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY DEALER MANAGEMENT.

Purchaser's Signature _____ Date: _____ Sales Representative _____
Manager _____

Charleston Fleet Services/BC Truck Bodies

4617 Washington St. W

Charleston, WV. 25313

Phone: 304-935-4854 Fax: 304-935-4855

ESTIMATE #

015312**Estimate for Services**

Estimate Date : 3/13/2025

CITY OF CHARLESTON

0 -

Lic #: - WV

Odom. In: 1

Cellular: 304-590-5373 Cell Office: 304-348-6456 208

VIN #: DUMP1NT

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
BASE INSTALL PRICE....	1.00	58,816.00	58,816.00	-SH DUMP BODY		
BASE				-10' LONG X 84" WITH X 40" TALL TAILGATE X 32" SIDES		
ENVIROMENTAL/DISPOSAL				-7 GA FLOORING		
				-7 GA STEEL SIDES, FRONT, TAILGATE		
				-4" STRUCTURAL STEEL CHANNEL CROSS MEMBERS ON 12" CENTERS		
				-6" STRUCTURAL STEEL CHANNEL LONGSILLS		
				-FULL REAR CORNER POST		
				-DOUBLE ACTING TAILGATE		
				-AIR TAILGATE RELEASE 3.5" CYLINDER		
				-TAILGATE SPREADER CHAINS AND LOCKS		
				-FULL REAR BOLSTER		
				-COLOR OF BED BLACK		
				-LED LIGHTING KIT		
				-INT MOUNTING KIT		
				-INT WIRING HARNESS		
				-(2) RECESSED OVAL LED AMBER STROBE LIGHT IN FRONT CAB SHIELD		
				-(2) RECESSED OVAL LED AMBER STROBES LIGHT IN REAR BODY CORNER POST		
				-(2) MINI STROBES IN GRILLE OF CHASSIS		
				-ALL STROBES WIRED UP TO CONTROL PANEL IN CAB OF TRUCK		
				-FRONT SPLASH GUARDS CUSTOM		
				-REAR MUD FLAPS(2) BC		
				-MANUIAL SPRING LOADED PULL ROPE TARP SYSTEM WITH ALUM WIND DEFLECTOR		
				-ASPHALT TARP 7X14		
				-CHAMPION CS 5520T DOUBLE ACTING CYLINDER HOIST		
				21QT HYDRAULIC TANK AND 12V VALVE ACTUATOR		
				-PTO WITH WARNING LIGHT & DIRECT MOUNT HYDRAULIC PUMP		
				-HYDRAULIC DUMP/PLOW/SPREADER CONTROL VALVE		
				-AIR SHIFT DUMP CONTROLS		
				-STAINLESS STEEL HYDRAULIC OIL RESIV.		
				-BODY SAFETY PROP		
				-BODY UP INDICATOR		
				-BACK UP ALARM		
				-25 TON SPRING MOUNTED PINTLE HOOK		
				-3/4 PLATE HITCH PLATE		
				-GLAD HAND TO BE MOUNTED ON REAR OF HITCH PLATE(DEALER TO SUPPLY AIR TRAILER BRAKE PACKAGE WITH AIR TO REAR)		
				-DUAL SPOOL SPREADER CONTROL VALVE IN CAB		
				-HYDRAULIC QUICK CONNECTORS COUPLERS AT REAR(CITY PROVIDES)		
				-9' STRAIGHT FISHER HC MODEL SNOW PLOW KIT		
				-LED PLOW HEADLIGHTS		
				-MASTER SWITCH IN CAB		
				-18 X 18 X36 STAINLESS UNDERBODY TOOL BOX ON RIGHT SIDE OF TRUCK BEHIND CAB		

Phone: 304-935-4854 Fax: 304-935-4855

015312

Resolution No. 25-040

Introduced in Council:

May 5, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-040 – Authorizing the Mayor or City Manager to enter into an agreement with Casto Technical Services, Inc. in the estimated amount of \$70,813.00 to upgrade HVAC System Controls system for 601 Morris Street, pursuant to a competitive bid process that included an estimated number of labor hours from each bidder.

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 Casto Technical Services, Inc. in the estimated amount of \$70,813.00 to upgrade HVAC System Controls system for 601 Morris Street, pursuant to a competitive bid process

2025-09 HVAC System Controls Upgrade			
Business	Opened at	Bid Total (40 Hours)	Bid Total (278 Hours)
Trane Technologies	4/4/2025 2pm	\$ 47,806.89	\$ 81,186.89
Casto Technical Services, Inc.	4/4/2025 2pm	\$ 31,543.00	\$ 70,813.00

2025-09 HVAC System Controls Upgrade		
	Trane Technologies	Casto Technical Services, Inc.
<u>Mandatory Requirement</u>		
3.1.1 BCU Supervisor Device (1)	\$ 17,757.00	\$ 6,642.00
3.1.2 VAV Terminal Box Controlers (32)	\$ 21,800.00	\$ 14,720.00
3.1.3 Wall Temperature (1)	\$ 66.22	\$ 65.00
3.1.4 Duct Discharge Temperature Sensor (1)	\$ 21.30	\$ 672.00
3.1.5 Ethernet Communication Wire (1)	\$ 1,500.00	\$ 1,005.00
3.1.6 Exhaust Fan Controller (1)	\$ 562.37	\$ 1,509.00
3.2 Software (1)	\$ -	\$ -
3.3.1 Training (2)	\$ 500.00	\$ 330.00
3.4 Labor		
Solicitation Amount for Bidding Purposes (40)	\$ 5,600.00	\$ 6,600.00
Estimated Amount for Completion (278)	\$ 38,980.00	\$ 45,870.00
Certificate of Insurance	Yes	Yes
Vendor Protest Acknowledgement	Yes	Yes
Contact and Signature Form	Yes	Yes
Pricing Page	Yes	Yes
Addendum Acknowledgement	Yes	Yes
Local Vendor Form (if Applicable)	Yes	Yes
City of Charleston Purchasing Affidavit	Yes	Yes
Grand Total		
With Solicited Labor Houres (40)	\$ 47,806.89	\$ 31,543.00
With Estimated Completion Hours (278)	\$ 81,186.89	\$ 70,813.00



CITY OF CHARLESTON

RECOMMENDATION TO AWARD

DATE: May 1, 2025

SUBJECT: Recommendation for Award

Solicitation Number: 2025-09 HVAC System Controls Upgrade

Bid Information: Casto Technical Services, Inc. - \$70,813.00

Award Recommendation: Check the appropriate box below.

☒ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to **Casto Technical Services, Inc** in the amount of **\$70,813.00** as the lowest responsible bidder meeting the required specifications.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____

☐ **Other Than Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

Bidding Vendors not awarded:

Trane Technologies - \$81,186.89

Sincerely,

Signature

Date

Printed Name and Title

Resolution No. 25-041

Introduced in Council:

May 5, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-041 – Approving the proposed Fiscal Year 2025-2026 Coliseum and
2 Convention Center budget as indicated within the attached document.

3

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

5

6 That the proposed Fiscal Year 2025-2026 Coliseum and Convention Center budget as indicated
7 within the attached document is approved.

**City of Charleston
MUNICIPAL BUDGET
July 1, 2025 - June 30, 2026**

Section 8

**Charleston Coliseum and
Convention Center Revenue Fund**

**City of Charleston
Municipal Budget
FY 2026
Coliseum and Convention Center Revenue Summary**

Rev. Code	Description	Actual FY 2024	Original FY 2025	FY 2025 YTD Amendments	Current FY 2025	YTD April Actual FY 2025	Estimated FY 2026
Operating Revenue							
358-00-0302	Rent	2,598,938	2,613,878		2,613,878	1,944,199	2,451,157
358-00-0304	Commissions	641,055	450,000		450,000	286,569	435,000
358-00-0307	Parking - Buildings & Lots	162,051	145,000		145,000	144,890	145,000
358-00-0311	Centerplate	1,729,484	1,012,356		1,012,356	1,136,644	1,100,000
358-00-0312	Patron Services	225,635	235,000		235,000	180,908	210,000
358-00-0313	Security	103,902	85,000		85,000	70,849	85,000
358-00-0314	Advertising	340,581	455,500		455,500	209,418	550,000
358-00-0315	Equipment Rental*	7,240	110,000		110,000	143,180	130,000
358-00-0316	Power Usage	58,106	65,000		65,000	35,889	75,000
358-00-0317	Table Covers/Drapes*	24,839	-		-	-	-
358-00-0318	Rent - PA System*	19,450	-		-	-	-
358-00-0319	Staging*	19,651	-		-	-	-
358-00-0320	Booth Rental	132,365	115,000		115,000	36,526	135,000
358-00-0321	Interest	311,864	200,000		200,000	192,137	215,000
358-00-0323	Table Rental*	32,298	-		-	-	-
358-00-0324	Miscellaneous	19,713	15,000		15,000	13,707	15,000
358-00-0325	Building Damages	-	2,000		2,000	-	2,000
358-00-0326	Telephone Rental*	5,400	-		-	-	-
358-00-0327	Audio/Visual Equipment	258,015	185,000		185,000	199,057	260,000
358-00-0329	Carpet Rental*	19,465	-		-	-	-
358-00-0330	Drayage*	160	-		-	-	-
	Total Operating Revenue	6,710,211	5,688,734	-	5,688,734	4,593,973	5,808,157
Non-Operating Revenue							
358-00-0331	CC Capital Improvement Fee	443,490	378,836		378,836		325,000
358-00-0341	Trf In/Gen. Fund - Debt Svc	230,303	82,000	80,000	162,000	227,152	-
358-02-0341	Trf In/Gen. Fund - Other	503,244	900,000		900,000	729,881	555,000
358-00-0342	Transfers In/Coal Severance	211,300	180,000	(80,000)	100,000	186,050	160,000
358-00-0343	Transfers In/Cap. Imp. Fund	292,814	-		-	216,820	-
381-11-0000	Energy Rebates	2,350	-		-		-
	Total - Non Operating Revenue	1,683,501	1,540,836	-	1,540,836	1,359,904	1,040,000
	Total Revenue	8,393,712	7,229,570	-	7,229,570	5,953,877	6,848,157

*Various equipment rental lines were combined for FY 2024

**City of Charleston
Municipal Budget
FY 2026**

Fund 6402 Charleston Coliseum and Convention Center Fund
Department 91000 CCCC/Municipal Auditorium
Unit 000 CCCC Operations

Full Time Employees	40
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Expense Object	FY 2024 Actual	FY 2025 Original	FY 2025 YTD Amend.	FY 2025 Current	FY 2025 YTD April Actual	FY 2026 Proposed
Personal Services						
000-1-103 Salaries & Wages	674,100	668,554		668,554	484,615	687,490
000-1-104 FICA	49,409	51,144		51,144	35,091	52,593
000-1-105 Medical & Life Insurance	134,612	146,664		146,664	136,822	172,368
000-1-106 PERS	60,552	60,170		60,170	43,422	61,874
000-1-111 Dental & Optical Insurance	9,825	7,154		7,154	9,066	8,400
000-1-112 Employee Insurance Cont.	(24,724)	(22,778)		(22,778)	(16,115)	(25,704)
000-1-113 OPEB - Current	20,000	20,000		20,000	20,000	20,000
Total Personal Services	923,772	930,908	-	930,908	712,900	977,021
Contractual Services						
000-2-211 Telephone	32,567	35,000		35,000	31,870	42,000
000-2-212 Printing	-	3,500		3,500	-	1,000
000-2-213 Utilities	837,939	960,000		960,000	813,807	980,000
000-2-214 Travel	8,358	10,000		10,000	9,523	10,000
000-2-215 Mtce & Repair - Bldg/Ground	59,602	105,000		105,000	40,319	65,000
000-2-216 Mtce & Repair - Equipment	94,954	50,000		50,000	48,338	60,000
000-2-218 Postage	2,432	3,000		3,000	1,048	3,000
000-2-219 Building & Equipment Rent	150,880	160,000		160,000	169,985	170,000
000-2-220 Advertising & Legal Pub	82,843	90,000		90,000	49,021	90,000
000-2-221 Training	399	4,000		4,000	1,000	2,000
000-2-222 Dues & Subscriptions	1,112	28,000		28,000	1,322	10,000
000-2-226 Insurance - WC & UC	16,484	13,440		13,440	9,826	14,854
000-2-227 Insurance - Liability	276,959	235,000		235,000	178,569	216,000
000-2-230 Contracted Services	676,935	750,000		750,000	587,590	715,000
002-2-230 OVG Operations	1,781,710	2,096,678		2,096,678	2,113,287	2,200,000
003-2-230 OVG Management Fee	157,840	183,208		183,208	133,404	180,000
004-2-230 OVG Performance Fee	111,401	510,000		510,000	699,881	406,282
005-2-230 OVG Qualitative Fee	30,000	30,000		30,000	30,000	30,000
Total Contractual Services	4,322,417	5,266,826	-	5,266,826	4,918,791	5,195,136
Commodities						
000-3-341 Materials & Supplies	318,140	350,000		350,000	280,461	320,000
000-3-343 Gas, Oil & Tires	76	1,000		1,000	168	1,000
000-3-345 Uniforms	31,482	35,000		35,000	20,869	30,000
Total Commodities	349,699	386,000	-	386,000	301,498	351,000
Contributions & Other						
000-5-566 Contributions to Other Funds	336,461	378,836		378,836	171,719	325,000
000-6-671 Principal on Bonds	610,000	249,200		249,200	400,000	-
000-6-672 Interest on Bonds	55,566	8,800		8,800	7,945	-
000-6-674 Bond Service Charges	6,599	4,000		4,000	3,000	-
Total Contributions & Other	1,008,626	640,836	-	640,836	582,664	325,000
Total CCCC Operations	6,604,514	7,224,570	-	7,224,570	6,515,853	6,848,157

**City of Charleston
Municipal Budget
FY 2026**

Fund 6402 Charleston Coliseum and Convention Center Fund
Department 91000 CCCC/Municipal Auditorium
Unit 000 CCCC Operations

Authorized Full Time Positions & Salary Schedule

FY 2025 Current Approved		
Title	FLSA/Paygrade	FTE
General Manager	OVG	1
Asst GM/Director of Operations	OVG	1
Business Administrator Civic Cen	E/119	1
Director of Finance	OVG	1
Director of Sales & Marketing	OVG	1
Director of Production Services	OVG	1
Box Office Manager	E/111	1
Booking Coordinator	OVG	1
Marketing Manager	OVG	1
Marketing Coordinator	OVG	1
Asst Box Office Manager	OVG	1
Convention Center Sales	OVG	2
Event Mngr/Production Services	OVG	1
Event Coordinator	OVG	4
Operations Coordinator	OVG	1
Safety & Security Coordinator	E/112	1
Technology Services Coordinatc	OVG	1
Administrative Assistant I	N-OT/109	1
Box Office Assistant	OVG	1
Housekeeping Supervisor	OVG	1
Engineering Assistant	N-COMP/111	1
Maintenance Technician	N-OT/109	6
Operations Conversion Tech II	OVG	3
Operations Conversion Tech I	OVG	3
Facility Support Technician	N-OT/106	3
Total		40

FY 2026 Proposed		
Title	FLSA/Paygrade	FTE
General Manager	OVG	1
Asst GM/Director of Operations	OVG	1
Business Administrator Civic Cer	E/119	1
Director of Finance	OVG	1
Director of Sales & Marketing	OVG	1
Director of Production Services	OVG	1
Box Office Manager	E/111	1
Booking Coordinator	OVG	1
Marketing Manager	OVG	1
Marketing Coordinator	OVG	1
Asst Box Office Manager	OVG	1
Convention Center Sales	OVG	2
Event Mngr/Production Service:	OVG	1
Event Coordinator	OVG	4
Operations Coordinator	OVG	1
Safety & Security Coordinator	E/112	1
Technology Services Coordinat	OVG	1
Administrative Assistant I	N-OT/109	1
Box Office Assistant	OVG	1
Housekeeping Supervisor	OVG	1
Engineering Assistant	N-COMP/111	1
Maintenance Technician	N-OT/109	6
Operations Conversion Tech II	OVG	3
Operations Conversion Tech I	OVG	3
Facility Support Technician	N-OT/106	3
Total		40

FY 2025 Current Approved	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	638,554
Irregular Part Time (IPT)	
Overtime	30,000
Tool Allowance	-
Total	668,554

FY 2026 Proposed	
Pay Type	Amount
Elected Wages & Salaries	-
Regular Wages & Salaries	657,490
Irregular Part Time (IPT)	
Overtime	30,000
Tool Allowance	-
Total	687,490

Resolution No. 25-042

Introduced in Council:

May 5, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-042 – Authorizing the Mayor or City Manager to enter into a one year contract renewal with UKG Kronos Systems LLC in the amount of \$54,216 for migrating of data and TeleStaff timekeeping software used by Charleston Police Department and Charleston Fire Department.

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 contract renewal with UKG Kronos Systems LLC in the amount of \$54,216 for migrating of data and TeleStaff timekeeping software used by Charleston Police Department and Charleston Fire Department.



Quote#: Q-306371
Expires: 31 Mar, 2025
Sales Executive: Scott Csaplar
Effective Date: Effective as of the date of last signature of this Order

ORDER FORM

Order Type: Quote
Date: 27 Feb, 2025

Customer Legal Name:
CITY OF CHARLESTON POLICE & FIRE

Ship To: CITY OF CHARLESTON POLICE & FIRE
501 VIRGINIA STREET EAST
CHARLESTON, WV 25301 USA

Customer Legal Address:
501 VIRGINIA STREET EAST, CHARLESTON, WV 25301 USA

Bill To: CITY OF CHARLESTON POLICE & FIRE
501 VIRGINIA STREET EAST
CHARLESTON, WV 25301 USA

Bill To Contact:

Ship To Contact: Davamani Pavanan

Ship to Phone: (304) 348-8048 x173 or 304-766-0746
Ship to Mobile: 304-766-0746
Contact: Davamani Pavanan
Email: davamani.pavanan@cityofcharleston.org

Currency: USD
Customer PO Number:
Solution ID: 6111639
Initial Term: 12 months
Uplift Percent: 4 %

Shipping Terms: Shipping Point
Ship Method: FedEx Ground
Freight Term: Prepay & Add
Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: October 26, 2025

Subscription Services

Billing Frequency: Annual in Advance

Subscription Services	Quantity	PEPM	Monthly Price
UKG TELESTAFF CLOUD	360	USD 12.55	USD 4,518.00
Total Price			USD 4,518.00

One Time Setup Fee

Billing Frequency: Billed 100% upon signature of the order form

Item	Total Price
One Time Setup Fees	USD 0.00

Quote Summary

Item	Total Price
Total Monthly SaaS and Equipment Rental Fees	USD 4,518.00

Item	Total Price
Total One Time Fees	USD 0.00

Order Notes:

By ordering TeleStaff Cloud pursuant to this Order, Customer acknowledges that UKG will transition Customer's use of the existing TeleStaff Applications in the Kronos Private Cloud (KPC) to use of the TeleStaff Cloud Applications in the Google Cloud Platform (GCP). Customer's right to use the existing TeleStaff Applications in KPC will terminate sixty (60) days after go-live of the TeleStaff Cloud Applications set forth on this Order in GCP, but in no event beyond December 31, 2025.

UKG TeleStaff Cloud Monthly Service shall be invoiced at the Billing Frequency indicated on this Order Form, commencing on the Billing Start Date. As of the Billing Start Date, UKG will credit any pre-paid but unused TeleStaff Applications in the KPC and apply such credits against any amounts owed to UKG by Customer until such credit is expended. Customer shall pay for the TeleStaff Applications in the KPC fees until the TeleStaff Cloud Billing Start Date.

The fees for the Subscription Services are invoiced 60 days prior to the Billing Start Date.

After the Initial Term, the Subscription Fee shall increase per annum by the Uplift amount set forth above.

GENERAL TERMS:

This Order is subject to and governed by the terms and conditions of UKG's Master Services Agreement ("Agreement") located at: www.ukg.com/us-msa-ps

UKG will provide the Services in accordance with the Services Descriptions and Statements of Work ("SOW") located at the following link, except if an SOW is attached to this Order, then the attached SOW shall control over the link SOW: www.ukg.com/services-descriptions

All Customer Data (as defined in the Agreement) will be secured and protected as set forth in the Technical and Organizational Measures of UKG's Data Processing Addendum. Any personal data provided to UKG through the Subscription Services will be processed in accordance with UKG's Data Processing Addendum located at: <https://www.ukg.com/us-dpa>



IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

CITY OF CHARLESTON POLICE & FIRE		UKG Kronos Systems LLC	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term. If you are tax exempt, please email a copy of your "Tax Exempt Certificate" to TaxExemption@ukg.com along with the quote number otherwise this order is subject to applicable taxes. The actual tax amount to be paid by Customer will be shown on Customer's invoice.			

UKG is aligning our product brand and announcing that the UKG Dimensions® and UKG Pro® solutions will be one product suite under the name UKG Pro. Click here to learn more and view examples of current to future names

<https://www.ukg.com/one-suite#WhatproductnamesarechangingunderUKGDimensions>

UKG Statement of Work for Charleston Police and Fire

This Statement of Work (SOW) outlines the scope of services to be provided by UKG for the Professional Service(s) in the corresponding Order and is subject to the terms and conditions set forth in the UKG Master Services Agreement (MSA) or such other existing underlying agreement between Parties. The scope of services described herein are time and materials and fixed price based and subject to the same terms and conditions as the corresponding Order. Unless otherwise defined herein, words and expressions defined in the Order shall have the same meaning in this Statement of Work. In the event of a conflict or discrepancy between the terms in this SOW and the MSA, the MSA shall prevail.

1. Professional Services in Scope

The Customer has engaged UKG to provide the following Professional Services:

Service	Description
Migration to Telestaff Cloud (fixed fee)	UKG will: • Conversion of UKG TeleStaff in the Kronos Private Cloud to UKG TeleStaff Cloud in the Google Cloud Platform. ◦ Google Cloud Platform environments: (1) Production and (1) Development (Non-Production). • Professional Services Scope: ◦ Project management sufficient to organize UKG project resources. ◦ Project Kickoff Call. ◦ System Overview Call. ◦ Testing Support. ◦ Go Live Support.

2. Service Parameters

The following parameters provide an additional set of considerations as it applies to the Project and Professional Services described in this document:

Item	Parameters
Project Assumptions	• The target duration for this project is 8-10 working weeks. • Solution Assumptions: ◦ Conversion to UKG TeleStaff Cloud does not include customizations (outside of the scope listed above), configuration, new features, or functionality other than what is required by the new version.
Scope Changes and Pricing	• Any stated project duration is for guidance only and expected to be as set out in this SOW based upon UKG's experience with UKG customers and solutions. Scope changes are subject to review and may impact the project duration and cost. If additional work beyond the initial scope of this SOW is needed, a separate Service Request will be required. • If the Customer requires services not specified in this SOW, those services will be scoped based upon complexity and billed at the then current rate. • UKG will not be responsible for troubleshooting Subscription Service(s), interfaces or hardware not provided by UKG. • UKG's quoted pricing does not include the Excluded Items set out in this SOW.

Item	Parameters
Customer Tasks and Communication	- Both UKG and the Customer's project team will complete assigned tasks by mutually agreed upon due dates as set forth in the project plan. UKG will not be responsible for delays caused by the Customer's failure to provide adequate resources for the project or complete tasks promptly. - UKG will communicate with the Customer's project manager, the appointed point of contact for Customer on this project. The Customer's project manager will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for the Customer. - All project tasks are completed through UKG's remote deployment model unless otherwise mutually agreed to in advance or via an authorized service request or work order. Travel expenses are not included and will be invoiced separately as incurred.

3. Service Requests

Requests for changes to this SOW, additional scope, or activities outside of this planned project scope must be submitted to the UKG project manager in writing or in the form of an electronic service request.

The following excluded items are considered out of scope and will require a service request ("Excluded Items"):

- Material changes in the defined scope or effort
- Material changes in the number or type of work items to meet the defined scope of effort.
- Changes to the project remote delivery model
- Changes to the project duration

UKG will estimate the time and costs needed to implement the change and its impact on the project's delivery. UKG will perform the requested work once the service request has been completed and signed by the Customer.