

**AGENDA FOR A FINANCE COMMITTEE MEETING
FOR THURSDAY, NOVEMBER 10, 2016, 5:30 PM
SECOND FLOOR, MUNICIPAL BUILDING**

(Councilmen Reed, Bigley, Brown, and Rockhold)

- I. **CALL TO ORDER – Councilwoman Nancy Wilcox, Chairman**
- II. **ROLL CALL**
- III. **MINUTES – meetings held October 4th and October 17th, 2016**
- IV. **NEW BUSINESS – (referred from Council October 25, 2016)**
 1. **An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by adding an Executive Administrative Assistant position in the Mayor’s Office at H-7; the Personnel/Legal Specialist will be H-8; and an assistant Information Technology Technician in the Finance Department at H-14.**
 - A. **Resolution requesting budget revision for 3 employees above.**
 2. **An ordinance authorizing a 5% pay increase on the base rate for City employees, excluding department heads and elected officials.**
 - A. **Resolution requesting a budget revision for 5% pay increase above.**
- V. **ADJOURNMENT**

The Finance Committee of City Council met Tuesday, October 4, 2016 at 6:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Nancy Wilcox, who presided over the meeting. Members attending including Councilmen Jim Reed, Warren Bigley, Roger Brown, John Rockhold, and Nancy Wilcox.

Others attending included Mayor Jimmy Colombo, Rickie Yeager, Chief Matthews, Joe Santer, Pam Salvage, Eric Jiles, Chief Martin, Angie Smith, Mike Wilson, Kim Coram, Mike Reynolds, Roger Brown, Wendy Shriver, Mark Lewis.

MINUTES – Mr. Reed moved, seconded by Mr. Bigley, to approve the minutes from the meeting held August 1, 2016, and the motion was adopted by unanimous vote.

BUDGET REVISION - \$100,000.00 – Mayor Colombo told the committee that we had a \$100,000.00 pledge from an anonymous organization to reconstruct our basketball courts at City Park. These funds are time sensitive from someone who is very community-oriented. He offered to show them the letter of commitment, and said they may be interested in working with the City on a future aquatic center. We will be getting another estimate, but he plans to use concrete to save money by using the City's labor.

MOTION – Mr. Bigley moved, seconded by Mr. Rockhold, to approve the revision and forward it on to City Council, and the motion was adopted by unanimous vote.

BUDGET REVISION - \$504,775.00

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, to divide the question to consider some of the line items separately, and the motion was adopted by unanimous vote.

\$70,000.00, line item 414-353-000, computer software upgrade. Finance Director, Eric Jiles, told the committee that we have a quote to upgrade from version 9 to 10. It operates on cobalt now, which is a dead language for databases, and it is expensive. S2L is faster and more efficient and we will have real time data to monitor our budgets better. This upgrade will be more user friendly.

Mr. Mike Wilson from the Finance Department further explained an employee portal, and the ability for the manager to track the process. About one and one half years ago he looked at other software, but this is a better financial decision to stay with Encode and get the upgrade. Mr. Jiles said our system was purchased in 2009 and it gives us updates, but they are less and less, and he does not believe it will last 10 years. The additional fee for maintenance will be \$688.00 a month. We pay \$40,000.00 now with everything included.

Version 10 is very popular, Mr. Wilson added. It could change but he does not see them changing the software. Mr. Jiles and Mr. Wilson were not concerned about security risks because of the rules he has in place.

Mr. Reed felt we should make the upgrade because of the lack of support for what we have at this time. Also, employees will only be allowed to look at their own information. Mr. Jiles said we would be getting weekly upgrades at no charge, but there will be an annual fee.

MOTION – Mr. Reed moved, seconded by Mr. Rockhold, to approve the \$70,000.00 revision and forward to Council and the motion was adopted by unanimous vote.

REVISION \$4,465.00 carryover from an outstanding invoice on June 30th.

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, to approve the revision and refer to council, and the motion was adopted by unanimous vote.

All of the other revisions were presented and explained in detail, and with proper motions and seconds, they were all referred to Council with approval, by unanimous vote, with the exception of the \$30,000.00 to be used for wayfinding signs downtown. That motion was adopted by majority vote with all members voting “yes” with the exception of Mr. Brown, who voted “no”.

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Connie Shaffer, City Clerk

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The Finance Committee of City Council met Monday, October 17, 2016 at 5:30 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Nancy Wilcox, who presided over the meeting. Members attending included Councilmen Jim Reed, Warren Bigley, Roger Brown, John Rockhold, and Nancy Wilcox. Others attending included Mayor Jimmy Colombo, Joe Santer, Eric Jiles, Chief Martin, Pam Salvage, Rickie Yeager, Chief Matthews, JR Carpenter.

There were no minutes to approve this evening.

COPS grant for the Police Department – Chief Joe Martin explained that the City had applied for a COPS hiring grant earlier this year. One hundred eighty one agencies received grants, and Parkersburg was one of eight in WV to receive it. The cost is \$51,000.00 a year for the 25% match for two officers.

MOTION – Mr. Rockhold moved, seconded by Mr. Bigley, to approve the grant and forward to City Council for consideration, and the motion was adopted by unanimous vote.

BUDGET REVISION - \$30,000.00, Police Department. Chief Joe Martin told the committee that for the last twenty (20) years, our police department has used the same type of cages in the back of our police cruisers, because they were the cheapest. We had a situation where we had a prisoner in the back seat and he was able to get out of the restraint, which exposed a flaw in our design. This \$30,000.00 quote is for 42 cars, and will minimize and future liability and safety. We had \$10,000.00 damage to our cruiser when the prisoner drove the vehicle and wrecked it, in handcuffs.

Mr. Rockhold asked if the prisoner was properly restrained, and the Chief said the majority of the time, if our officer has to exit the vehicle we would lock it and turn the engine off. We are so dependent on our computers that we left the vehicle running. Chief Martin said he was shocked that it happened, but this will get us a better product.

MOTION – Mr. Rockhold moved, seconded by Mr. Bigley, to approve the revision, which is within the police department budget, and refer to City Council, and the motion was adopted by unanimous vote.

The meeting adjourned at 5:40 PM.

Respectfully submitted,

Connie Shaffer, City Clerk

**AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG
PERSONNEL POLICY AND PROCEDURE MANUAL**

AS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective December 5, 2016, Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following position addition / deletions:

Addition	Executive Administrative Assistant	H-7
Addition	Personnel / Legal Specialist	H-8
Deletion	Executive Administrative Assistant	S-1
Addition	IT Technician	H-14

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE	36,150.00		FY16 FUND BALANCE C/O
001	409-103-315	OTHER SALARIES & WAGES		2,957.00	ADMIN ASSISTANT
001	409-104-000	FICA/MEDICARE		226.00	ADMIN ASSISTANT
001	409-106-000	RETIREMENT EXPENSE		355.00	ADMIN ASSISTANT
001	409-226-005	W/C PREMIUM		54.00	ADMIN ASSISTANT
001	414-103-315	OTHER SALARIES & WAGES		22,772.00	IT TECHNICIAN
001	414-104-000	FICA/MEDICARE		1,742.00	IT TECHNICIAN
001	414-106-000	RETIREMENT EXPENSE		2,733.00	IT TECHNICIAN
001	414-226-005	W/C PREMIUM		417.00	IT TECHNICIAN
001	417-103-315	OTHER SALARIES & WAGES		2,014.00	BENEFIT/LEGAL SPECIALIST
001	417-104-000	FICA/MEDICARE		154.00	BENEFIT/LEGAL SPECIALIST
001	417-106-000	RETIREMENT EXPENSE		242.00	BENEFIT/LEGAL SPECIALIST
001	417-226-005	W/C PREMIUM		37.00	BENEFIT/LEGAL SPECIALIST
001	422-103-315	OTHER SALARIES & WAGES		2,014.00	BENEFIT/LEGAL SPECIALIST
001	422-104-000	FICA/MEDICARE		154.00	BENEFIT/LEGAL SPECIALIST
001	422-106-000	RETIREMENT EXPENSE		242.00	BENEFIT/LEGAL SPECIALIST
001	422-226-005	W/C PREMIUM		37.00	BENEFIT/LEGAL SPECIALIST
			<u>36,150.00</u>	<u>36,150.00</u>	

The above resolution proposes the funding of three positions. An Executive Administrative Assistant reporting to the Mayor at a rate of \$13.22/hour (H-7), a Benefits/Legal Specialist prorated evenly between the Personnel and City Attorney Departments at a rate of \$14.25/hour (H-8), and an IT Technician in the Finance Department at a rate of \$17.12/hour (H-12). The net annual cost of the positions is estimated at approximately \$62,000.

**AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG
PERSONNEL POLICY AND PROCEDURE MANUAL**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective December 5, 2016, Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following base pay rate increases:

	Current Base Rate	New Base Rate
H-3	\$11.17	\$11.73
H-4	\$11.69	\$12.28
H-5	\$12.20	\$12.81
H-6	\$12.71	\$13.35
H-7	\$13.22	\$13.88
H-8	\$14.25	\$14.96
H-9	\$14.76	\$15.50
H-10	\$15.27	\$16.03
H-11	\$15.79	\$16.58
H-12	\$16.30	\$17.12
H-13	\$16.95	\$17.80
H-14	\$17.12	\$17.98
H-15	\$17.44	\$18.31
H-16	\$18.27 - \$21.16	\$19.18 - \$22.22
H-17	\$18.42	\$19.34
H-18	\$20.43	\$21.45
H-19	\$21.87	\$22.96

Memorial Bridge Toll Collectors

Start	\$8.75	\$9.19
6-months	\$9.25	\$9.71

Crossing Guards	\$8.75	\$9.19
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Seasonal Temporary Employees

Days	\$10.00	\$10.50
Nights / Weekends	\$10.50	\$11.00

	Current Base Rate	New Base Rate
S-6	\$49,500	\$51,975.00
S-8	\$62,000 - \$68,000	\$65,100 - \$71,4000
PTL-1	\$17.97	\$18.87
PTL-2	\$25.38	\$26.65
CS-1	\$13.14	\$13.80
CS-2	\$17.04	\$17.89
CS-3	\$16.50	\$17.33
CS-4	\$14.37	\$15.09
CS-5	\$19.01	\$19.96
CS-6	\$15.60	\$16.38
CS-7	\$21.67	\$22.75
CS-8	\$20.49	\$21.52
CS-9	\$21.97	\$23.07

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE	267,227.00		FY16 FUND BALANCE C/O
001	409-103-315	OTHER SALARIES & WAGES		4,051.00	5% WAGE INCREASE
001	409-104-000	FICA/MEDICARE		310.00	5% WAGE INCREASE
001	409-106-000	RETIREMENT EXPENSE		486.00	5% WAGE INCREASE
001	409-226-005	W/C PREMIUM		75.00	5% WAGE INCREASE
001	414-103-315	OTHER SALARIES & WAGES		14,448.00	5% WAGE INCREASE
001	414-104-000	FICA/MEDICARE		1,106.00	5% WAGE INCREASE
001	414-106-000	RETIREMENT EXPENSE		1,733.00	5% WAGE INCREASE
001	414-226-005	W/C PREMIUM		265.00	5% WAGE INCREASE
001	415-103-000	DEPARTMENT HEAD SALARY		1,738.00	5% WAGE INCREASE
001	415-103-315	OTHER SALARIES & WAGES		206.00	5% WAGE INCREASE
001	415-104-000	FICA/MEDICARE		149.00	5% WAGE INCREASE
001	415-106-000	RETIREMENT EXPENSE		179.00	5% WAGE INCREASE
001	415-226-005	W/C PREMIUM		35.00	5% WAGE INCREASE
001	416-103-000	DEPARTMENT HEAD SALARY		545.00	5% WAGE INCREASE
001	416-103-315	OTHER SALARIES & WAGES		1,223.00	5% WAGE INCREASE
001	416-104-000	FICA/MEDICARE		134.00	5% WAGE INCREASE
001	416-106-000	RETIREMENT EXPENSE		212.00	5% WAGE INCREASE
001	416-226-005	W/C PREMIUM		33.00	5% WAGE INCREASE
001	417-103-315	OTHER SALARIES & WAGES		1,582.00	5% WAGE INCREASE
001	417-104-000	FICA/MEDICARE		121.00	5% WAGE INCREASE
001	417-106-000	RETIREMENT EXPENSE		190.00	5% WAGE INCREASE
001	417-226-005	W/C PREMIUM		29.00	5% WAGE INCREASE
001	420-103-000	DEPARTMENT HEAD SALARY		1,983.00	5% WAGE INCREASE
001	420-103-315	OTHER SALARIES & WAGES		3,836.00	5% WAGE INCREASE
001	420-104-000	FICA/MEDICARE		446.00	5% WAGE INCREASE
001	420-106-000	RETIREMENT EXPENSE		699.00	5% WAGE INCREASE
001	420-226-005	W/C PREMIUM		107.00	5% WAGE INCREASE
001	421-103-315	OTHER SALARIES & WAGES		4,276.00	5% WAGE INCREASE
001	421-104-000	FICA/MEDICARE		327.00	5% WAGE INCREASE
001	421-106-000	RETIREMENT EXPENSE		513.00	5% WAGE INCREASE
001	421-226-005	W/C PREMIUM		79.00	5% WAGE INCREASE
001	422-103-315	OTHER SALARIES & WAGES		1,582.00	5% WAGE INCREASE
001	422-104-000	FICA/MEDICARE		121.00	5% WAGE INCREASE
001	422-106-000	RETIREMENT EXPENSE		190.00	5% WAGE INCREASE
001	422-226-005	W/C PREMIUM		28.00	5% WAGE INCREASE
001	436-103-000	DEPARTMENT HEAD SALARY		1,240.00	5% WAGE INCREASE
001	436-103-315	OTHER SALARIES & WAGES		5,187.00	5% WAGE INCREASE
001	436-104-000	FICA/MEDICARE		491.00	5% WAGE INCREASE

001	436-106-000	RETIREMENT EXPENSE	771.00	5% WAGE INCREASE
001	436-226-005	W/C PREMIUM	117.00	5% WAGE INCREASE
001	440-103-315	OTHER SALARIES & WAGES	2,990.00	5% WAGE INCREASE
001	440-104-000	FICA/MEDICARE	228.00	5% WAGE INCREASE
001	440-106-000	RETIREMENT EXPENSE	359.00	5% WAGE INCREASE
001	440-226-005	W/C PREMIUM	55.00	5% WAGE INCREASE
001	566-103-315	OTHER SALARIES & WAGES	1,604.00	5% WAGE INCREASE
001	566-104-000	FICA/MEDICARE	123.00	5% WAGE INCREASE
001	566-106-000	RETIREMENT EXPENSE	192.00	5% WAGE INCREASE
001	566-226-005	W/C PREMIUM	29.00	5% WAGE INCREASE
001	700-103-303	CAPTAIN SALARIES	2,666.00	5% WAGE INCREASE
001	700-103-304	LIEUTENANT SALARIES	6,215.00	5% WAGE INCREASE
001	700-103-305	SERGEANT SALARIES	9,226.00	5% WAGE INCREASE
001	700-103-309	PATROLMEN SALARIES	38,746.00	5% WAGE INCREASE
001	700-103-312	CROSSING GUARD SALARIES	3,032.00	5% WAGE INCREASE
001	700-103-315	OTHER SALARIES & WAGES	8,937.00	5% WAGE INCREASE
001	700-104-000	FICA/MEDICARE	1,669.00	5% WAGE INCREASE
001	700-106-000	RETIREMENT EXPENSE	861.00	5% WAGE INCREASE
001	700-226-005	W/C PREMIUM	1,260.00	5% WAGE INCREASE
001	706-103-303	CAPTAIN SALARIES	61,832.00	5% INC., LT./CPN. CORRECT.
001	706-103-304	LIEUTENANT SALARIES	(34,086.00)	5% INC., LT./CPN. CORRECT.
001	706-103-308	INSPECTOR SALARIES	1,604.00	5% WAGE INCREASE
001	706-103-310	FIREMEN SALARIES	40,817.00	5% WAGE INCREASE
001	706-103-315	OTHER SALARIES & WAGES	927.00	5% WAGE INCREASE
001	706-104-000	FICA/MEDICARE	1,087.00	5% WAGE INCREASE
001	706-106-000	RETIREMENT EXPENSE	111.00	5% WAGE INCREASE
001	706-226-005	W/C PREMIUM	1,301.00	5% WAGE INCREASE
001	714-103-315	OTHER SALARIES & WAGES	1,293.00	5% WAGE INCREASE
001	714-104-000	FICA/MEDICARE	99.00	5% WAGE INCREASE
001	714-106-000	RETIREMENT EXPENSE	155.00	5% WAGE INCREASE
001	714-226-005	W/C PREMIUM	24.00	5% WAGE INCREASE
001	750-103-000	DEPARTMENT HEAD SALARY	11,116.00	5% WAGE INCREASE
001	750-103-315	OTHER SALARIES & WAGES	(1,454.00)	5% INC., BUDGET CORRECT.
001	750-104-000	FICA/MEDICARE	739.00	5% WAGE INCREASE
001	750-106-000	RETIREMENT EXPENSE	1,159.00	5% WAGE INCREASE
001	750-226-005	W/C PREMIUM	177.00	5% WAGE INCREASE
001	751-103-000	DEPARTMENT HEAD SALARY	1,132.00	5% WAGE INCREASE
001	751-103-315	OTHER SALARIES & WAGES	3,016.00	5% WAGE INCREASE
001	751-104-000	FICA/MEDICARE	317.00	5% WAGE INCREASE
001	751-106-000	RETIREMENT EXPENSE	498.00	5% WAGE INCREASE
001	751-226-005	W/C PREMIUM	76.00	5% WAGE INCREASE
001	754-103-000	DEPARTMENT HEAD SALARY	1,028.00	5% WAGE INCREASE
001	754-103-315	OTHER SALARIES & WAGES	(2,801.00)	5% INC., BUDGET CORRECT.
001	754-104-000	FICA/MEDICARE	(136.00)	5% INC., BUDGET CORRECT.
001	754-106-000	RETIREMENT EXPENSE	(213.00)	5% INC., BUDGET CORRECT.
001	754-226-005	W/C PREMIUM	(32.00)	5% INC., BUDGET CORRECT.
001	756-103-000	DEPARTMENT HEAD SALARY	1,028.00	5% WAGE INCREASE
001	756-103-315	OTHER SALARIES & WAGES	6,293.00	5% WAGE INCREASE
001	756-104-000	FICA/MEDICARE	560.00	5% WAGE INCREASE
001	756-106-000	RETIREMENT EXPENSE	879.00	5% WAGE INCREASE
001	756-226-005	W/C PREMIUM	134.00	5% WAGE INCREASE

001	800-103-000	DEPARTMENT HEAD SALARY	2,900.00	5% WAGE INCREASE
001	800-103-315	OTHER SALARIES & WAGES	15,885.00	5% WAGE INCREASE
001	800-104-000	FICA/MEDICARE	1,437.00	5% WAGE INCREASE
001	800-106-000	RETIREMENT EXPENSE	2,182.00	5% WAGE INCREASE
001	800-226-005	W/C PREMIUM	344.00	5% WAGE INCREASE
001	900-103-000	DEPARTMENT HEAD SALARY	9,889.00	5% WAGE INCREASE
001	900-103-315	OTHER SALARIES & WAGES	4,154.00	5% WAGE INCREASE
001	900-104-000	FICA/MEDICARE	1,074.00	5% WAGE INCREASE
001	900-106-000	RETIREMENT EXPENSE	1,390.00	5% WAGE INCREASE
001	900-226-005	W/C PREMIUM	257.00	5% WAGE INCREASE
			<u>267,227.00</u>	<u>267,227.00</u>

The above resolution reflects a 5% wage increase for all City personnel, prorated for the current year estimated to become effective with the first pay period in December. Elected positions and department heads are not included in the calculation. Note that only an employee's base is factored into the calculation with longevity excluded, resulting in a lower effective increase. The annual cost of the wage increase is estimated at \$498,000.