

**AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, NOVEMBER 29, 2016, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING**

PRAYER AND PLEDGE OF ALLEGIANCE

- I. CALL TO ORDER – Council President, John Rockhold
- II. ROLL CALL
- III. MINUTES – meeting held November 15, 2016
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 - 1. Resolution amending the Compensation Plan by not implementing the ordinance concerning new FLSA regulations regarding overtime, pending the outcome of the federal court case. (Sponsored by all members of City Council)
- IX. ORDINANCE, FINAL READING:
 - 2. An ordinance rezoning 1204 Division Street from R-3 to B-2 zone. (Sponsored by the Municipal Planning Commission, unanimous approval of MPC)
 - 3. An ordinance authorizing the City to transfer to the Wood County Building Commission with the right of reversion, real property for a fire training and burn building, 0.544 acres, behind the Camden Avenue Fire Station. (Sponsored by Councilmen Bigley, Reed, Rockhold, and Carpenter.)
 - 4. 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. (Councilmen Rockhold, Reed, Bigley, Reynolds, and Lynch.)
 - 5. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual to reflect a 2 1/2% pay increase for all City employees, excluding elected positions and department heads. (Sponsored by the Finance Committee on November 12, 2016)
- XI. ADJOURNMENT (Council meetings in December are 13th and 20th)

The Council of the City of Parkersburg met in regular session Tuesday, November 15, 2016, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101 and joined in the Lord's Prayer and Pledge of Allegiance.

The meeting was called to order by Council President, John Rockhold, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch, Roger Brown, Kim Coram, JR Carpenter, Mike Reynolds, Warren Bigley, Jim Reed, and John Rockhold.

MINUTES – Mr. Reed moved, seconded by Mr. Reynolds, to approve the minutes from the meeting held October 25, 2016 and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Mr. Reed announced that Public Works Committee met this evening and sent forth an ordinance as amended concerning City land for a burn house. Ms. Wilcox announced that Holiday in the Park would open this week-end at 6:00 PM at the horseshoe pits, and invited all to attend.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo recognized our new Mayor-elect, Tom Joyce, in the audience this evening, as well as our new council-elect members.

He said that after our last meeting, he did research about the drug problem, and he has no answers, but told those attending that he talked with the people from the parole board and the prison, and they have talked with our police department about what we could do. Two days later, he spoke with County Commissioner, Blair Couch, about the facilities at Mountwood Park that are being vacated, to be used as a recovery program. There is the possibility of the Armory on Emerson Avenue, which could house an 80-bed unit, and they are looking at other places. He said he is being invited to another meeting with representatives from Senator Capito's office and Senator Manchin's office to see what can be done and what is available to get a structure that can be useful in this area. This is promising, and Recovery Point is promising, he said. Everyone has a different system but this one is more structured. He said he felt confident when he talked with people and that helping other people is heart and soul.

PUBLIC FORUM – There were fourteen (14) people who spoke during the public forum – 12 concerning the lack of money for our drug problem, and two representing probably more than 50 City employees in the audience this evening. Most agreed the employees need a pay raise, but wanted funds for drug recovery also. They suggested that the City not rush the revision for the pay increase and let the new Mayor and Council make those decisions. Some said that 10 more people had died because of drugs since our last meeting.

After that 30 minute public forum, Ms. Lynch said she was glad to see so many people in the audience this evening, and she sympathizes with them about the drugs, and said we need a facility in our area. She also thanked the Public Works department for the new playground equipment at Southwood Park. They needed a place for adults to sit, and the Wood County Recycling group supplied benches. She also thanked all the workers for Holiday in the Park and Mayor Colombo for looking into the drug problem. She did say that her research shows that Parkersburg is short about 30 police officers compared to other larger cities in our state, and she has tried to get more officers.

Ms. Coram said she appreciated everyone attending this evening and she was sorry for their loss. She asked them to keep coming back to Council because it is time to stop ignoring our drug problems. She saw the Town Hall meetings go away and asked Mayor-elect Joyce to bring them back. She said she didn't know why we don't have mulch in some of our playgrounds and other required safety equipment, and suggested city employees be rewarded for cost saving ideas.

RESOLUTION

The clerk presented a resolution requesting the City to contact USDA-APHIS- Wildlife Services Director Tom S. Elliott to make a site visit to determine what steps may be needed to address the City's pigeon issues and what assistance they could provide.

MOTION – Mr. Reed moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION

The clerk presented a resolution authorizing the City to enter into an agreement with the Mid-Ohio Valley Regional Highway Safety Program to claim overtime reimbursement for the Police Department in the amount of \$20,500.00.

MOTION – Mr. Bigley moved, seconded by Mr. Reed, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION

The clerk presented a resolution authorizing Mayor Colombo to submit an Assistance to Firefighters Grant in the amount of \$74,000.00 with a 10% match to purchase seven mobile computing devices, one new cascade system and upgrade the current exhaust systems for all six stations.

MOTION – Mr. Reed moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION

The clerk presented a resolution authorizing the City to adopt the Regional Hazard Mitigation Plan presented by the Mid-Ohio Valley Regional Council, which will serve as the City's plan for Hazard Mitigation issues.

MOTION – Mr. Reed moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION

CASTO & HARRIS, INC., SPOKESMAN, WV FILED ORDER NO. 12275-13

The clerk presented a resolution appointing Ms. Brenda Brum, 1717 20th Street to the Board of Directors for the Parkersburg/Wood County Public Library through June 30, 2020.

MOTION – Ms. Coram moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION:

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	Expenditure	Fund Source / Description
			Increase/ (Decrease)	Increase/ (Decrease)	
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
			36,150.00	36,150.00	

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.

MOTION – Mr. Reed moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by majority vote as follows:

VOTING 'YES'

Ms. Lynch
Mr. Reynolds
Mr. Bigley
Mr. Reed
Mr. Rockhold

VOTING 'NO'

Ms. Wilcox
Mr. Brown
Ms. Coram
Mr. Carpenter

RESOLUTION

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	Expenditure	Fund Source / Description
			Increase/ (Decrease)	Increase/ (Decrease)	
	299-00	FUND BALANCE	267,227.00		FY16 FUND BALANCE C/O
001	444-566-003	CONTRIB - STABILIZATION FUND		140,858.00	STABILIZATION CONTRIB.
001	409-103-315	OTHER SALARIES & WAGES		3,423.00	2.5% WAGE INCREASE
001	409-104-000	FICA/MEDICARE		262.00	2.5% WAGE INCREASE
001	409-106-000	RETIREMENT EXPENSE		411.00	2.5% WAGE INCREASE
001	409-226-005	W/C PREMIUM		63.00	2.5% WAGE INCREASE
001	414-103-315	OTHER SALARIES & WAGES		8,162.00	2.5% WAGE INCREASE
001	414-104-000	FICA/MEDICARE		625.00	2.5% WAGE INCREASE
001	414-106-000	RETIREMENT EXPENSE		979.00	2.5% WAGE INCREASE
001	414-226-005	W/C PREMIUM		150.00	2.5% WAGE INCREASE
001	415-103-000	DEPARTMENT HEAD SALARY		869.00	2.5% WAGE INCREASE
001	415-103-315	OTHER SALARIES & WAGES		103.00	2.5% WAGE INCREASE
001	415-104-000	FICA/MEDICARE		74.00	2.5% WAGE INCREASE
001	415-106-000	RETIREMENT EXPENSE		89.00	2.5% WAGE INCREASE
001	415-226-005	W/C PREMIUM		18.00	2.5% WAGE INCREASE
001	416-103-000	DEPARTMENT HEAD SALARY		272.00	2.5% WAGE INCREASE
001	416-103-315	OTHER SALARIES & WAGES		611.00	2.5% WAGE INCREASE
001	416-104-000	FICA/MEDICARE		68.00	2.5% WAGE INCREASE
001	416-106-000	RETIREMENT EXPENSE		106.00	2.5% WAGE INCREASE
001	416-226-005	W/C PREMIUM		17.00	2.5% WAGE INCREASE
001	417-103-315	OTHER SALARIES & WAGES		859.00	2.5% WAGE INCREASE
001	417-104-000	FICA/MEDICARE		66.00	2.5% WAGE INCREASE
001	417-106-000	RETIREMENT EXPENSE		103.00	2.5% WAGE INCREASE
001	417-226-005	W/C PREMIUM		16.00	2.5% WAGE INCREASE
001	420-103-000	DEPARTMENT HEAD SALARY		992.00	2.5% WAGE INCREASE
001	420-103-315	OTHER SALARIES & WAGES		1,918.00	2.5% WAGE INCREASE
001	420-104-000	FICA/MEDICARE		223.00	2.5% WAGE INCREASE
001	420-106-000	RETIREMENT EXPENSE		349.00	2.5% WAGE INCREASE
001	420-226-005	W/C PREMIUM		53.00	2.5% WAGE INCREASE
001	421-103-315	OTHER SALARIES & WAGES		2,138.00	2.5% WAGE INCREASE
001	421-104-000	FICA/MEDICARE		163.00	2.5% WAGE INCREASE
001	421-106-000	RETIREMENT EXPENSE		257.00	2.5% WAGE INCREASE
001	421-226-005	W/C PREMIUM		40.00	2.5% WAGE INCREASE
001	422-103-315	OTHER SALARIES & WAGES		858.00	2.5% WAGE INCREASE
001	422-104-000	FICA/MEDICARE		66.00	2.5% WAGE INCREASE
001	422-106-000	RETIREMENT EXPENSE		103.00	2.5% WAGE INCREASE
001	422-226-005	W/C PREMIUM		15.00	2.5% WAGE INCREASE
001	436-103-000	DEPARTMENT HEAD SALARY		620.00	2.5% WAGE INCREASE
001	436-103-315	OTHER SALARIES & WAGES		2,594.00	2.5% WAGE INCREASE

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 12275-13

001	436-104-000	FICA/MEDICARE	246.00	2.5% WAGE INCREASE
001	436-106-000	RETIREMENT EXPENSE	385.00	2.5% WAGE INCREASE
001	436-226-005	W/C PREMIUM	59.00	2.5% WAGE INCREASE
001	440-103-315	OTHER SALARIES & WAGES	1,495.00	2.5% WAGE INCREASE
001	440-104-000	FICA/MEDICARE	115.00	2.5% WAGE INCREASE
001	440-106-000	RETIREMENT EXPENSE	180.00	2.5% WAGE INCREASE
001	440-226-005	W/C PREMIUM	28.00	2.5% WAGE INCREASE
001	566-103-315	OTHER SALARIES & WAGES	802.00	2.5% WAGE INCREASE
001	566-104-000	FICA/MEDICARE	62.00	2.5% WAGE INCREASE
001	566-106-000	RETIREMENT EXPENSE	96.00	2.5% WAGE INCREASE
001	566-226-005	W/C PREMIUM	14.00	2.5% WAGE INCREASE
001	700-103-303	CAPTAIN SALARIES	1,333.00	2.5% WAGE INCREASE
001	700-103-304	LIEUTENANT SALARIES	3,107.00	2.5% WAGE INCREASE
001	700-103-305	SERGEANT SALARIES	4,613.00	2.5% WAGE INCREASE
001	700-103-309	PATROLMEN SALARIES	10,834.00	2.5% WAGE INCREASE
001	700-103-312	CROSSING GUARD SALARIES	1,516.00	2.5% WAGE INCREASE
001	700-103-315	OTHER SALARIES & WAGES	4,469.00	2.5% WAGE INCREASE
001	700-104-000	FICA/MEDICARE	710.00	2.5% WAGE INCREASE
001	700-106-000	RETIREMENT EXPENSE	431.00	2.5% WAGE INCREASE
001	700-226-005	W/C PREMIUM	474.00	2.5% WAGE INCREASE
001	706-103-303	CAPTAIN SALARIES	57,999.00	2.5% LT./CPN. CORRECT.
001	706-103-304	LIEUTENANT SALARIES	(39,970.00)	2.5% LT./CPN. CORRECT.
001	706-103-308	INSPECTOR SALARIES	802.00	2.5% WAGE INCREASE
001	706-103-310	FIREMEN SALARIES	19,832.00	2.5% WAGE INCREASE
001	706-103-315	OTHER SALARIES & WAGES	463.00	2.5% WAGE INCREASE
001	706-104-000	FICA/MEDICARE	595.00	2.5% WAGE INCREASE
001	706-106-000	RETIREMENT EXPENSE	56.00	2.5% WAGE INCREASE
001	706-226-005	W/C PREMIUM	716.00	2.5% WAGE INCREASE
001	714-103-315	OTHER SALARIES & WAGES	459.00	2.5% WAGE INCREASE
001	714-104-000	FICA/MEDICARE	35.00	2.5% WAGE INCREASE
001	714-106-000	RETIREMENT EXPENSE	55.00	2.5% WAGE INCREASE
001	714-226-005	W/C PREMIUM	9.00	2.5% WAGE INCREASE
001	750-103-000	DEPARTMENT HEAD SALARY	10,602.00	2.5% WAGE INCREASE
001	750-103-315	OTHER SALARIES & WAGES	(8,226.00)	2.5%, BUDGET CORRECT.
001	750-104-000	FICA/MEDICARE	181.00	2.5% WAGE INCREASE
001	750-106-000	RETIREMENT EXPENSE	285.00	2.5% WAGE INCREASE
001	750-226-005	W/C PREMIUM	43.00	2.5% WAGE INCREASE
001	751-103-000	DEPARTMENT HEAD SALARY	566.00	2.5% WAGE INCREASE
001	751-103-315	OTHER SALARIES & WAGES	1,508.00	2.5% WAGE INCREASE
001	751-104-000	FICA/MEDICARE	159.00	2.5% WAGE INCREASE
001	751-106-000	RETIREMENT EXPENSE	249.00	2.5% WAGE INCREASE
001	751-226-005	W/C PREMIUM	38.00	2.5% WAGE INCREASE
001	754-103-000	DEPARTMENT HEAD SALARY	514.00	2.5% WAGE INCREASE
001	754-103-315	OTHER SALARIES & WAGES	(4,728.00)	2.5%, BUDGET CORRECT.
001	754-104-000	FICA/MEDICARE	(322.00)	2.5%, BUDGET CORRECT.
001	754-106-000	RETIREMENT EXPENSE	(506.00)	2.5%, BUDGET CORRECT.
001	754-226-005	W/C PREMIUM	(77.00)	2.5%, BUDGET CORRECT.
001	756-103-000	DEPARTMENT HEAD SALARY	514.00	2.5% WAGE INCREASE
001	756-103-315	OTHER SALARIES & WAGES	3,147.00	2.5% WAGE INCREASE
001	756-104-000	FICA/MEDICARE	280.00	2.5% WAGE INCREASE
001	756-106-000	RETIREMENT EXPENSE	439.00	2.5% WAGE INCREASE

001	756-226-005	W/C PREMIUM	67.00	2.5% WAGE INCREASE
001	800-103-000	DEPARTMENT HEAD SALARY	2,386.00	2.5% WAGE INCREASE
001	800-103-315	OTHER SALARIES & WAGES	7,007.00	2.5% WAGE INCREASE
001	800-104-000	FICA/MEDICARE	719.00	2.5% WAGE INCREASE
001	800-106-000	RETIREMENT EXPENSE	1,091.00	2.5% WAGE INCREASE
001	800-226-005	W/C PREMIUM	172.00	2.5% WAGE INCREASE
001	900-103-000	DEPARTMENT HEAD SALARY	9,375.00	2.5% WAGE INCREASE
001	900-103-315	OTHER SALARIES & WAGES	(606.00)	2.5% WAGE INCREASE
001	900-104-000	FICA/MEDICARE	671.00	2.5% WAGE INCREASE
001	900-106-000	RETIREMENT EXPENSE	905.00	2.5% WAGE INCREASE
001	900-226-005	W/C PREMIUM	161.00	2.5% WAGE INCREASE
			267,227.00	267,227.00

The above resolution reflects a 2.5% 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 \$320,000. Additionally, the revision includes a contribution to the Stabilization Fund in the amount of \$140,858.

MOTION – Mr. Reed moved, seconded by Mr. Bigley, to adopt the resolution.

MOTION TO AMEND – Mr. Bigley moved, seconded by Mr. Brown, to amend the resolution down from the 5% increase to 2 ½% increase with the remaining funds going to the Stabilization Fund.

Mr. Reed said he was not immune to the drug problem, but the employees need a raise. He asked them to find the money somewhere else, and not on the backs of the employees.

Mr. Bigley said we were not earmarking the remaining funds for anything, and in two months the new Mayor and Council can decide.

VOTE ON AMENDMENT – the amendment was adopted by majority vote, as follows:

VOTING 'YES'	VOTING 'NO'
Mr. Brown	Ms. Wilcox
Ms. Coram	Ms. Lynch
Mr. Reynolds	Mr. Reed
Mr. Carpenter	Mr. Rockhold
Mr. Bigley	

VOTE ON MOTION, AS AMENDED – the motion, as amended was adopted by majority vote, as follows:

VOTING 'YES'	VOTING 'NO'
Mr. Brown	Ms. Wilcox
Ms. Coram	Ms. Lynch
Mr. Reynolds	Mr. Reed
Mr. Carpenter	Mr. Rockhold
Mr. Bigley	

ORDINANCE, FINAL READING:

**AN ORDINANCE VACATING A PORTION OF A TEN (10) FOOT WIDE
UNNAMED ALLEY LOCATED ON PARKERSBURG CITY TAX
MAP 59 (NORTH). THE PORTION OF THE ABANDONED
UNNAMED ALLEY RUNS OFF LINCOLN AVENUE
BETWEEN PARCEL 59 AND PARCELS 9, 10, 11 & 12.**

CASTO & HARRIS, INC., SPENCER, WV RE-DRAWER NO. 12275-13

The Municipal Planning Commission of the City of Parkersburg has recommended that an Unnamed 10 Foot Wide Alley located off of Lincoln Avenue on City Tax Map 59, between Parcel 59 and Parcels 9, 10, 11 and 12 to be vacated;

WHEREAS, the City believes it proper to do so and,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the following described property is hereby vacated and closed as a public thoroughfare.

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

Beginning at the southwesterly corner of lot 77 of Franklin Place Addition No. 1 as recorded in Plat Book 3, page 38, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the southerly lines of lots 77 through 80 inclusive of the aforesaid addition, in a southeasterly direction, to the southeasterly corner of said lot 80, thence crossing said alley to be vacated, in a southwesterly direction, 10 feet more or less, to the northeasterly corner of lot 85 of the aforesaid addition, thence with the northerly line of said lot 85, in a northwesterly direction, to the northwesterly corner of said lot 85, thence with the easterly line of Lincoln Avenue, in a northeasterly direction, 10 feet more or less, to the point of beginning.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the City shall retain a permanent easement for the benefit of the City of Parkersburg, the Parkersburg Utility Board, and all other public utility companies, for ingress and egress over, along and under said portion of right-of-way for the installation, maintenance, location, relocation and removal of public utilities of any kind.

BE IT FURTHER ORDAINED that the said 10 foot wide alley's closure is contingent upon the granting of a permanent private right-of-way by and between the affected property owners, Jeremy Lemasters, Roy Fike, their heirs and assigns, over and across the said alley. (amended October 25, 2016)

Mayor James E. Colombo is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owners.

MOTION – Mr. Bigley moved, seconded by Mr. Reed, to adopt the ordinance on final reading, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox, who voted "no".

ORDINANCE, FINAL READING:

AN ORDINANCE AUTHORIZING THE
LEASE PURCHASE FINANCING OF
TWELVE POLICE DEPARTMENT VEHICLES

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS the City enter into that certain Lease Purchase Agreement with United Bank, Inc., for financing for the lease purchase of eight (8) new and four (4) used vehicles and related equipment for each in the Police Department.

The total amount financed is Three Hundred Forty Nine Thousand One Hundred and Sixty Four Dollars (\$349,164.00) at an interest rate of One Point Eight Per Cent (1.8) for sixty (60) months; and the amount per month is Six Thousand Eighty Nine Dollars and Fifty Six Cents (\$6,089.56). The total amount is Three Hundred Sixty Five Thousand Three Hundred and Seventy Three Dollars and Sixty Cents (\$365,373.60).

BE IT FURTHER ORDAINED that Mayor Jimmy Colombo, or his designee, is authorized to execute said Lease Agreement and any and all accompanying papers needed and necessary to effectuate said lease for and on behalf of the City. Attached hereto and made a part hereof is a copy of the price quote page of the bid. (see next page for copy)

MOTION – Ms. Wilcox moved, seconded by Mr. Reed, to adopt the ordinance on final reading.

Councilman Warren Bigley stated that he had a conflict with this ordinance, and left the room for the vote.

VOTE – the motion was adopted by unanimous vote of all present.

Mr. Bigley returned to the Chambers.

BID TABULATIONS

INQUIRY NO. 2231

DATE: 10-19-16

TIME: 10:00AM

BANK	AMOUNT FINANCED	INTEREST	MONTHLY PAYMENT	2% WV 2% B & O
United Bank	\$349,164.00	1.8%	6,089.56	Y/Y
B.B. & T.		1.83%	6,094.13	Y/Y
Wesbanco		2.52%	6,304.43	Y/Y
Huntington		2.75%	6,335.30	N/N

ORDINANCE, FINAL READING:

**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 November 21, 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 re-classifications:

	Old Grade	New Grade	Salary Rate	Converted Hourly Rate
Journeyman Electrician	H-11A	H-12	n/a	n/a
Automotive Services Supervisor	S-1	H-13	\$35,242	\$16.95
Tax Revenue Analyst (Previous B&O Tax Auditor)	S-1	H-13	\$35,242	\$16.95
Parking Fac./Munc. Court Supv	S-1	H-13	\$35,242	\$16.95
Sanitation Supervisor	S-1	H-13	\$35,242	\$16.95
Streets Supervisor	S-1	H-13	\$35,242	\$16.95
Street Maint. & Sign Supervisor	S-1	H-13	\$35,242	\$16.95
Engineering Technician	H-12	H-14	n/a	n/a
Evidence Technicia	H-12	H-14	n/a	n/a
Master Electrician	H-12	H-14	n/a	n/a
Accounts Payable Supervisor (Previous Accountant / Collector)	S-2	H-15	\$36,265	\$17.44
Purchasing Manager	S-2	H-15	\$36,265	\$17.44

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 12275-13

(Previous Finance & Purchasing Coordinator)				
City Clerk	S-3	H-16	\$38,000 - \$44,000	\$18.27 - \$21.16
Development Projects Administra	S-4	H-17	\$38,312	\$18.42
Electrical Services Superviso	S-4	H-17	\$38,312	\$18.42
Financial Compliance Offic	S-4	H-17	\$38,312	\$18.42
Senior Accountant	S-4	H-17	\$38,312	\$18.42
Chief Code Official	S-5	H-18	\$42,491	\$20.43
Land Surveyor	S-5	H-18	\$42,491	\$20.43
Planning Administrator	S-5	H-18	\$42,491	\$20.43
Assistant City Engineer	S-6	H-19	\$45,476	\$21.87
Assistant Finance Director	S-6	H-19	\$45,476	\$21.87
IT Manager (Previous IT Coordinator)	S-6A	S-6	n/a	n/a
Chief Fire Inspector	CS-7	CS-7	\$45,049	\$21.67

PART-TIME SALARIED EXEMPT- LEGAL POSITION CLASSIFICATIONS

	<u>Old Grade</u>	<u>New Grade</u>	<u>Salary Rate</u>	<u>Converted Hourly Rate</u>
Municipal Court Judge	PTS-1	PTL-1	\$18,684	\$17.97
Assistant City Attorney	PTS-2	PTL-2	\$26,371	\$25.38
City Attorney	PTS-3	PTL-3	\$44,000 - \$50,000	\$42.31 - \$48.08

Remove from Tables:

- Municipal Housing & Special Projects Coordinator S-2
- Public Works Project Coordinator S-4
- Assistant Public Works Director S-6

Other title changes for the Tables (not reflected anywhere above):

- Finance Admin / Purchasing Assistant (previous Finance Administrative Assistant)
- Accounts Receivable Analyst (previous Billing & Revenue Associate)
- Accounts Payable Clerk (previous Accounts Payable & Junior Accountant)
- Payroll / Tax Analyst (previous Payroll Specialist / B&O Tax Assistant)

MOTION – Ms. Coram moved, seconded by Ms. Lynch, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

ORDINANCE, FIRST READING:

AN ORDINANCE TO REZONE PARKERSBURG CORPORATION
TAX MAP 104, PART OF PARCELS I AND 44, AND ALL OF
PARCEL H FROM EXISTING R-3 TO A B-2 ZONE
(1204 Division Street)

MOTION – Ms. Wilcox moved, seconded by Mr. Reed, to adopt the ordinance on first reading, and the motion was adopted by unanimous vote.

ORDINANCE, FIRST READING:

AN ORDINANCE TRANSFERRING 0.544 ACRES
FROM THE CITY OF PARKERSBURG TO THE WOOD
COUNTY BUILDING COMMISSION
(burn building)

MOTION – Mr. Reed moved, seconded by Ms. Wilcox, to adopt the ordinance on first reading, as amended in the Public Works Committee this evening (changing the transfer from Wood County Fire Fighters Association to Wood County Building Commission).

Councilman Brown said we were giving away 1/2 acre, and he did not like it, and will have nothing to show for it, and may have to buy it back again. This is not the right way to do this, he said. Councilman Reed said he sees the advantage of getting firefighters trained. Now, we have to go to Ravenswood, and he sees the benefit of the training site being here.

PARKERSBURG, W. VA., _____ November 15, 2016 _____

Mayor Jimmy Colombo said he did not think we should lose the opportunity to help our firemen with a facility that is closest to being a real fire. This will help all volunteer departments and will make a stronger system that everybody can use. The education is an opportunity for us, he said.

VOTE – the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Brown, who voted "no".

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(Mayor exec assist; personnel/legal; IT assistant)

MOTION – Mr. Bigley moved, seconded by Mr. Reed, to adopt the ordinance on first reading.

MOTION TO DIVIDE THE QUESTION – Mr. Carpenter moved to divide the question to consider the IT specialist separate from the other two positions, but there was no second to his motion.

Mayor Colombo stated that we were giving the Mayor a secretary, and he feels that anyone who runs a \$34,000,000.00 company deserves that position. The last person was sometimes divided four ways, he said. The legal department wants a legal secretary. Nothing structural has to change – the office is on 5th floor and unoccupied. This person will be the face of the City, and it is needed, he said.

VOTE – the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Brown, Ms. Coram, and Mr. Carpenter, who voted "no".

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(5% pay increase on base rates proposed, 2 ½% amendment)

MOTION – Mr. Bigley moved, seconded by Mr. Brown, to adopt the ordinance on first reading for a 2 ½% increase (as adopted with the budget revision earlier this evening).

VOTE – the motion was adopted by majority vote, as follows:

VOTING 'YES'

Mr. Brown
Ms. Coram
Mr. Reynolds
Mr. Carpenter
Mr. Bigley

VOTING 'NO'

Ms. Wilcox
Ms. Lynch
Mr. Reed
Mr. Rockhold

MISCELLANEOUS – the Clerk presented an Affidavit of Circulation and Qualification for The Parkersburg News and Sentinel as submitted October 10, 2016.

MOTION – Ms. Wilcox moved, seconded by Mr. Brown, to receive and file the communication, and the motion was adopted by unanimous vote.

The meeting adjourned at 8:45 PM.

Anna Shaver

City Clerk

Council President



**RESOLUTION AMENDING the Compensation Plan contained in Section VII of
the City of Parkersburg's Personnel Policy and Procedures Manual**


Whereas US District Judge Amos Mazzant III has issued a preliminary injunction halting the implementation of the new FLSA regulations that were scheduled to go into effect December 1, 2016;

And Whereas the City of Parkersburg passed ordinance O-1558 on November 15, 2016 to comply with the new regulations;

Now, Therefore Be It Resolved by the Council of the City of Parkersburg that Ordinance O-1558 hereby be "stayed" and not implemented pending the outcome of the federal court case.

Sponsored by Councilmen:

**AN ORDINANCE TO REZONE
PARKERSBURG CORPORATION TAX MAP 104, PART OF
PARCELS I AND 44, AND ALL OF PARCEL H FROM EXISTING
R-3 TO A B-2 ZONE**

 **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the following parcels of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Business (B-2) Zone:

Being situated in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

The intent of this description is to rezone the portion of property conveyed to B&G, LLC. In Deed Book 1014, Page 581 recorded in the office of the Clerk of the County Commission of Wood County, West Virginia, currently zoned R-3 to B-2. Thus making the entire property a B-2 Zone. The above described property also being part of Lots 1 and 2 of Wm. E. Stewart Estate (Plat Book 3, Page 2).

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcels shall be designated as C-215 and shall be set forth verbatim as adopted and approved by the Ordinance in the bound book entitled, "Official Zoning Map Changes" kept by the City Clerk.

Sponsored by: Municipal Planning Commission

Mayor James E. Colombo



CITY OF PARKERSBURG
ONE GOVERNMENT SQUARE
P.O. BOX 1627
PARKERSBURG, WV 26102

November 3, 2016

The Honorable James E. Colombo, Mayor
Members of City Council
One Government Square
Parkersburg, WV 26102

To the Honorable Mayor and City Council:

On October 21, 2016, the Municipal Planning Commission (MPC) held a public hearing to consider the following petition:

Petition to rezone Parkersburg Corporation Tax Map 104, Parcels 44, I and H, commonly known as 1204 Division Street, from a Residential (R-3) Zone to a Business (B-2) Zone.

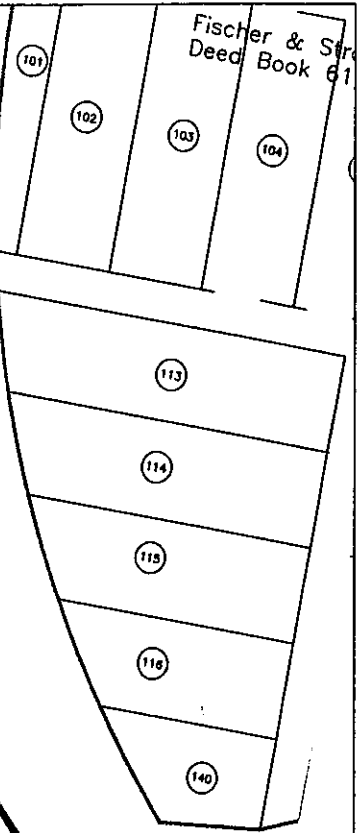
After hearing all interested parties, the Municipal Planning Commission (MPC) unanimously approved the petition described above (10-0-0) and further recommended that Parkersburg City Council do the same. Please find enclosed a copy of the minutes from the public hearing, as well as a map of the proposed changes and the MPC's staff report.

If you have any questions, please contact me at 304.424.8558 or by email at samuel.tuten@parkersburgwv.gov.

Sincerely,

Sam Tuten
City Planner/MPC Staff

Fischer & Str
Deed Book 61



12TH AVE

Vacated Ord.# 3849

ry Subdivision
ok 5, Page 68

Newberry Subdivision
Plat Book 5, Page 68

H.W. PIGGOT PROPERTY
Plat Book 2, Page 78

EXISTING
B-2

BLIZZARD DRIVE

PC 104 PARCEL 1
(TRACT 2)
WM. E. STEWART ESTATE
PLAT BOOK 3, PAGE 2

PC 104 PARCEL 44
(TRACT 1)

EXISTING
R-3
PC 104 PARCEL H
(TRACT 2)

AREA TO BE REZONED EXISTING R-3 ZONE
TO BE CHANGED TO A B-2 ZONE

EXISTING
R-3

STEWART AVENUE

STEWART STREET

VACATED ORD 0-873

DIVISION ST. EXTENSION

AD. ADAMS SUBDIVISION
PLAT BOOK 3, PAGE 143

REFERENCE PLAT:
LILLIE I. PIGGOTT LOTS

ORDINANCE

WHEREAS, the Wood County Fire Fighters Association, Inc. has served the Wood County area since 1972;

WHEREAS, the Fire Fighters Association desires to build a fire training and burn building for the use of all Wood County Fire Service Departments and including the City of Parkersburg;

WHEREAS, the Wood County Fire Fighters Association, Inc intends to lease .544 acre of land now owned by the City from the Wood County Building Commission for such purpose; and

WHEREAS, in order to obtain financing for the construction of said fire training and burn building said Wood County Building Commission has to provide security through ownership rather than through the leasing of the real property upon which the building will be constructed; and

WHEREAS, the City of Parkersburg wishes to aid and assist the Wood County Building Commission and the Fire Fighters Association in this worthwhile project by providing certain real estate for such a facility.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the City transfer to the Wood County Building Commission with the right of reversion, certain real property for a fire training and burn building all as set forth in the Deed of Transfer attached hereto and made a part hereof.

Further James E. Colombo, Mayor, is authorized to sign said Deed of Transfer for and on behalf of the City of Parkersburg.

SPONSORED BY COUNCIL MEMBERS:

***Amendments underlined**

THIS DEED, made this _____ day of _____ 2016, by and between THE CITY OF PARKERSBURG, Grantor, and the WOOD COUNTY BUILDING COMMISSION, a political subdivision of the State of West Virginia, Grantee.

NOW, THEREFORE, THIS DEED WITNESSETH: That for and in consideration of the premises and other good and valuable consideration, the receipt of all of which is hereby acknowledged, the Grantor does hereby grant and convey unto Grantee in fee simple and with covenants of General Warranty and against encumbrances all that certain lot, tract or parcel of real estate lying and being situate in the City of Parkersburg, County of Wood and State of West Virginia, and described as follows:

Beginning at a rebar and cap (set) on the easterly line of Hugh Street at the northwesterly corner of the 2.54 acre parcel of land of the City of Parkersburg, as shown on the consolidation survey plat in Plat Book 28, Page 5, recorded in the Office of the Clerk of the County Commission of Wood County, West Virginia, thence, with the southerly line of Rebecca Ann Corrigan et. al (Misc. Book 140, Page 659), the following course: South 85 degrees 9 minutes 00 seconds East, a distance of 150.00 feet to a point, Thence, with the interior of the said 2.54 acre tract, South 04 degrees 49 minutes 52 seconds West, a distance of 157.95 feet to a rebar and cap (set), Thence, with the northerly line of KIM Properties, Inc. (Deed Book 1089, Page 828), North 85 degrees 10 minutes 08 seconds West, a distance of 150.00 feet to a rebar and cap (set), Thence, with the Easterly line of said Hugh Street, North 04 degrees 49 minutes 52 seconds East, a distance of 158.00 feet to the place of beginning, containing 0.544 acre, more or less. Being part of the 2.54 acre parcel of land of the City of Parkersburg, as shown on the consolidated survey plat in Plat Book 28, Page 5, recorded in the Office of the Clerk of the County Commission of Wood County, West Virginia. The City of Parkersburg does hereby reserve the right of joint usage along with the Grantee and easement for ingress and egress from Hugh Street Easterly through the Northerly portion of the above described 0.544 acre lease, extending to the Easterly line of the subject property.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860. Reference is being made to a plat, attached hereto and made a part of this description.

Subject however, that in the event that the herein described property ceases to be utilized as a fire training and burn building facility then the said property shall revert to the Grantor, City of Parkersburg, free and clear of any claims of the Grantee or its assigns.

With respect to the foregoing reversionary clause, the Grantor acknowledges and agrees that the Grantee will be financing costs of the acquisition, construction and equipping of the subject fire training and burn building with proceeds of a lease revenue bond (the "Bond") to be issued by the Wood County Building Commission (the "Building Commission") and that in connection with such financing the Grantee will be pledging the property that is the subject of this deed (the "Property") as collateral for the Bond by

delivering to the Lender of such Bond a deed of trust encumbering the Property to secure the payment of the Bond. In addition, the Grantor covenants and agrees that in the event of a foreclosure, or deed in lieu thereof, pursuant to such deed of trust or any deed of trust securing indebtedness incurred to refund or refinance the indebtedness evidenced by the Bond, the foregoing reversionary clause shall be null and void and of no further force or effect and, further, that such reversionary clause shall be junior and subordinate in all respects to such deed of trust securing the payment of the Bond and to any deed of trust securing indebtedness incurred to refund or refinance the indebtedness evidenced by the Bond.

DECLARATION OF CONSIDERATION OR VALUE

This undersigned hereby declare that the total consideration paid for the property conveyed by this document is NONE. THIS IS A TRANSFER FROM A MUNICIPALITY.

IN WITNESS WHEREOF the Grantor has caused its name to be affixed hereto by its proper officer.

THE CITY OF PARKERSBURG

BY: _____

ITS: Mayor

STATE OF WEST VIRGINIA,
COUNTY OF WOOD, to-wit:

The foregoing deed was acknowledged before me this ____ day of _____
2016, by JIMMY COLOMBO, Mayor of THE CITY OF PARKERSBURG as the act and
deed of said City.

My Commission expires: _____

NOTARY PUBLIC

This document prepared by:
Joseph T. Santer
City Attorney
City of Parkersburg
PO Box 1627
Parkersburg, WV 26102

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 position additions / deletions:

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

SPONSORED BY:



POSITION TITLE: Executive Administrative Assistant GRADE: H-7
DEPARTMENT: Mayor
DIVISION:

GENERAL STATEMENT OF DUTIES: Performs administrative and secretarial support services to the Mayor's Office. Responsible for relieving the Mayor of routine administrative, clerical, and secretarial duties. Handles confidential matters, however, communicates freely with administrative staff and council. Projects an astute but cooperative image in daily contact with the public. Duties include, but are not limited to the following:

- 1) Receives, opens, dates, reads, sorts, and logs all incoming mail directed to the Mayor and routes mail to other individuals for their attention and action.
- 2) Organizes and maintains highly confidential files/records for the office and verifies status on pending matters.
- 3) Composes and types routine correspondence.
- 4) Maintains filing system.
- 5) Serves as first contact with the public.
- 6) Makes travel arrangements and prepares itineraries.
- 7) Schedules meetings and sets up meeting rooms.
- 8) Maintains appointment schedule and updates Mayor's calendar.
- 9) Screens all incoming phone calls and handles complaints.
- 10) Prepares notices and makes arrangements for press conferences.
- 11) Maintains records and cross reference index for all news media reports involving the City.
- 12) Plans and schedules social events and makes arrangements for visiting dignitaries.
- 13) Maintains schedule for fifth floor conference room and sets up the room for meeting.
- 14) Maintains schedule for Point Park.
- 15) Maintains and updates city-wide telephone numbers and contact information.
- 16) Performs related work as required.

Reports directly to the Mayor.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma, or equivalent, supplemented by courses from a community and/or technical college in the field of office administration or a related area; Considerable experience in office administration, preferably in the public service environment; or an equivalent combination of experience.

Good computer skills. Good oral and written communication skills. Ability to maintain confidentiality and use discretion in dealing with sensitive information. Skill in ensuring that information is properly identified and/or accurately reported. Ability to organize and prioritize workload and managing multiple projects at the same time. Ability to work with only general direction. Ability to establish and maintain effective work relationships with other employees, officials, and the general public.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; prolonged sitting; close vision; eye-hand coordination; interpersonal skills; receiving and giving instructions; abstract reasoning; decision making; working with the public; performing a variety of duties.

PHYSICAL DEMAND LEVEL: Sedentary.

FLSA CLASSIFICATION: Non-exempt.



POSITION TITLE: Personnel / Legal Specialist
DEPARTMENT: Personnel / Legal
DIVISION:

GRADE: H-8

GENERAL STATEMENT OF DUTIES: Performs responsible, specialized and confidential administrative tasks under the general direction of Personnel Director and the City Attorney. Duties include, but are not limited to the following:

- 1) Prepares legal documents for the City Attorney and Assistant City Attorney.
- 2) Prepares pleadings and maintains files on all court proceedings.
- 3) Prepares and maintains all documents for foreclosure, eminent domain proceedings, demolition liens and extensions, annexations, and all other court related matters.
- 4) Maintains attorney files.
- 5) Maintains calendar for attorney court hearings, meetings, etc.
- 6) Payroll Processing / Leave Tracking:
 - Reviews bi-weekly payroll for accuracy against pay policies, makes corrections when needed, and approves for payment.
 - Enters all pay increases into the payroll system.
 - Instructs new employees on time entry.
 - Monitors and maintains records for sick leave hours.
 - Maintains sick/vacation/compensatory/holiday time leave records for all employees.
 - Tracks and enters annual vacation accruals for Police & Fire.
 - Processes shift changes in the system.
- 7) Maintains all employment applications.
- 8) Assists in the orientation / on-boarding of new employees.
- 9) Assists in the maintenance of employee files.
- 10) Serves as first contact with the public and utilizes independent judgement in dealing with sensitive matters.
- 11) Answers and responds to inquiries on a multi-line telephone.
- 12) Assists in the preparation of annual benefit forms.
- 13) Prepares inactive personnel files and archives by scanning.
- 14) Performs administrative duties for the Mayor's Office in the absence of the Mayor's Executive Assistant.
- 15) Prepares routing correspondence and internal memos.
- 16) Performs related work as required.

Reports directly to the Personnel Director and City Attorney.

REQUIREMENTS: High school diploma or equivalent (community / technical college degree in office administration, paralegal studies, or similar subject preferred) with experience in paralegal and/or administrative activities; or an equivalent combination of experience and training.

Good computer skills. Good oral and written communication skills. Must be able to maintain confidentiality and use discretion in dealing with sensitive information. Skill in ensuring that information is properly identified and/or accurately reported. Ability to organize and prioritize workload and managing multiple projects at the same time. Ability to work with only general direction. Ability to establish and maintain effective work relationships with other employees, officials, and the general public.

PHYSICAL DEMAND LEVEL: Sedentary.

FLSA CLASSIFICATION: Non-exempt.



POSITION TITLE: IT Technician
DEPARTMENT: Finance
DIVISION: Information Technology

NEW

GRADE: H-14

GENERAL STATEMENT OF DUTIES: This position is responsible for general computer and network hardware and software maintenance, as well as other IT related infrastructure at the direction of the Information Technology Manager. Duties include, but are not limited to, the following:

- 1) Serve as primary contact for City-wide IT hardware support including PC and peripheral device issues and end-user training of various software applications.
- 2) Maintain a comprehensive inventory of all IT infrastructure equipment including PC's, laptops, printers/scanners/copiers, server equipment, and other IT peripheral equipment.
- 3) Manage workload via a helpdesk/ticketing system to ensure that all tasks are tracked to completion.
- 4) Install computer hardware including RAM and hard drive upgrades, peripheral devices, printers, monitors, and general workstation setup.
- 5) Diagnose and repair computer hardware issues including server, PC, and peripheral devices.
- 6) Perform regular maintenance including operating system clean-up, file system backup, and other routine procedures.
- 7) Maintain network wiring including installation, termination, and testing.
- 8) Install and configure software packages and update patches as necessary.
- 9) Train end-users on general computer operations, software programs, and proper usage of network attached devices.
- 10) Monitor the necessity to replace obsolete hardware per the City's long-term IT infrastructure plan.
- 11) Obtain specifications for the new hardware as necessary per the City's IT infrastructure standards on the departmental and City-wide level.
- 12) Other duties as required.

Reports directly to the Information Technology Manager

REQUIREMENTS: Associate's degree in an information technology related field with two years of experience, *OR* any equivalent combination of education, experience and training.

Experience with Windows domain environment; wide variety of equipment including desktops, laptops, scanners, printers, etc.; Windows operating systems 7, 8, and 10, server operating systems 2008, 2012; virtual environments; Microsoft Office suite. Prefer experience working with helpdesk/ticketing software; camera systems (digital cameras, media cards, surveillance, etc.); setting up various cellular devices with email, wireless settings, etc.

Must be able to lift up to 50 lbs. Must be able to terminate network and other cables as needed and to use related tools (drills, diagnostic equipment, screw drivers, etc.)

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; close vision; eye-hand coordination; bending, stooping, climbing, giving and receiving instructions; abstract reasoning; decision making; stress of meeting frequent deadlines; performing a variety of duties; long and short term memory.

PHYSICAL DEMAND LEVEL: Medium

FLSA CLASSIFICATION: Non-Exempt

08.29.2016

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 a 2.5% base pay rate increases:

	Current Base Rate	New Base Rate
H-3	\$11.17	\$11.45
H-4	\$11.69	\$11.98
H-5	\$12.20	\$12.51
H-6	\$12.71	\$13.03
H-7	\$13.22	\$13.55
H-8	\$14.25	\$14.61
H-9	\$14.76	\$15.13
H-10	\$15.27	\$15.65
H-11	\$15.79	\$16.18
H-12	\$16.30	\$16.71
H-13	\$16.95	\$17.37
H-14	\$17.12	\$17.55
H-15	\$17.44	\$17.88
H-16	\$18.27 - \$21.16	\$18.73 - \$21.69
H-17	\$18.42	\$18.88
H-18	\$20.43	\$20.94
H-19	\$21.87	\$22.42

Memorial Bridge Toll Collectors

Start	\$8.75	\$8.97
6-months	\$9.25	\$9.47

Crossing Guards	\$8.75	\$8.97
------------------------	--------	--------

Seasonal Temporary Employees

Days	\$10.00	\$10.25
Nights / Weekends	\$10.50	\$10.75

	Current Base Rate	New Base Rate
S-6	\$49,500	\$50,738
S-8	\$62,000 - \$68,000	\$63,550 - \$69,700
PTL-1	\$17.97	\$18.42
PTL-2	\$25.38	\$26.01
PTL-3	\$42.31 - \$48.08	\$43.37 - \$49.28
CS-1	\$13.14	\$13.47
CS-2	\$17.04	\$17.47
CS-3	\$16.50	\$16.91
CS-4	\$14.37	\$14.73
CS-5	\$19.01	\$19.49
CS-6	\$15.60	\$15.99
CS-7	\$21.67	\$22.21
CS-8	\$20.49	\$21.00
CS-9	\$21.97	\$22.52

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

**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 a 2.5% base pay rate increases:

This is the information if the “stay” of Ordinance O-1558 is approved by Council regarding the FLSA changes that went into effect on 11/21/2016.

	Current Base Rate	New Base Rate
H-3	\$11.17	\$11.45
H-4	\$11.69	\$11.98
H-5	\$12.20	\$12.51
H-6	\$12.71	\$13.03
H-7	\$13.22	\$13.55
H-8	\$14.25	\$14.61
H-9	\$14.76	\$15.13
H-10	\$15.27	\$15.65
H-11	\$15.79	\$16.18
H-11-A	\$16.30	\$16.71
H-12	\$17.12	\$17.55

Memorial Bridge Toll Collectors

Start	\$8.75	\$8.97
6-months	\$9.25	\$9.47

Crossing Guards	\$8.75	\$8.97
------------------------	--------	--------

Seasonal Temporary Employees

Days	\$10.00	\$10.25
Nights / Weekends	\$10.50	\$10.75

	Current Base Rate	New Base Rate
S-1	\$35,242	\$36,123
S-2	\$36,265	\$37,172
S-3	\$38,000 - \$44,000	\$38,950 - \$45,100
S-4	\$38,312	\$39,270
S-5	\$42,491	\$43,554
S-6	\$45,476	\$46,613
S-6A	\$49,500	\$50,738
S-8	\$62,000 - \$68,000	\$63,550 - \$69,700
PTS-1	\$18,684	\$19,152
PTS-2	\$26,371	\$27,031
CS-1	\$13.14	\$13.47
CS-2	\$17.04	\$17.47
CS-3	\$16.50	\$16.91
CS-4	\$14.37	\$14.73
CS-5	\$19.01	\$19.49
CS-6	\$15.60	\$15.99
CS-7	\$45,049	\$46,176
CS-8	\$20.49	\$21.00
CS-9	\$21.97	\$22.52

This is the information if the “stay” of Ordinance O-1558 is approved by Council regarding the FLSA changes that went into effect on 11/21/2016.

SPONSORED BY