

AGENDA FOR THE REGULAR CITY COUNCIL MEETING
TUESDAY, FEBRUARY 9, 2016, 7:30 PM
COUNCIL CHAMBERS, SECOND FLOOR,
MUNICIPAL BUILDING

PRAYER AND PLEDGE OF ALLEGIANCE

- I. CALL TO ORDER – Councilman John Rockhold III, President
- II. ROLL CALL
- III. MINUTES – Council meeting January 26, 2016
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
 - A. Mayor Jimmy Colombo presents the budget for 2016-2017.
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 1. Resolution requesting approval from the State Auditor's Office for a budget revision in the amount of \$213,037.00. (Sponsored by the Finance Committee of City Council)
 2. Resolution requesting approval from the State Auditor's Office for a budget revision in the amount of \$2,030,925.00. (Sponsored by the Finance Committee of City Council)
 3. Resolution creating and establishing the City of Parkersburg Financial Stabilization Fund. (Sponsored by Councilmen Rockhold, Wilcox, and Lynch)
- VIII. ORDINANCE, FINAL READING:
 4. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual to reflect position additions for a Fleet maintenance Coordinator (H-5); Sanitation Supervisor (S-1); and Street Supervisor (S-1). (Sponsored by the Personnel Committee of City Council.)
 5. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by adding a Public Works Training Rate at \$1.00 per hour less than the full base rate for the positions of caretaker, craftsman, grounds and maintenance technician, medium equipment operator, and heavy equipment operator. (Sponsored by the Personnel Committee of City Council.)

"next page"

6. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual to reclassify the Information Technology (IT) Coordinator at an S-6A grade, base salary \$49,500.00. (Personnel Committee)
7. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by removing our current smoking abatement policy and replacing it with the new tobacco-free workplace policy. (Personnel Committee.)

IX. ORDINANCE, FIRST READING:

8. An ordinance authorizing the lease/purchase financing for two packer trucks for the Sanitation Department. \$273,926.60, three years, 1.58%, BB&T. (Sponsored by Councilmen Rockhold, Reed, Lynch, and Wilcox.)

X. ADJOURNMENT

The Council of the City of Parkersburg met in regular session Tuesday, January 26, 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. Reynolds moved, seconded by Mr. Bigley, to approve the minutes from the meeting held January 12, 2016, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Wilcox reported that the Finance Committee met this evening and discussed two budget revisions, explained by Finance Director, Eric Jiles, and were referred to the next Council meeting.

Ms. Lynch reported that the Personnel Committee met and referred four ordinances to City Council for the agenda this evening.

President Rockhold reported that he and the City Clerk attended the mid-winter Municipal League meeting in Charleston, where a lot of the discussion concerned drugs in our communities, and the financial condition of the State.

MESSAGE FROM THE EXECUTIVE – comments on the state of the City. Mayor Jimmy Colombo spoke from his heart with few notes and no prepared speech concerning our City. He said that when he came in June 2015, it was for a purpose and that was to help us turn around. He is a catalyst and likes to see things done, he said. He started with the street paving very quickly, and other drainage problems, as Council had done a good job allocating the money. There was a lot of confusion, but he took what was there and demanded to get things done.

Mayor Colombo said he likes to see positive things done. Every department should be doing something that is helpful to City Council and the citizens. The employees will accept a challenge. He then hired Eric Jiles who restructured the first floor typical of seeing his staff, and moved walls for that purpose. Pam Salvage did a great job on the job descriptions and we know what we need. We know the responsibilities and will fill positions with the best person we can find.

The Mayor said he has worked with the Attorney General and other state agencies and put oversight on our credit cards, and that has been fixed, he said. Some people say we cannot do enough in the code department, but he said he would not leave until we tear some houses down. We have fourteen in the process and another six will be down within the next six months. There are an additional fifteen property owners who have received letters. We have billed a lot of people for grass and weeds and have received \$10,000.00. There are vacant properties that will soon be fined \$100.00 per month if we cannot work with them and they have a legitimate problem.

These things are about life, he said, and we are trying to do this in a respectable way. Everyone has a right to live in their home, and we are hopeful they can give us a plan for the problems.

We have a lot of compassion in our Fire Department, he stated, with our first responders, and they are trained very well. We have a new \$750,000.00 truck coming, and we have new air packs. We have partnered with our volunteer departments to get training at our new burn center.

Our police chief, Joe Martin, does a wonderful job, including his officers. Mayor Colombo thinks we may have drugs and crime headlines for the rest of our lives. The Chief works well with people. That department is getting ten new cars.

Development Director, Rickie Yeager, has a lot of energy, and forms good working relationships. Our Public Works Director, Rick Lemley, is a hero after this past week-end with a foot of snow to remove from our streets.

We have a lot of work to do with respect for each other, he said. We have a responsibility demanded, but people have to be respectful. We can solve a lot of problems if we work together, he said.

Our future is wonderful, he said, and we have to be patient. St. Joseph Hospital should be sold within the next month. They are making investments that are good for everyone – we did not want that building to stay empty. Camden Clark has a new emergency facility, and they may build on again, and that will mean more jobs.

Mr. John Lutz donated the Stevenson mansion on 7th Street to WVU-P Foundation, and there is a lot of history there.

The Grant Central Mall is something we did not cope with at the time. We did not accept the challenge of hooking them up to our sewer system. It would have been wonderful if we could have had the mall.

The three buildings on Market Street owned by WVU-P will soon be rented. We have to do something with the federal post office on Juliana Street, and they are trying. He is proud of the senior apartments on Emerson Avenue, and more oil stations are starting.

Mayor Colombo said he was challenging Council and the residents that there has to be more in this life than working and coming home. He mentioned the value of watching children sleigh ride this past week-end. He loves our people and the City and community, and he said he will work with them and do good things. We don't want to leave with a mess, he said.

The Mayor also distributed copies of the Parks and Recreation Five Year Master Plan 2016-2020, as well as weekly reports from several departments.

CASTO & HARRIS, INC., SPENCER, WV REC-ORDER No. 12275-13

Denise Halasz, 809 Chestnut Street, stated that she was concerned about working downtown during the snow storm over the week-end, and that the sidewalks were not clear and she had to walk in the street. She also stated that the ramp into the garage at the Transit Authority building on Juliana Street was not cleared and was very slick. She said she pays \$40.00 per month to park there, and asked if there was anything we could do.

City Attorney, Joe Santer, stated that sidewalks are the responsibility of the property owners.

Councilwoman Coram stated she had held a town hall meeting in her district in December and the main concern was crime, and they would like to have foot-police in her district. There will be a meeting February 2nd at the Good Sheppard Church and everyone is invited. Chief Martin is planning to attend, she said. Also on February 4, 2016 there will be a Candidate's town hall meeting here in the City Building. She expects a large crowd and the focus will be on City candidates.

Ms. Coram stated that a lot of cities video their meetings, and asked if we could put our meetings on the website for people to enjoy if they cannot attend.

Concerning our URA meetings, she said in the beginning we had no process about how we sold those properties. We sold something that we did not own, she said, and now we have a process. 2610 Vaughn was not on the rubric, and she has a house in her district and she wants the process that we developed to be used.

Mayor Colombo stated that eventually it will be very difficult to tear down houses if a new law passes the Legislature this year, Senate Bill 128, to require cities to go to Circuit Court prior to demolitions.

The Clerk read a communication from Mayor Jimmy Colombo reappointing Belinda Fetty, 824 Lakeview Avenue and Mr. Bill McClure, 1911 Covert Street, to the Mid-Ohio Valley Transit Authority for three year terms to expire November 2018 (Fetty) and January 2019 (McClure).

MOTION – Mr. Reynolds moved, seconded by Ms. Wilcox, to confirm the reappointments, and the motion was adopted by unanimous vote.

RESOLUTION

RESOLUTION AUTHORIZING MAYOR COLOMBO TO
SIGN LEASE MODIFICATION AGREEMENT WITH
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
REGARDING THE PARKING LOT AT 7th AND
JULIANA STREET

WHEREAS, a lease agreement between the City of Parkersburg, the "Lessee" and the West Virginia University at Parkersburg Board of Governors, the "Lessor" was executed on July 8,2013 regarding property at 7th and Juliana Street, and

WHEREAS, the Lessor recognized that the Lessee had the capacity to build and manage a short term parking lot on said property in Downtown Parkersburg, and

WHEREAS, Lessee developed a surface parking lot on said property for the purpose of making short-term parking available to West Virginia University at Parkersburg's Downtown Campus and the immediate area, and

WHEREAS, the parking lot is underutilized at the present time and is not generating sufficient revenues to operate and maintain the facility, and

WHEREAS, demand for monthly, off-street parking continues to grow as other surface parking lots are being repurposed and/or redeveloped, and

WHEREAS, the Lessee desires to accommodate this demand by making some and/or all of this said parking available for monthly parking,

THEREFORE BE IT RESOLVED, that Mayor James E. Colombo is hereby authorized to sign the lease modification agreement attached here to, with the West Virginia University at Parkersburg, regarding the use of parking lot at 7th and Juliana Street in downtown Parkersburg.

LEASE MODIFICATION AGREEMENT

WHEREAS, a lease agreement between the City of Parkersburg, the "Lessee" and the West Virginia University at Parkersburg Board of Governors, the "Lessor" was executed on July 8, 2013 regarding property at 7th and Juliana Street, and

WHEREAS, the Lessor recognized that the Lessee had the capacity to build and manage a short term parking lot on said property in Downtown Parkersburg, and

WHEREAS, Lessee developed a surface parking lot on said property for the purpose of making short-term parking available to West Virginia University at Parkersburg's Downtown Campus and the immediate area, and

WHEREAS, the parking lot is underutilized at the present time and is not generating sufficient revenues to operate and maintain the facility, and

WHEREAS, demand for monthly, off-street parking continues to grow as other surface parking lots are being repurposed and/or redeveloped, and

WHEREAS, the Lessee desires to accommodate this demand by making some and/or all of this said parking available for monthly parking,

IT IS THEREFORE AGREED by the parties, for and in consideration of mutual promises and covenants herein after contained, as follows:

1. Lessee shall be permitted to make any or all spaces, in said lot, available for monthly parking and set such rates as it deems proper.

WITNESS the following signatures and seals this __ day of __, 2016.

CITY OF PARKERSBURG By: _ Its: Mayor, James E. Colombo

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS By: _

Its: ----- STATE OF WEST VIRGINIA, COUNTY OF WOOD, TO-WIT:

The foregoing instrument was acknowledged before the undersigned authority by James E. Colombo, Mayor of the City of Parkersburg, this __ day of ,2016. My commission expires: _

NOTARY PUBLIC
STATE OF WEST VIRGINIA,
COUNTY OF WOOD, TO-WIT:

The foregoing instrument was acknowledged before the undersigned authority by Jeff Matheny, President of the West Virginia University Board of Governors, this __ day of _____, 2016.

My commission expires: _ NOTARY PUBLIC

This Lease Modification Agreement Prepared By: Joseph T. Santer, City Attorney, Parkersburg, WV 26101

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

Ms. Coram asked if the clause was still in the agreement where WVU-P could take that lot back, and Mr. Santer stated that if their Board signs off on this agreement, we can to monthly parking, and not hourly. If is their lot and we lease it, he said.

VOTE – the motion was adopted by unanimous vote.

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(fleet, sanitation, street)

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

MOTION TO AMEND – Mr. Carpenter moved, seconded by Ms. Coram, to divide the question to discuss the fleet maintenance coordinator separately.

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

Mr. Carpenter stated that for the 80 or so pieces of equipment in the police department, it should take from 1 ½ hours to 2 hours per day. We don't change drivers, he said, and it is a clerical position at best and not a 40 hour a week position.

Ms. Coram agreed, and said we need jobs for younger people and said the City did not encourage youth. We recently lost our Planning Director to another WV city, she said.

Ms. Lynch stated that we had asked for four years' experience for the fleet coordinator because when you go out to the market and review what is required, the minimal qualification to do the job correctly is four years. Things will need to be done and a younger person may not have the experience, she said. The job description is written for the job and not the person, she said.

Police Chief, Joe Martin, said it takes a lot more than an hour a day to do this job and invited Mr. Carpenter to ride along. This job will also be for our boats, motorcycles, and atv's.

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

Mr. Carpenter said he has done this job previously with 300 rolling stock. It does not take 40 hours a week, he said, and the driver should maintain the vehicle.

VOTE for the sanitation supervisor and street supervisor – the motion was adopted by unanimous vote.

VOTE for fleet maintenance coordinator – the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Coram and Mr. Carpenter voting "no".

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(public works training rate)

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

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(IT coordinator)

MOTION – Ms. Lynch moved, seconded by Ms. Wilcox, to adopt the ordinance on first reading, effective July 1, 2015, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Coram and Mr. Carpenter who voted "no".

Ms. Coram said she had been an IT manager at the Bureau of Public Debt and she does not think this increase in the wage is the solution, and thinks we need more people. One person cannot do that job, she said, and we need more in that department to get the City out of the dark ages.

Ms. Lynch agreed, but said that takes time and we need this person now. We should start considering adding staff in that division, she said.

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(tobacco free workplace)

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

Councilman Carpenter stated that it had been established that driving a cab was their workplace and you cannot smoke in your workplace. If you drive in a car, that is your office, he said.

Mr. Santer stated that this is for the City vehicles only – not vehicles in general.

VOTE – the motion was adopted by unanimous vote.

The meeting adjourned at 8:20 PM.

City Clerk

Council President

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 2015-2016 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	314-000-000	MUNICIPAL SALES TAX	213,037.00		Estimate of FYE revenue
001	414-226-000	AUTO & LIABILITY INSURANCE		3,500.00	FYE Deductible Estimate
001	421-230-000	CONTRACTUAL SERVICES		7,500.00	Website Expenditure
001	421-568-000	OTHER CONTRIBUTIONS		15,884.00	Pass-thru Grant Expenditures
001	440-459-000	CAPITAL OUTLAY - EQUIPMENT		7,000.00	Council Chambers HVAC Unit
001	700-226-000	AUTO & LIABILITY INSURANCE		20,000.00	FYE Deductible Estimate
001	706-217-000	REPAIR & MAINTENANCE - AUTO		3,068.00	FY 15 Matheny Payment Due
001	750-459-000	CAPITAL OUTLAY - EQUIPMENT		108,960.00	PFY Dump Truck Payment Due
001	756-230-000	CONTRACTUAL SERVICES		47,125.00	FY 14 3M Payment Due
			<u>213,037.00</u>	<u>213,037.00</u>	

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 2015-2016 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	301-002-000	PROPERTY TAX - PRIOR YEAR	12,976.00		Estimate of FYE revenue
001	303-001-000	GAS & OIL TAX STATE OF WV	38,494.00		Estimate of FYE revenue
001	305-000-000	BUSINESS & OCCUATION TAXES	265,422.00		Estimate of FYE revenue
001	306-000-000	WINE & LIQUOR TAX	26,889.00		Estimate of FYE revenue
001	308-000-000	HOTEL OCCUPANCY TAX	37,000.00		Estimate of FYE revenue
001	314-000-000	MUNICIPAL SALES TAX	1,250,961.00		Estimate of FYE revenue
001	320-000-000	FINES, FEES & COURT COSTS	80,000.00		Estimate of FYE revenue
001	325-000-000	LICENSES	(30,000.00)		Estimate of FYE revenue
001	326-000-000	BUILDING PERMIT FEES	15,000.00		Estimate of FYE revenue
001	330-000-000	IRP TRUCK FEES	162,356.00		Estimate of FYE revenue
001	350-000-000	SANITATION FEES	37,000.00		Estimate of FYE revenue
001	351-000-000	POLICE PROTECTION FEES	(49,000.00)		Estimate of FYE revenue
001	352-000-000	FIRE PROTECTION FEES	110,532.00		Estimate of FYE revenue
001	361-000-010	FEE PENALTIES & INTEREST	115,200.00		Estimate of FYE revenue
001	366-000-000	STATE GRANTS	14,500.00		Estimate of FYE revenue
001	368-000-000	CONTRIBUTIONS FROM OTHER ENTITIES	(23,990.00)		Estimate of FYE revenue
001	377-000-000	CAPITAL LEASE REVENUE	273,926.00		Estimate of FYE revenue
001	380-000-000	INTEREST EARNED ON INVESTMENTS	2,024.00		Estimate of FYE revenue
001	381-000-001	REIMBURSEMENTS - WVSBCD	13,322.00		Estimate of FYE revenue
001	381-000-002	REIMBURSEMENTS - WVHDF	200,000.00		Estimate of FYE revenue
001	381-706-000	REIMBURSEMENTS - FIRE OFF-DUTY	1,000.00		Estimate of FYE revenue
001	383-000-000	SALE OF FIXED ASSETS	5,000.00		Estimate of FYE revenue
001	386-000-000	INSURANCE CLAIMS	1,000.00		Estimate of FYE revenue
001	399-409-001	MISC REVENUE - PT PARK MARKET	27,732.00		Estimate of FYE revenue
001	399-436-000	MISC REVENUE - DEMO COST	2,000.00		Estimate of FYE revenue
001	399-436-005	GRASS & WEEDS CLEAN UP	188,812.00		Estimate of FYE revenue
001	399-436-010	GRASS & WEEDS DISCOUNTS	(3,800.00)		Estimate of FYE revenue
001	399-706-000	FIRE CLEAN UP	5,658.00		Estimate of FYE revenue
001	399-750-001	SIDEWALK PROJECT REVENUE	20,000.00		Estimate of FYE revenue
001	299-00	FUND BALANCE	(769,089.00)		FY15 Actual Surplus Adjustment
001	409-568-010	CONTRIBUTIONS - BLENNERHASST ISLAND		2,500.00	Contribution - Antenna
001	410-212-000	OUTSIDE PRINTING		2.00	Estimate of FYE Expenditure
001	414-111-005	OPEB - GENERAL GOVERNMENT		92,552.00	Estimate of FYE Expenditure
001	414-111-010	OPEB - PUBLIC SAFETY		252,566.00	Estimate of FYE Expenditure
001	414-111-015	OPEB - STREETS & TRANSPORTATION		71,319.00	Estimate of FYE Expenditure
001	414-111-020	OPEB - SANITATION		38,563.00	Estimate of FYE Expenditure
001	414-229-000	COURT COSTS		7,000.00	Estimate of FYE Expenditure
001	414-676-000	BAD DEBT EXPENSE		200,000.00	G&W & A/R W/O Estimate
001	416-211-000	TELEPHONE EXPENSE		125.00	Estimate of FYE Expenditure
001	416-230-000	CONTRACTUAL SERVICES		1,899.00	Estimate of FYE Expenditure
001	417-229-000	COURT COSTS		750.00	Estimate of FYE Expenditure
001	420-211-000	TELEPHONE EXPENSE		350.00	Data Service Reclassification
001	420-216-000	MAINTENANCE & REPAIR		(2,100.00)	Rental Pmt Reclassification
001	420-219-000	BUILDING & EQUIPMENT RENTS		2,100.00	Rental Pmt Reclassification
001	420-230-000	CONTRACTUAL SERVICES		(350.00)	Data Service Reclassification
001	436-230-000	CONTRACTUAL SERVICES		200,000.00	Demolition Cost Estimate
001	436-345-000	UNIFORMS		700.00	Estimate of FYE Expenditure

2

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	436-567-000	CONTRIBUTIONS - OTHER GOVT		100,000.00	WVHDF Repayments
001	440-230-003	CONTRACTUAL SERVICES - MUSIC FEST		2,500.00	Estimate of FYE Expenditure
001	440-458-000	CAPITAL OUTLAY - OTHER IMPROVEMENTS		8,000.00	Estimated Dog Park Expense
001	444-566-005	CONTRIBUTIONS - PARKING FUND		95,494.00	Parking Bond Payoff Transfer
001	444-566-000	CONTRIBUTIONS - CAPITAL RESERVE		11,600.00	Capital Reserve Repayment
001	444-566-010	CONTRIBUTIONS - STABILIZATION FUND		540,897.00	Stabilization Fund Transfer
001	700-103-304	SALARY - LIEUTENANT		(10,000.00)	Civilian Fleet Mgr Position
001	700-103-315	OTHER SALARIES		10,000.00	Civilian Fleet Mgr Position
001	700-214-000	TRAVEL		7,000.00	Estimate of FYE Expenditure
001	700-217-000	MAINTANENCE & REPAIR - AUTOS		5,000.00	Estimate of FYE Expenditure
001	700-221-000	TRAINING & EDUCATION		5,000.00	Estimate of FYE Expenditure
001	700-222-000	DUES & SUBSCRIPTIONS		500.00	Estimate of FYE Expenditure
001	700-228-000	FREIGHT		1,000.00	Estimate of FYE Expenditure
001	700-341-000	DEPARTMENTAL SUPPLIES		3,500.00	Estimate of FYE Expenditure
001	700-341-412	DEPT SUPPLIES - TACTICAL		5,000.00	Estimate of FYE Expenditure
001	700-341-416	DEPT SUPPLIES - K9		3,000.00	Estimate of FYE Expenditure
001	700-343-001	AUTO SUPPLIES - GASOLINE		(50,000.00)	Departmental Reallocation
001	700-459-000	CAPITAL OUTLAY - EQUIPMENT		20,000.00	Unmarked Cruiser Replacement
001	714-345-000	UNIFORMS		500.00	Estimate of FYE Expenditure
001	750-220-000	ADVERTISING & LEGAL PUBLICATIONS		400.00	Estimate of FYE Expenditure
001	750-341-003	DEPARTMENTAL SUPPLIES - SIDEWALK		20,000.00	Sidewalk Program Exp Estimate
001	750-458-001	CAPITAL OUTLAY - STORMWATER		75,000.00	Draining Project Estimate
001	751-220-000	ADVERTISING & LEGAL PUBLICATIONS		100.00	Estimate of FYE Expenditure
001	751-345-000	UNIFORMS		800.00	Estimate of FYE Expenditure
001	754-230-000	CONTRACTUAL SERVICES		2,800.00	Estimate of FYE Expenditure
001	754-345-000	UNIFORMS		1,800.00	Estimate of FYE Expenditure
001	756-216-000	REPAIR & MAINTENANCE - EQUIP		2,000.00	Estimate of FYE Expenditure
001	756-345-000	UNIFORMS		2,000.00	Estimate of FYE Expenditure
001	800-103-008	OVERTIME EXPENSE		25,000.00	Overtime & Supplies Revision
001	800-216-000	REPAIR & MAINTENANCE - EQUIP		2,000.00	Overtime & Supplies Revision
001	800-230-000	CONTRACTUAL SERVICES		(20,000.00)	Overtime & Supplies Revision
001	800-341-000	SUPPLIES & MATERIALS		14,632.00	Overtime & Supplies Revision
001	800-343-001	AUTO SUPPLIES - GASOLINE		(15,000.00)	Overtime & Supplies Revision
001	800-459-000	CAPITAL OUTLAY - EQUIPMENT		273,926.00	Packer Truck Lease/Purchase
001	901-568-000	CONTRIBUTIONS - WCCVB		18,500.00	Estimate of FYE Expenditure
			<u>2,030,925.00</u>	<u>2,030,925.00</u>	

**Resolution Creating And
Establishing The City of Parkersburg
Financial Stabilization Fund**

Whereas the City has determined that it should maintain a prudent level of financial resources to try to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls, unpredicted one-time expenditures or emergency situations; and

Whereas the creation, maintenance and use of a financial stabilization fund will provide the City with assistance to meet these challenges, as well as enable it to improve its financial management and practices.


Now Therefore Be It Resolved By The Council Of The City of Parkersburg that there be and it is hereby created and established the City of Parkersburg Financial Stabilization Fund in accord with West Virginia Code § 8-37-1 et seq.

Be It Further Resolved as follows:

- (a) City Council may appropriate a sum to the Fund from any surplus in the general fund at the end of each fiscal year or from any other appropriation, gifts, grants and any other funds made available;
- (b) The amount of money in the Fund may not exceed thirty (30) percent of the City's most recent general fund budget, as originally adopted. When the Fund exceeds the thirty (30) percent, Council shall transfer the excess to any fund it considers appropriate;
- (c) City Council may invest the money in the Fund as it considers appropriate, with the earnings retained by the Fund; and
- (d) City Council may appropriate money in the Financial Stabilization Fund upon a majority vote for the following purposes:
 - (1) To cover a general fund shortfall; or
 - (2) Any other purpose City Council considers appropriate.

SPONSORED BY COUNCILMEN:


**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 upon passage of this ordinance that 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:

	<u>Grade</u>
Fleet Maintenance Coordinator	H-5
Sanitation Supervisor	S-1
Street Supervisor	S-1

Sponsored by the Personnel Committee.

**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 upon passage of this ordinance, Table I 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 addition:

Public Works Training Rate –

For the following positions within Public Works, employees will be hired in at a Training Rate of \$1.00/hour less than the full base rate for the position:

- Caretaker – Parks (nights & weekends)
- Craftsman
- Grounds & Maintenance Technician
- Medium Equipment Operator
- Heavy Equipment Operator

Upon satisfactory completion of the employee's 6-month probationary period, during which they've demonstrated proficiency on all of the tasks required by their position, the employee will be moved to the full base rate.

The Training Rate may be waived (with the approval of the Public Works Director and Personnel Director) if the employee has demonstrated work experience to make them fully competent in the position from the beginning of their employment.

For internal employees, if their base rate is already at or above the base rate for the new position, the training rate will be waived.

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 July 1, 2015, Table II 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-classification:

Information Technology (IT) Coordinator	<u>Grade</u> S-6A
---	----------------------

Be It Further Ordained that said Grade S-6A shall have an annual base salary of \$49,500.00 and the Personnel Committee will re-evaluate the classification in January 2017.

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 upon passage of this ordinance, Section IV.I of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following policy change:

- Repealing the “Smoking Abatement Policy” and replace it with the new “Tobacco-Free Workplace Policy” attached hereto and made a part hereof.

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL



I. SMOKING ABATEMENT POLICY

Policy Philosophy:

The City of Parkersburg is committed to providing all employees a safe, healthy and productive work environment. The City is also concerned about infringing on the right of each employee in regards to smoking or not smoking.

However, extensive studies by the National Center for Disease Control, American Cancer Society and other organizations strongly indicate that smoking is a leading cause of cancer, heart disease and other illness. Further studies indicate that non-smokers that work and/or live around smokers are subject to these same illnesses and diseases.

Therefore, in the interest of all employees, the City is instituting the following Smoking Abatement Policy.

Policy:

It is the policy of the City of Parkersburg that the smoking of cigarettes, cigars, pipes and other smoking paraphernalia and/or the use of any tobacco products is prohibited in all City owned property.

City Owned or Leased Vehicles:

Smoking in the cabs of City owned or leased vehicles is permitted. However, when there are two or more occupants of the vehicle, preference will be given to the non-smoker.

Policy Disciplinary Measures:

Progressive disciplinary measures as outlined in the City's Personnel Policy and Procedure Manual shall be applied to any employee not observing this policy.



New

PERSONNEL POLICIES & PROCEDURES

SUBJECT
TOBACCO-FREE WORKPLACE POLICY

EFFECTIVE DATE
01/15/2016

REPLACES

PAGE
1 of 1

I. STATEMENT OF POLICY

The City of Parkersburg is committed to providing all employees a safe, healthy and productive work environment.

II. ELIGIBILITY:

This policy applies to:

- All employees
- Elected officials of the City of Parkersburg
- Volunteers
- Interns

III. MAJOR PROVISIONS:

The use of tobacco products (smoking of cigarettes, electronic cigarettes, cigars, pipes and other smoking paraphernalia; snuff; chewing tobacco; etc.) is prohibited:


- In all City owned property, including all City owned buildings and vehicles.
- In all City owned outdoor areas (parks, training areas, etc.) by an employee while working.
- By employees at all times when working and on non-City property (streets, alleys, citizens homes, businesses, etc.).

Tobacco use is permitted outside of City buildings, however the person must be 15 feet or more from any entrance door.

All cigarette butts, etc., must be disposed of properly.

Violation of this policy will result in disciplinary action.

AN ORDINANCE AUTHORIZING THE
LEASE PURCHASE FINANCING FOR
TWO PACKER TRUCKS FOR THE
SANITATION DEPARTMENT



THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the City enter into that certain Lease Purchase Agreement with Branch Banking and Trust Company (BB&T) for financing for the lease/purchase of two new packer trucks for the Sanitation Department; and

WHEREAS, the total amount financed is Two Hundred Seventy Three Thousand Nine Hundred Twenty Six Dollars and 60/cents (\$273,926.60) for three (3) years, and the amount per month is Seven Thousand Seven Hundred Ninety Five Dollars and 84/cents (\$7,795.84) at an interest rate of one point five eight (1.58%) percent. The total amount will be Two Hundred Eighty Thousand Six Hundred Fifty Dollars and 24/cents (\$280,650.24).

BE IT FURTHER ORDAINED that Mayor Jimmy Colombo, or his designee, is authorized to execute said Lease Purchase 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.

Sponsored by Councilmen Rockhold, Reed, Lynch and Wilcox



BB&T Governmental Finance

501 Tennessee Avenue
Charleston, WV 25302
(304) 353-1835
Fax (304) 340-4702

January 25, 2016

Eric Jiles
Director of Finance
City of Parkersburg
One Government Square
Parkersburg, WV 26102

Dear Mr. Jiles:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing requested by the City of Parkersburg, West Virginia ("City").

- (1) **Project:** Lease purchase (2) new five ton sanitation trucks
- (2) **Amount To Be Financed:** \$273,926.60
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

Term	Rate
3 years	1.58%

Payments shall be monthly in arrears, as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds shall be deposited on behalf of the City in a project fund account with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the City for use on Project costs or interest payments.

The interest rates stated above are valid for a closing not later than 45 days after today. Closing of the financing is contingent upon completing documentation acceptable to BB&T and upon the condition of the property being acceptable to BB&T. Also, the type of equipment being purchased must be within the policy of BB&T for funding of this transaction.

Remuneration for our legal expenses, preparation of documentation and for providing the project fund services for this financing transaction shall be \$0.00. All applicable taxes, permits, costs of lawyers for the City and any other costs shall be the City's responsibility and separately payable by the City. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date without a prepayment premium.

The stated interest rate assumes that the City expects to borrow less than \$10,000,000 in calendar year 2016 and that the City shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

WE (I), THE BELOW SIGNED HEREBY PROPOSE TO FURNISH THE FOLLOWING ARTICLES(S) AND/OR SERVICE(S) ST THE PRICES AND TERMS STATED SUBJECT TO ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND ALL ATTACHMENTS HERETO, (I) HAVE READ ALL ATTACHMENTS INCLUDING THE SPECIFICATIONS AND FULLY UNDERSTAND WHAT IS REQUIRED.

PRICES ARE TO BE QUOTED F.O.B.: PARKERSBURG, WEST VIRGINIA

AMOUNT FINANCED	INTEREST RATE	LENGTH OF TIME	MONTHLY PAYMENT	TOTAL DEBT SERVICE
\$273,926.60	1.58%	3 YEARS (36 MONTHS)	\$ 7,795.84	\$ 280,650.24

I CLAIM THE 2% BID PREFERENCE FOR WEST VIRGINIA RESIDENT VENDORS:

YES NO

I IN ADDITION PAY B & O TAXES TO THE CITY OF PARKERSBURG AND THERE FORE ALSO CLAIM THIS BID PREFERENCE:

YES NO

IF YES, PLEASE GIVE ID# 56-1074313

DELIVERY: _____ CALENDAR DAYS AFTER RECEIPT OF ORDER

TERMS: _____

COMPANY NAME OR BIDDERS NAME: BB and T

BUSINESS ADDRESS OF BIDDER: 352 State Rt. 34, Hurricane, WV 25526

THE FULL NAME AND RESIDENCE OF ALL PERSONS AND PARTIES INTERESTED IN THE FOREGOING BID ARE:

(IF A CORPORATION, GIVE THE NAME AND ADDRESS OF THE PRESIDENT AND SECRETARY; IF FIRM OR PARTNERSHIP, THE NAMES AND ADDRESSES OF THE MEMBERS OR PARTNERS.)

NAME	ADDRESS
<u>Bobby Blakely (President)</u>	<u>300 Summers Street</u>
_____	<u>Charleston, WV 25301</u>
_____	_____

AUTHORIZED SIGNATURE: Russell Ober TITLE: Vice President
(SIGNATURE MUST BE IN WRITING) TITLE MUST BE GIVEN