

AGENDA FOR THE REGULAR CITY COUNCIL MEETING
TUESDAY, MARCH 22, 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 March 8, 2016
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 - 1. Resolution adopting the Capital Improvement Plan, as amended for years 2017-2021. (Sponsored by Committee of the Whole)
 - 2. Resolution adopting the City of Parkersburg budget for fiscal year 2016-2017, as amended. (Sponsored by Committee of the Whole)
 - 3. Resolution amending Council's Rules and Regulations in Rule X, Reading of Minutes, by removing the second paragraph involving the destruction or disposal of any tape, cd or other recording device. (Sponsored by Councilmen Coram, Brown, and Carpenter.) TABLED FROM MARCH 8TH.
 - 4. Resolution authorizing an application for assistance through the WV Office of Economic Opportunity Emergency Solutions Grants Program for \$14,500.00 for Family Crisis Intervention Center. (Sponsored by Councilmen Reed, Rockhold, Wilcox, Coram, and Bigley)
 - 5. Resolution requesting a JAG Grant not to exceed \$28,000.00 for partial salary of one drug task force officer in the Police Department. (Sponsored by all members of City Council).
 - 6. Resolution requesting a budget revision for \$5,000.00 for fireworks, contribution to the American Legion. (Sponsored by Councilmen Wilcox, Lynch, Reynolds, and Rockhold)
 - 7. Resolution requesting a budget revision for dues for Finance Department; copier overage for the City Clerk; and a computer in Code Dept. (Sponsored by Councilmen Wilcox, Lynch, and Rockhold.)

8. Resolution requesting a budget revision in the amount of \$1,149,913.00 out of Capital Reserve into the Street Department for paving. (Sponsored by Councilmen Wilcox, Lynch, Reynolds, Brown, Bigley, and Rockhold)

VIII. ORDINANCE, FIRST READING:

9. An ordinance vacating an unnamed 10' alley west of Fourth Street, running from Avery Street to Phillips Court Alley. (Sponsored by Municipal Planning Commission.)
10. An ordinance amending and re-enacting the Personnel Policy and Procedures Manual concerning Return to Work, Light Duty. (Sponsored by Personnel Committee.)

IX. MISCELLANEOUS

11. Annual Report – Parkersburg Firemen’s Pension & Relief Fund through June 30, 2015. (receive and file)
12. Annual Report – Parkersburg Policemen’s Pension & Relief Fund through June 30, 2015. (receive and file)

X. ADJOURNMENT

The Council of the City of Parkersburg met in regular session Tuesday, March 8, 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 Ms. Wilcox, to approve the minutes from the meeting held February 23, 2016, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Lynch reported that the Personnel Committee met this evening to discuss a Return to Work, light duty, policy for City employees, and it passed that committee.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo stated that City Administration and City Council met with auditors from the State yesterday, and we received a very good audit. They gave us good explanations to make us a better City, and he gave them credit for that. He also thanked Finance Director, Eric Jiles, for his work during the audit process.

The Mayor also met with the Chamber of Commerce from Parkersburg, St. Mary's, and Belpre. The development groups are looking at big box stores, and he said the only way we can get jobs is small jobs until the bigger jobs come along. Parkersburg will work with any business at any time, he said

PUBLIC FORUM – Ms. Wendy Tuck, 1020 14th Street, stated that she was a member of the Climate Action group and they were looking at ways for the City to be more energy efficient. She asked us to consider energy efficient equipment when we bid equipment, and said there was a group of citizens that will help.

Councilwoman Coram thanked Chief Martin for helping with the Neighborhood Watch, and said they want to start meetings in her area the 3rd Thursdays. Also, concerning the resolution this evening about the destruction of tapes of our meetings, she said she was the webmaster at Public Debt and they had to make sure everything was available to the blind, and our minutes on the website are not in a format that some people can read. That is one way to accommodate some disabilities, she said.

RESOLUTIONS

RESOLUTION AUTHORIZING MAYOR COLOMBO TO SUBMIT A LETTER OF INTENT TO THE WEST VIRGINIA OFFICE OF ECONOMIC OPPORTUNITY FOR A 2016 EMERGENCY SOLUTIONS GRANT

WHEREAS, the West Virginia Office of Economic Opportunity (WVOEO) administers the Emergency Solutions Grant (ESG) Program in the State of West of Virginia as a grantee of the U.S. Department of Housing and Urban Development, and

WHEREAS, the ESG Program is designed to facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, and

WHEREAS, the ESG Program is administered in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and

WHEREAS, the City of Parkersburg intends to submit a 2016 ESG application to WVOEO to support the administration and operation of the Family Crisis Intervention Center.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG, that Mayor, James E. Colombo is hereby authorized to submit a Letter of Intent to the State of West Virginia Office of Economic Opportunity for a 2016 Emergency Solutions Grant, to be used by the Family Crisis Intervention Center for general operating expenses approved by the WVOEO.

MOTION – Mr. Reynolds moved, seconded by Mr. Carpenter, to adopt the resolution.

Ms. Lynch left the room because she works at this agency, to abstain from voting.

The motion was adopted by unanimous vote of those present.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that three members of the Municipal Tree Commission be re-appointed, in accordance with Article 165.02 of the City Code, as follows:

1. Mr. Turner Sharp, 2407 33rd Street – through August 25, 2019.
2. Betty Camp, 1718 Market Street – through August 25, 2018.
3. Pamela Lutz, 1109 7th Street – through July 31, 2019.

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

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

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Rule X, Reading of Minutes, of Parkersburg City Council Rules and Regulations be and it is hereby amended by the removal of the second paragraph thereof and involving the destruction or disposal of any tape, cd or other recording medium.

RULE X.

READING OF MINUTES

At each regular meeting of the Council, a journal of the proceedings of the last meeting shall be read, and corrected if erroneous, and signed by the presiding officer for the time being; provided, that the reading of the journal of the proceeding of the last meeting may be dispensed with by a majority vote by the governing body if the members thereof have received and examined a copy of the journal or a synopsis thereof prior to the meeting at which this journal is signed. Upon the call of any member the yeas and nays on any question shall be taken and recorded in this journal.

Any tape, CD, or other recording medium utilized to record a City Council meeting or City Council committee meeting shall be destroyed or otherwise disposed of thirty (30) days after the date the minutes/journal of such meeting has been approved.

See Rule X attached the underlined portion of which is proposed for removal.

MOTION – Ms. Coram moved, seconded by Mr. Carpenter, to adopt the resolution.

Ms. Lynch noted that these rules had been amended August 2007, and asked if we knew why. The Clerk stated that in her state and regional training sessions for municipal clerks, it had been recommended that we destroy tapes after a set period of time, when the minutes had been approved, as there can only be one official copy of the minutes.

Mr. Bigley stated that he would like to gather more information. He had attended a meeting where this was addressed last fall about keeping tapes until the minutes were official.

MOTION – Mr. Bigley moved, seconded by Mr. Brown, to table the resolution until March 22, 2017, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox and Ms. Lynch, who voted "no".

MOTION – Mr. Brown moved, seconded by Mr. Reynolds, to resolve into the Committee of the Whole, and recess until tomorrow evening, March 9, 2016 at 6:00 PM in these council chambers, and we, as Council, assign to the Committee of the Whole the duty of conducting the public hearing on our Capital Improvement Plan, and the City budget for 2016-2017.

The motion was adopted by unanimous vote, and we stand in recess until that time.

Cynthia Skayler
City Clerk

Council President

**RESOLUTION ADOPTING
CITY OF PARKERSBURG CAPITAL
IMPROVEMENT PLAN 2017-2021**

AKS

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that
the Capital Improvement Plan for years 2017-2021 is hereby adopted, as amended.**

Sponsored by the Committee of the Whole

RESOLUTION ADOPTING
CITY OF PARKERSBURG BUDGET

PK's
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that
the budget for fiscal year 2016-2017 is hereby adopted, as amended.

Sponsored by the Committee of the Whole

RESOLUTION

Be It Resolved By The Council of the City of Parkersburg that Rule X, Reading of Minutes, of Parkersburg City Council Rules and Regulations be and it is hereby amended by the removal of the second paragraph thereof and involving the destruction or disposal of any tape, cd or other recording medium.



RULE X. READING OF MINUTES

At each regular meeting of the Council, a journal of the proceedings of the last meeting shall be read, and corrected if erroneous, and signed by the presiding officer for the time being; provided, that the reading of the journal of the proceeding of the last meeting may be dispensed with by a majority vote by the governing body if the members thereof have received and examined a copy of the journal or a synopsis thereof prior to the meeting at which this journal is signed. Upon the call of any member the yeas and nays on any question shall be taken and recorded in this journal.

Any tape, CD, or other recording medium utilized to record a City Council meeting or City Council committee meeting shall be destroyed or otherwise disposed of thirty (30) days after the date the minutes/journal of such meeting has been approved.

Sponsored by Councilmen: Coram, Brown, and Carpenter

See Rule X attached the underlined portion of which is proposed for removal.

**RESOLUTION AUTHORIZING AN APPLICATION FOR
ASSISTANCE THROUGH THE WEST VIRGINIA OFFICE OF ECONOMIC
OPPORTUNITY EMERGENCY SOLUTIONS GRANTS PROGRAM**

WHEREAS, the Office of Economic Opportunity administers the Emergency Solutions Grant (ESG) Program in the State of West of Virginia as a grantee of the U.S. Department of Housing and Urban Development, and

WHEREAS, the ESG Program is designed to facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, and

WHEREAS, the ESG Program is administered in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and

WHEREAS, the Family Crisis Intervention Center (FCIC) has requested the City's assistance in obtaining an Emergency Solutions Grant for use by the FCIC in the amount of \$14,500, and

WHEREAS, these funds will be used to support the operation and administration of its domestic violence shelter, including eligible activities such as telephone (hotline) expenses, copier expenses, and utilities.

WHEREAS, the City of Parkersburg wishes to provide the requested assistance to the FCIC;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG, that James E. Colombo is hereby authorized to submit a grant request to the State of West Virginia Office of Economic Opportunity to administer a 2016 Emergency Solutions Grant, to be used by the Family Crisis Intervention Center.

Sponsored by Councilmen: Reed, Rockhold, and Wilcox

RESOLUTION REQUESTING A JAG GRANT
FOR PARTIAL SALARY OF ONE DRUG TASK
FORCE OFFICER

WHEREAS, the Byrne Justice Assistance Grant (JAG) Program assists local governments to enhance law enforcement capabilities; and

WHEREAS, the JAG Program helps to fund a variety of efforts to ensure that local communities have the tools and equipment necessary to build safer communities; and

WHEREAS, the City of Parkersburg is requesting a JAG grant for a partial salary of one drug task force officer, renewal from last year, which will reimburse the City of Parkersburg up to \$28,000.00 of the existing salary.



NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mayor James E. Colombo be authorized to submit this grant request.

Sponsored by all members 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 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	409-230-002	CONTRACTUAL SERVICES - MISC		(5,000.00)	4TH OF JULY FIREWORKS
001	424-568-080	CONTRIB - AMERICAN LEGION		5,000.00	4TH OF JULY FIREWORKS

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for Fiscal Year 2015-2016 to reflect the following changes:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	414-222-000	DUES & SUBSCRIPTIONS		1,010.00	CPA DUES, LIONS CLUB
001	414-214-000	MAINTENANCE & REPAIR EQUIP		(1,010.00)	CPA DUES, LIONS CLUB
001	415-216-000	MAINTENANCE & REPAIR EQUIP		250.00	COPIER OVERAGE
001	415-214-000	TRAVEL EXPENSE		(250.00)	COPIER OVERAGE
001	436-341-000	DEPARTMENTAL SUPPLIES		1,000.00	COMPUTER & MONITOR
001	436-220-000	ADVERTISING & LEGAL PUB		(1,000.00)	COMPUTER & MONITOR

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

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Revenue Increase/ (Decrease)</u>	<u>Expenditure Increase/ (Decrease)</u>	<u>Fund Source / Description</u>
001	369-000-000	TRANSFERS IN - CAPITAL RESERVE	1,149,913.00		STREET PAVING CONTRACT
001	750-458-000	CAPITAL IMPROVEMENT		1,149,913.00	STREET PAVING CONTRACT
			1,149,913.00	1,149,913.00	

AN ORDINANCE VACATING AN UNNAMED 10 FOOT ALLEY LYING WEST OF FOURTH STREET AND RUNNING FROM AVERY STREET TO PHILLIPS COURT ALLEY, AND LOCATED ON PARKERSBURG CITY TAX MAP 95 (NORTH).

The Municipal Planning Commission of the City of Parkersburg has recommended that an Unnamed 10 Foot Alley lying west of Fourth Street and running from Avery Street to Phillips Court Alley be vacated;

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

WHEREAS, 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:

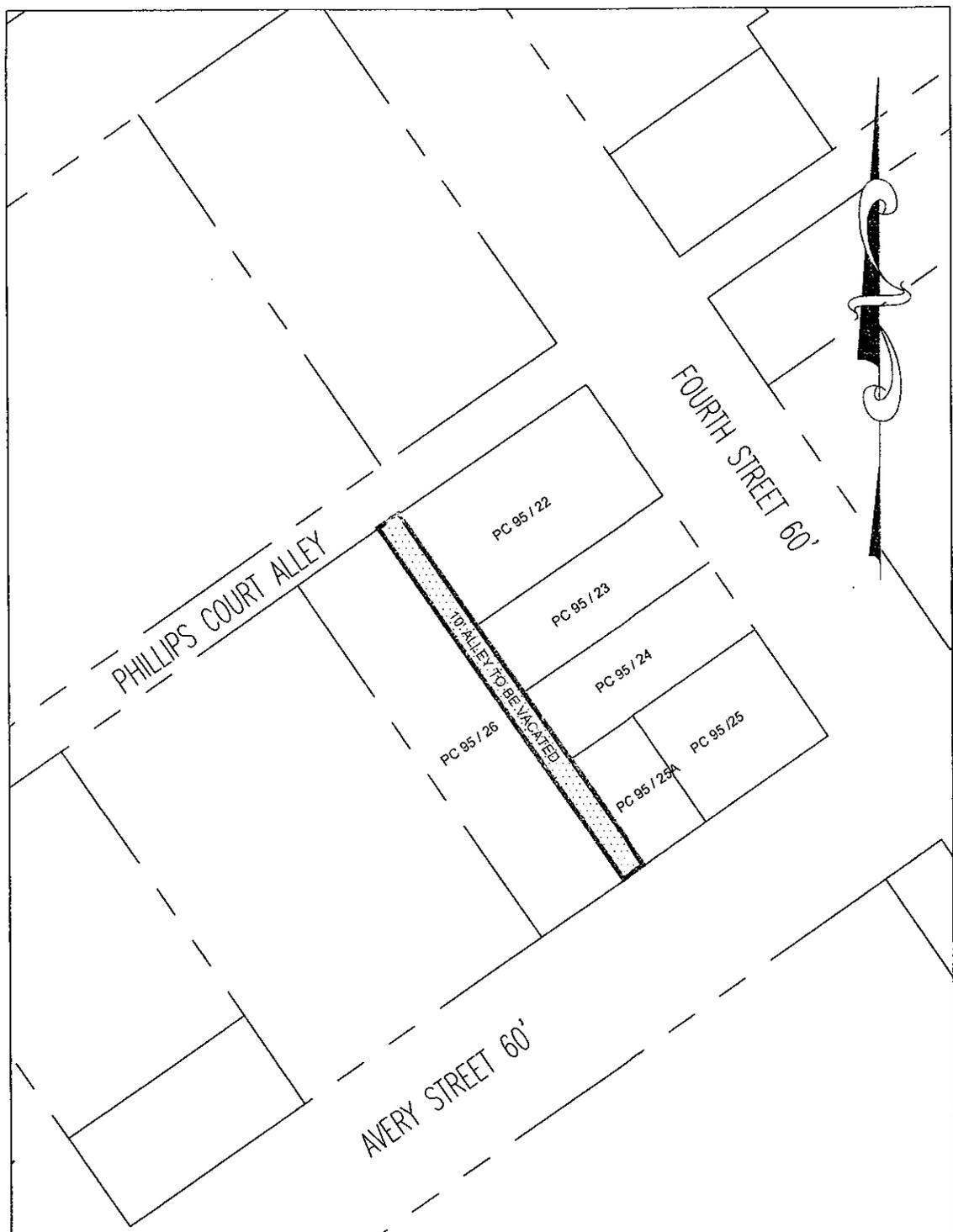
Beginning on the northerly right of way line of Avery Street, at the southeasterly corner of Parkersburg Corporation tax map 95, parcel 26, as conveyed to Albright's of Belpre, Inc. (deed book 1034, page 504), thence with the easterly line of said Albright's in a northwesterly direction to the northeasterly corner of the said Albright's parcel, thence with the southerly right of way line of Phillips Court Alley in a northeasterly direction, 10 feet more or less, to the northwesterly corner of Parkersburg Corporation tax map 95, parcel 22, as conveyed to Charles F. Erickson Foundation (deed book 969, page 725); thence with the westerly lines of Parkersburg Corporation tax map 95, parcels 22, 23, 24, and 25A, all conveyed to Charles F. Erickson Foundation (deed book 969, page 725), in a southeasterly direction to the southwesterly corner of the aforesaid parcel 25A; thence with the northerly right of way line of Avery Street, in a southwesterly direction, 10 feet more or less to the place 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.



NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS 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.

SPONSORED BY: MUNICIPAL PLANNING COMMISSION



SCALE = 1 INCH = 50 FEET
 DATE: 10/22/15
 DRAWN BY: R.S.
 CHECKED BY:
 MAP P.C. 95

CITY OF PARKERSBURG.W.V.
 DEPARTMENT OF PUBLIC WORKS
 DIVISION OF ENGINEERING
 PLAT OF A 10' ALLEY TO BE VACATED

**Description of an Unnamed 10 Foot Alley
Lying West of Fourth Street
And running from Avery Street to Phillips Court Alley
Parkersburg Corporation Tax Map 95 (North)
To be Vacated**

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

Beginning on the northerly right of way line of Avery Street, at the southeasterly corner of Parkersburg Corporation tax map 95, parcel 26, as conveyed to Albright's of Belpre, Inc. (deed book 1034, page 504), thence with the easterly line of said Albright's in a northwesterly direction to the northeasterly corner of the said Albright's parcel, thence with the southerly right of way line of Phillips Court Alley in a northeasterly direction, 10 feet more or less, to the northwesterly corner of Parkersburg Corporation tax map 95, parcel 22, as conveyed to Charles F. Erickson Foundation (deed book 969, page 725); thence with the westerly lines of Parkersburg Corporation tax map 95, parcels 22, 23, 24, and 25A, all conveyed to Charles F. Erickson Foundation (deed book 969, page 725), in a southeasterly direction to the southwesterly corner of the aforesaid parcel 25A; thence with the northerly right of way line of Avery Street, in a southwesterly direction, 10 feet more or less to the place 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.



Municipal Planning Commission Staff Report

Municipal Building | Council Chambers | November 20, 2015 at 12:30pm

Planning Commission

President

Charlie Matthews

Vice-President

Eric Gumm

Council

Representative

Kim Coram

Members

Sean Andrews

Francis Angelos

Sherry Dugan

Tom Evans

James Green II

Luke Peters

Eddie Staats

Harold Stockwell

Seldon Wigal

Rickie Yeager

Project: Petition to abandon an unnamed ten (10) foot right-of-way lying south of Phillips Court and north of Avery Street.

Applicant: Rick Albright

PROJECT DESCRIPTION

The petitioner is seeking closure of the alleyway to add to existing property (319 Avery Street) and provide side access.

BACKGROUND

The petitioner submitted the Public Thoroughfare Abandonment petition on September 23rd, having previously discussed the closure with Planning Division staff.

ANALYSIS

The alleyway was initially dedicated as portions of Tax Map 95; Parcels 22, 23, 24, and 25A, currently utilized as surface lot parking. Per the City Surveyor, the dedication occurred in 1863, and was not originally platted as Right-of-Way. Any closure of the Right-of-Way will revert to the originally platted parcels, currently owned by the Erickson Foundation. Mr. Albright will be required to privately work with the abutting properties owner to obtain exclusive use. Removing utility access/right-of-way for the thoroughfare is not being considered at this time, and would have to be separately sought. The thoroughfare has been repaved by the City in the past ten (10) years, at an approximate cost of \$1,500.00 plus labor.

One question was received from a neighbor regarding the location of the alleyway, and Mr. Cecil Childress with the Blennerhasset Hotel inquired on October 27th, 2015 regarding the proposed use of the alleyway.

DEPARTMENTAL REPORTS

Public Works:

"This alley was created in 1863. It came out of a larger parcel to the east. Since by normal reversion rights, if closed it would have to go back to the east. Mr. Albright would have no rights to any of the alley. This alley was improved by the City a few years ago, and is used by the public. The City has no interest in closing it at this time."

Parkersburg Utility Board

No comment was received by the Utility Board implying no issues with the closure, per the department transmission memorandum.

Dominion Hope, Frontier Communications and Mon Power did not express any concerns with the proposed right-of-way abandonment.

PLANNING DIVISION RECOMMENDATION

The Planning Division recommends approval of the closure with the following findings:

- That the petition is in keeping with the 2020 Comprehensive Master Plan,
- Concerns raised by the Public Works Department and City Engineer regarding public access are mitigated to the satisfaction of the Municipal Planning Commission,
- That newly created parcels arising from the closer are eventually consolidated into one parcel, and
- That newly created parcels still convey utility access, limiting the future owners from building permanent structures on the property and that any temporary structure of fence limiting access could be removed from the property if necessary, and potentially at property owner expense.

Land-Use SUBCOMMITTEE RECOMMENDATION

The Land-Use Subcommittee met on Monday, November 2, 2015 at 5:00 P.M. at the location of the alleyway. During that meeting the subcommittee unanimously voted to not recommend approval due to limited information regarding the future use of the property once conveyed from Right-of-Way to private ownership. The subcommittee had additional concern regarding the use of the alleyway as a thoroughfare by the public and the effect on downtown mobility in general.

Parkersburg

Municipal Planning Commission

December 18, 2015

A regular meeting of the Municipal Planning Commission was held on Friday, December 18, 2015 in the Council Chambers Room 2nd Floor, Parkersburg, West Virginia, at 12:30 with Mr. Charlie Matthews presiding.

Members Present:

Mr. Francis Angelos
Mrs. Sherry Dugan
Mr. Jim Greene
Mr. Tom Evans
Mr. Harold Stockwell
Mr. Sel Wigal
Mr. Eddie Staats
Mr. Charlie Matthews

Members Absent:

Mr. Rickie Yeager
Ms. Kim Coram
Mr. Eric Gumm
Mr. Luke Peters
Mr. Sean Andrews

Staff Present:

Mr. John Whitmore, Planning Administrator
Mrs. Tammy Bunner, Development Secretary

Others Present:

See attached list

Roll Call

Tammy Bunner noted the roll call with 8 voting members present. A quorum was present.

Minutes

Mrs. Sherry Dugan made a motion to approve the minutes from November 20, 2015. Mr. Eddie Staats seconded the motion. Motion passed (8-0-0).

President's Report

Mr. Matthews announced holiday greetings to all.

Planning Administrator's Report

Mr. Whitmore made the announcement that he will be leaving for his new job in Morgantown and that this will be his last MPC meeting.

Mr. Whitmore mentioned that another nominating committee is up to the member's preference.

Mr. Matthews asked if anyone would like to work with Mr. Wigal and Mr. Staats and Mr. Tom Evans stated he would like to.

Mr. Whitmore stated that there will be a new administration starting in January due to his leaving and that the MPC meeting in February will consist of a right-of-way abandonment.

New Business

There was no business at this time.

Old Business

Mr. Whitmore stated that in regards to the application that was tabled from the last meeting to petition to vacate public right-of-way. Proposed abandonment of an unnamed ten (10) foot wide alley, lying south of Phillips Court, north of Avery Street, and between Tax Map 95; Parcel 26 and Tax Map 95; Parcels 22, 23, 24 and 25A, that after speaking to the City Attorney, Rob Tebay and also speaking again with the City Surveyor, there are no changes since the November meeting.

Mr. Tebay stated that Erickson has agreed not wanting the alley.

Mr. Wigal asked who owns the alley.

Mr. Tebay stated that Erickson owns the property but that the City has the right-of-Away.

Mr. Matthews asked if there were any other questions for the attorney.

Public hearing opened at 12:41

In Favor

Applicant Mr. Rick Albright has already spoken during the last month's meeting.

In Opposition

No one was in opposition.

Public hearing closed at 12:42

Mr. Tebay stated to reserve easement for utilities due to Mr. Albright not knowing if any were there.

Mrs. Sherry Dugan made a motion to petition to vacate public Right-of-Way. Proposed abandonment of an unnamed ten (10) foot wide alley, lying south of Phillips Court, north of Avery Street, and between Tax Map 95; Parcel 26, and Tax Map 95; Parcels 22, 23, 24 and 25A with the contingent to reserve easement to the City. Mr. Tom Evans seconded the motion. Motion passed (5-3-0)

Adjournment

The meeting adjourned at 12:46 p.m.

Respectfully submitted by:

Tammy Bunner
Development Secretary

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL POLICIES
AND PROCEDURE MANUAL CONCERNING
RETURN TO WORK



THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the
Return to Work Program of the Personnel Policies and Procedures Manual, be and are
hereby amended as attached:

NOTE – old policy attached for comparison

Sponsored by Personnel Committee



PERSONNEL POLICIES & PROCEDURES

SUBJECT
RETURN-TO-WORK PROGRAM

EFFECTIVE DATE
To be determined

REPLACES
08/21/2007

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I. STATEMENT OF POLICY

The City of Parkersburg is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective. The City is committed to returning employees to modified or alternative work as soon after a work-related injury as possible. This will be done by temporarily modifying the employee's job or providing the employee with alternative work where available. The employee's medical condition, along with any limitations or restrictions given by the treating physician, will be considered as a priority when identifying any modified /alternate position.

II. PURPOSE

This program is intended to provide employees where possible with an opportunity to continue as valuable members of our team while recovering from a work-related injury. The goal is to minimize any adverse effects of an on-the-job injury to any employee and return the injured employee to their original position. This program is intended to benefit an injured employee by promoting a speedy recovery while keeping their work patterns and income consistent. The City shares in the benefits by having employees retain work skills, thus contributing to the overall productivity of the City.

II. ELIGIBILITY:

This policy applies to all employees of the City of Parkersburg who are injured on the job.

III. PROGRAM PROVISIONS:

A. Notice of Modified or Alternate Work

When an employee has been injured on the job, they should immediately seek treatment. During this treatment, the employee will provide the treating physician (or their staff) with information that the City of Parkersburg has a return-to-work program and that modified or alternate work is a possible option, if needed and available, based on any restrictions that the physician determines to be necessary. Information about the City having a return-to-

work program is on the On-The-Job Injury Card that every employee has been given.

B. Responsibilities

1. The Personnel Director:

- Work with the employee, treating physician and the Department Head, to coordinate the return to work efforts and develop the modified/alternate work duties where available.
- Monitor and discuss the recovery progress with the employee and the medical provider, as needed, to determine how they are progressing, when and if any additional duties can be added to the modified or alternate position, and when and if the employee can be returned to their usual and customary position. Update Department Head and address any concerns.

2. The Department Head:

- Work with the employee, treating physician and Personnel Director to develop the modified/alternate work duties.
- Ensure that the injured employee receives any necessary and available assistance from co-workers.
- Monitor that the employee does not work outside of their restrictions.

3. The Injured Employee:

- Inform the treating physician that the injury is an on-the-job injury when first receiving treatment.
- Supply the treating physician with their on-the-job injury card with contact information for the return-to-work program.
- Assist the Department Head, Personnel Director and treating physician in developing the modified/alternate duties.
- Work only within the physical limitations that the treating physician has specified.
- Notify the Department Head in advance of any medical appointments related to the injury. (Sick leave may be used for medical appointments associated with an on-the-job injury and will not be counted as an absence provided it was noted on the employee's timesheet.)
- Attend any additional medical appointments related to the injury.
- Notify the Department Head & Personnel Director anytime their restrictions change.

C. Modified or Alternate Positions

1. All modified or alternative positions are considered "transitional positions" and are designed to help the injured employee return to their usual and customary duties as soon as possible.

2. The injured employee will be expected to keep regular medical appointments with their treating physician to help monitor the progress of their recovery.
 3. The Personnel Director will discuss the recovery progress with the employee and the medical provider, as needed, to determine how they are progressing, when and if any additional duties can be added to the modified or alternate position, and when and if the employee can be returned to their usual and customary position.
 4. If the employee is not able to return to their usual and customary duties within thirty (30) calendar days, a complete re-evaluation of the situation may be made in cooperation with the treating physician and the employee.
 5. Additional time in the modified or alternate position may be approved as long as progress is being made toward the goal of returning to work with no limitations.
 6. If an employee should reach maximum medical improvement and is still unable to return to their usual and customary position:
 - The employee will be offered any available position, for which they are qualified, that complies with their limitations, or
 - If no position is available, the employee will need to pursue Vocational Rehabilitation through Workers Compensation.
 7. An employee may work a maximum of 40 hours per week while in a modified or alternate position.
 8. An employee in a modified or alternate position is not eligible to work any overtime. Any exception to this would require the approval of the Department Head, the Personnel Director and the Mayor and may only be granted in exigent circumstances.
- D. The City of Parkersburg will make every effort to provide employees with work-related injury modified or alternate duties. However, there may be some situations where the restrictions are too severe for the City to accommodate or modified or alternative duties are not available. In such cases, the employee will remain off work and receive any eligible benefits through the Workers Compensation system until such a time as their restrictions change and can be accommodated.
- E. Non-Work related injuries are not covered under this program. Non-work related injuries will be handled on a case-by-case basis based on the needs of the department. If an accommodation is made for a non-work related injury, the accommodation will be on a temporary basis (re-evaluated every 30 days based on the department's needs and the employee's restrictions &

progress). The employee will not be permitted to work any overtime while on modified or alternate duties.

Old Policy

**CITY OF PARKERSBURG
RETURN-TO-WORK PROGRAM POLICY**

POLICY

The City of Parkersburg is committed to providing a safe and healthy workplace for our employees. Preventing injuries and illnesses is our primary objective. The City is committed to returning our employees to modified or alternative work as soon after an injury as possible. This will be done by temporarily modifying the employee's job or providing the employee with an alternative position. The employee's medical condition along with any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

PURPOSE

This program is intended to provide our employees with an opportunity to continue as valuable members of our team while recovering from a work related injury. The City wants to minimize any adverse effects of an on-the-job injury to any of our employees and return the injured employee to their original job. This program is intended to benefit an injured employee by promoting a speedy recovery while keeping their work patterns and income consistent. The City shares in the benefits by having our employees retain work skills thus contributing to the overall productivity of the City.

SCOPE

This program applies to all employees of the City of Parkersburg.

RESPONSIBILITY OF THE PERSONNEL DIRECTOR:

- out 1) Act as a liaison between the City, the injured worker and the attending physician;
- out 2) Make sure that all paperwork and forms have been properly handled and submitted to the appropriate parties;
- out 3) Monitor the modified or alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

RESPONSIBILITY OF THE DEPARTMENT HEAD, SUPERINTENDENT OR SUPERVISOR:

- out 1) Make sure that the injured employee receives first aid, or if necessary, proper medical treatment;
- out 2) If available, accompany the employee to the treating physician or medical facility;
- out 3) Notify the treating physician that the City has a Return-to-Work Program and that modified or alternative work may be provided;
- 4) Work with the personnel director to coordinate the return to work efforts and be responsible for introducing the employee back into the work place in the modified or alternative position;
- 5) Make sure that the injured employee receives necessary assistance from co-workers and that the employee does NOT work outside their restrictions;
- out 6) Monitor for transition into full duty work.

RESPONSIBILITY OF THE EMPLOYEE:

- out 1) Seek medical treatment as soon after the injury as possible and report the injury to the department head, superintendent or supervisor immediately;
- out 2) Inform the treating physician or medical facility that this is an on-the-job injury and complete the necessary paperwork to file the claim with the City's Third Party Administrator: Wells Fargo Disability Management, P.O. Box 3389, Charleston, West Virginia, 25333-3389;
- out 3) Complete the City's on-job-injury report form as soon as possible after the injury;

Old Policy

Revised

act

- 4) Inform the treating physician that the City has a Return-to-Work Program and that modified or alternative work may be provided;
- 5) Advise the treating physician that the City will work with the employee and the physician to determine if the employee can return to modified or alternative work based upon the employee's physical restrictions and limitations;
- 6) If able, employees are expected to return to the work-site the very SAME day to report the physician's findings and to discuss modified or alternative work (this will enable all parties to be kept abreast of the employee's condition);
- 7) Once an employee has returned to work, it is their responsibility to work within the physical limitations that the physician has specified;
- 8) Perform only those duties that are assigned to them;
- 9) Notify their department head, superintendent or supervisor in advance of any medical appointments (*sick leave will be allowed for medical appointments associated with an on-the-job injury and will not be counted as an absence, however, it must be noted on the payroll timesheet*);
- 10) Keep the department head, superintendent or supervisor informed of the recovery process and their ability to perform modified or alternative work.

MODIFIED OR ALTERNATIVE POSITIONS:

- 1) All temporary, modified, or alternative positions are considered "transitional positions" and are designed to help the injured employee return to their usual and customary duties as soon as possible;
- 2) The injured employee will be expected to keep regular medical appointments with their treating physician to help monitor the progress of their recovery;
- 3) The personnel director will discuss the recovery progress with the employee and the medical provider, as needed, to determine how they are progressing, when and if any additional duties can be added to the modified or alternative position, and when or if the employee can be returned to their usual and customary position;
- 4) If the employee is not able to return to their usual and customary duties within thirty (30) calendar days, a complete re-evaluation of the situation may be made in cooperation with the treating physician and the employee.

Dated this 21st day of August 2007.

CITY OF PARKERSBURG,
a municipal corporation,

Robert D. Newell, Mayor

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund Parkersburg Firemen's Pension & Relief Fund

Treasurer Eric Jiles

Municipality City of Parkersburg

Fiscal Year (July 1 - June 30) July 1, 2014 - June 30, 2015

Actuarial Funding Method

<input type="checkbox"/>	Standard Funding Method
<input type="checkbox"/>	Optional Funding Method
<input checked="" type="checkbox"/>	Alternative Funding Method (107%)
<input type="checkbox"/>	% Necessary to Maintain Plan Solvency for 15 Years
<input type="checkbox"/>	Conservation Funding Method

PART I		Item	Amount
Beginning Fair Value of Pension Plan		July 1	\$ 11,659,888.80
I. Revenue During Fiscal Year			
1. Employee Contributions for employees hired prior to Jan. 1, 2010	Percent of Gross Salary	7.00%	
Total amounts contributed by employees or withheld from their salaries			\$ 169,648.63
2. Employee Contributions for employees hired on or after Jan. 1, 2010	Percent of Gross Salary	9.50%	
Total amounts contributed by employees or withheld from their salaries			\$ 34,970.37
3. Employee Contributions for Plans utilizing the Conservation Funding Method	Percent of Gross Salary	1.50%	
Total amounts contributed by employees or withheld from their salaries			\$ -
4. Government Contributions			
a. From Parent Local Government			
Required employer contributions from your municipality			\$ 2,243,632.71
b. Additional employer contributions from your municipality			
			\$ -
c. From State Government			
Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)			\$ 610,944.02
5. Earnings on Investments			
a. Net Appreciation/(Depreciation) of Fair Value of Investments			\$ 7,704.63
b. Short Term & Fixed Income Interest			\$ 113,348.11
c. Dividends			\$ 85,358.59
d. Net Realized Gain (Loss) on Sale or Exchange of Assets			\$ -
e. Other			\$ -
f. Less Investment Expense			\$ (75,313.97)
Net Investment Income			\$ 131,097.36
6. All Other Revenues			
Please Specify			
Total Revenues			\$ 3,190,293.09
The sum of Items I.1. through I.5.			
PART II		Item	Amount
II Expenditures During Fiscal Year			
Does not include Investment Expenses, see I.5.f. on first page.			
1. Benefits Paid			
Retirement, disability, survivor and any other benefits.			\$ 2,645,924.31
2. Withdrawals			

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment		\$ 14,046.86
3. Other Payments		
Administrative expenses and other costs or payments non representing benefit payments or withdrawals.		
a. Administration	Municipal administration fees.	\$ -
b. Other	Example: Pension Secretary expenses; Rent; etc.	\$ -
Total Expenditures		\$ 2,659,971.17
The sum of items II.2. through II.3.b.		
Net Income/(Loss)		\$ 530,321.92
Ending Fair Value of the Pension Plan		\$ 12,190,210.72
June 30		
III Asset Allocation at End of Fiscal Year		
1. Cash and Cash Equivalents - Short Term		Percent of Total Assets 6.63%
Financial Institution or Money Manager	Type of Account	Fair Value
a. United Bank	Checking	\$ 338,103.00
b.	Treasury Bills	\$ -
c. Raymond James	Savings or Money Market Account	\$ 469,985.23
d.	Short Term Investment Funds	\$ -
e.	Re-Purchase Agreements	\$ -
f.	Commercial Paper	\$ -
g.	CDs and Bankers' Acceptances	\$ -
		Fair Value
Total Cash and Cash Equivalents		\$ 808,088.23
The sum of items 1.a. through 1.g.		
2. Fixed Income - Long Term		Percent of Total Assets 45.41%
Financial Institution or Money Manager	Type of Account	Fair Value
a. Raymond James	US Govt Agencies & Instruments	\$ 2,091,423.95
b.	Foreign Govt, Subdivisions, Agencies or Enterprise	\$ -
c.	International agencies or supranational entities	\$ -
d. Raymond James	Mortgage-related or others asset back securities	\$ 328,246.03
e. Raymond James	Corporate Debt Securities	\$ 3,115,663.48
f.	Corporate Inflation-index bonds	\$ -
g.	Bank CD's, fixed time deposits, Bankers Acceptance	\$ -
h.	State & Local Govt Debt Securities	\$ -
i.	Mutual Funds (Bonds)	\$ -
j.	International Mutual Funds - Bonds	\$ -
k.	Exchange Traded Funds (ETF) - Bonds	\$ -
l.	International Exchange Traded Funds (ETF) - Bonds	\$ -
		Fair Value
Total Fixed Income (at fair value)		\$ 5,535,333.46
The sum of items 2.a. through 2.l.		
3. Equity Investments		Percent of Total Assets 45.49%
Financial Institution or Money Manager	Type of Account	Fair Value
a. Raymond James	Individual Stocks Held	\$ 3,334,310.03
b. Raymond James	Mutual Fund Shares (Equities)	\$ 308,151.98
c. Raymond James	Exchange Traded Funds (ETF)	\$ 1,612,558.40
d.	International Stocks Held	\$ -
e. Raymond James	International Mutual Funds - Equities	\$ 290,700.54
f.	International Exchange Traded Funds (ETF)	\$ -
		Fair Value
Total Equity Investments (at fair value)		\$ 5,545,720.95
The sum of items 3.a. through 3.f.		

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

4. Alternative Investments		Percent of Total Assets	2.47%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Real Estate Investment Trust	\$	-
b.	Private Equity Fund	\$	-
c.	Hedge Funds	\$	-
d. Raymond James	Other Alternative Investments	\$	301,068.08
Total Alternative Investments (at fair value)			\$ 301,068.08
Total Assets			\$ 12,190,210.72

III.5 Total return on investments for the period of July 1 thru June 30	<small>(Obtain from financial institution or money manager)</small>	3.5%
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PART II

Membership and Beneficiaries

* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.
 ** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipients to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.

Item		Avg. Monthly #
I. Members of your Pension Fund		
<small>Exclude Beneficiaries</small>		
1. Active Members	<small>Current number of employees contributing to the pension fund</small>	56.00
2. Inactive Members	<small>Non-active vested members and employees on extended leave without pay</small>	0.00
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year		
1. Retirees		67.00
2. Disability Retirees	<small>Includes the new applications approved during reporting period</small>	10.00
a. Number of Disability Applications received during the fiscal year		0.00
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details		
(1.) Disability Applications Approved during Fiscal Year		0.00
(2.) Disability Applications Denied during Fiscal Year		0.00
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund		17.86%
4. Survivors (of Deceased Members) Drawing Benefits		24.00

PART III

Legal Thresholds for Investments

	(1)	(2)	(3)
	%	Maximum % and \$	(Over) Under
Equity Investments	45%	75%	30%
International Securities	2%	30%	28%
Alternative Investments	2%	25%	23%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	52%	25% 75%	-27% 23%
Short Term Investment - (90 days of expenses)		\$ 664,992.79	\$ (143,095.44)

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Pension Fund Parkersburg Policemen's Pension & Relief Fund

Treasurer Eric Jiles

Municipality City of Parkersburg

Fiscal Year (July 1 - June 30) July 1, 2014 - June 30, 2015

Actuarial Funding Method

<input type="checkbox"/>	Standard Funding Method
<input type="checkbox"/>	Optional Funding Method
<input checked="" type="checkbox"/>	Alternative Funding Method (107%)
<input type="checkbox"/>	% Necessary to Maintain Plan Solvency for 15 Years
<input type="checkbox"/>	Conservation Funding Method

PART I		
Item	Amount	
Beginning Fair Value of Pension Plan July 1	\$ 10,250,026.00	
I. Revenue During Fiscal Year		
1. Employee Contributions for employees hired prior to Jan. 1, 2010	Percent of Gross Salary	7.00%
Total amounts contributed by employees or withheld from their salaries		\$ 180,827.00
2. Employee Contributions for employees hired on or after Jan. 1, 2010	Percent of Gross Salary	9.50%
Total amounts contributed by employees or withheld from their salaries		\$ 78,675.00
3. Employee Contributions for Plans utilizing the Conservation Funding Method	Percent of Gross Salary	1.50%
Total amounts contributed by employees or withheld from their salaries		\$ -
4. Government Contributions		
a. From Parent Local Government		
Required employer contributions from your municipality		\$ 1,119,192.00
b. Additional employer contributions from your municipality		
		\$ -
c. From State Government		
Municipal Pensions Oversight Board (premium surcharges on fire and casualty insurance)		\$ 597,021.00
5. Earnings on Investments		
a. Net Appreciation/(Depreciation) of Fair Value of Investments	\$ (513,715.00)	
b. Short Term & Fixed Income Interest	\$ 107,053.00	
c. Dividends	\$ 97,360.00	
d. Net Realized Gain (Loss) on Sale or Exchange of Assets	\$ 594,027.00	
e. Other	\$ -	
f. Less Investment Expense	\$ (78,184.00)	
Net Investment Income		\$ 206,541.00
6. All Other Revenues		
Please Specify		Checking account interest
		\$ 64.00
Total Revenues	The sum of items I.1. through I.6.	
		\$ 2,182,320.00

Item	Amount
II Expenditures During Fiscal Year	
Does not include Investment Expenses, see I.5.f. on first page.	
1. Benefits Paid	
Retirement, disability, survivor and any other benefits.	\$ 2,118,684.00
2. Withdrawals	

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

Amount paid to employees or former employees or their survivors, representing return of contributions made by employees during the period of their employment		\$	-
3. Other Payments			
Administrative expenses and other costs or payments non representing benefit payments or withdrawals.			
a. Administration	Municipal administration fees.	\$	116.00
b. Other	Example: Pension Secretary expenses; Rent; etc.	\$	-
Total Expenditures		\$	2,118,800.00
The sum of items II.1. through II.3.b.			
Net Income/(Loss)		\$	63,520.00
Ending Fair Value of the Pension Plan		\$	10,313,546.00
June 30			
III Asset Allocation at End of Fiscal Year			
1. Cash and Cash Equivalents - Short Term		Percent of Total Assets	17.32%
Financial Institution or Money Manager		Type of Account	
		Fair Value	
a. United Bank	Checking	\$	1,786,194.00
b.	Treasury Bills	\$	-
c.	Savings or Money Market Account	\$	-
d.	Short Term Investment Funds	\$	-
e.	Re-Purchase Agreements	\$	-
f.	Commercial Paper	\$	-
g.	CDs and Bankers' Acceptances	\$	-
			Fair Value
Total Cash and Cash Equivalents		\$	1,786,194.00
The sum of items 1.a. through 1.g.			
2. Fixed Income - Long Term		Percent of Total Assets	29.09%
Financial Institution or Money Manager		Type of Account	
		Fair Value	
a. Morgan Stanley/Graystone Consulting	US Govt Agencies & Instruments	\$	1,270,280.00
b.	Foreign Govt, Subdivisions, Agencies or Enterprise	\$	-
c.	International agencies or supranational entities	\$	-
d.	Mortgage-related or others asset back securities	\$	-
e.	Corporate Debt Securities	\$	-
f. Morgan Stanley/Graystone Consulting	Corporate Inflation-index bonds	\$	1,730,422.00
g.	Bank CD's, fixed time deposits, Bankers Acceptance	\$	-
h.	State & Local Govt Debt Securities	\$	-
i.	Mutual Funds (Bonds)	\$	-
j.	International Mutual Funds - Bonds	\$	-
k.	Exchange Traded Funds (ETF) - Bonds	\$	-
l.	International Exchange Traded Funds (ETF) - Bonds	\$	-
			Fair Value
Total Fixed Income (at fair value)		\$	3,000,702.00
The sum of items 2.a. through 2.l.			
3. Equity Investments		Percent of Total Assets	53.59%
Financial Institution or Money Manager		Type of Account	
		Fair Value	
a. Morgan Stanley/Graystone Consulting	Individual Stocks Held	\$	5,526,650.00
b.	Mutual Fund Shares (Equities)	\$	-
c.	Exchange Traded Funds (ETF)	\$	-
d.	International Stocks Held	\$	-
e.	International Mutual Funds - Equities	\$	-
f.	International Exchange Traded Funds (ETF)	\$	-
			Fair Value
Total Equity Investments (at fair value)		\$	5,526,650.00
The sum of items 3.a. through 3.f.			

**Annual Report of Policemen's and Firemen's Pension and Relief Funds
to the Municipal Pensions Oversight Board
as required by WV Code §8-22-19(d)(1)(B) and §8-22-22a(a)**

4. Alternative Investments		Percent of Total Assets	0.00%
Financial Institution or Money Manager	Type of Account	Fair Value	
a.	Real Estate Investment Trust	\$	-
b.	Private Equity Fund	\$	-
c.	Hedge Funds	\$	-
d.	Other Alternative Investments	\$	-
Total Alternative Investments (at fair value)		The sum of items 4.a. through 4.d.	\$ -
Total Assets		Sum of III.1. through III.4.	\$ 10,313,546.00

III.5 Total return on investments for the period of July 1 thru June 30	(Obtain from financial institution or money manager)	2%
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PART II		
Membership and Beneficiaries		
* Please report the figures requested below, for the fiscal year reported on page 1. To figure the Average Monthly Number of Persons, add figures for each month and divide by 12. Please round to two decimal places. An employee must have been paid for 100 hours in any month to be included in that month.		
** Please report the total number of disability applications received during the fiscal year, the status of each application at the end of the fiscal year, the total applications granted and denied, and the percentage of disability benefit recipients to the total number of active members of the fund. This requirement satisfies §8-22-23a(a) of the WV Code if the report is submitted to the Municipal Pensions Oversight Board prior to August 1st of each year.		
	Item	Avg. Monthly #
I. Members of your Pension Fund		
1. Active Members	Exclude Beneficiaries Current number of employees contributing to the pension fund	65.83
2. Inactive Members	Non-active vested members and employees on extended leave without pay	0.00
II. Beneficiaries Receiving Periodic Benefit Payments During Fiscal Year		
1. Retirees		47.17
2. Disability Retirees	Includes the new applications approved during reporting period	12.00
a. Number of Disability Applications received during the fiscal year		1.00
b. Status of each Disability Application at end of fiscal year - please attach separate sheet with details		
(1.) Disability Applications Approved during Fiscal Year		1.00
(2.) Disability Applications Denied during Fiscal Year		0.00
3. Percentage of Disability Benefit Recipients to the Total of Active Members in the fund		18.23%
4. Survivors (of Deceased Members) Drawing Benefits		14.92

PART III									
Legal Thresholds for Investments									

	(1)	(2)	(3)
	%	Maximum % and \$	(Over) Under
Equity Investments	54%	75%	21%
International Securities	0%	30%	30%
Alternative Investments	0%	25%	25%
Cash/Cash Equivalents and Fixed Income (Low 25%; High 75%)	46%	25% 75%	-21% 29%
Short Term Investment - (90 days of expenses)		\$ 529,700.00	\$ (1,256,494.00)