

AGENDA FOR THE REGULAR MEETING OF PARKERSBURG
CITY COUNCIL FOR TUESDAY, MARCH 13, 2012, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS, MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, Tom Joyce
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MINUTES – Budget meeting held February 21, 2012
Budget meeting held February 22, 2012
Council meeting held February 28, 2012
- VI. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- VII. MESSAGE FROM THE EXECUTIVE
- VIII. PUBLIC FORUM
- IX. RESOLUTIONS

1. Resolution adopting the budget for fiscal year 2012/2013. (Sponsored by the Committee of the Whole.)

PUBLIC HEARING

2. Resolution designating April, 2012 as Fair Housing Month. (Sponsored by Councilmen Reed, Rockhold, Lynch, Reynolds, and Sandy.)

3. Resolution requesting a budget revision in the amount of \$6,380.00 for two temporary employees in the Building and Grounds Dept. (Sponsored by the Finance Committee.)

4. Resolution requesting a budget revision in the amount of \$297,769.00 due to increased costs or insufficient funding for gasoline, electric and water, and laundry costs. Funds coming from an increase in B & O revenue. (Sponsored by the Finance Committee.)

5. Resolution requesting a budget revision in the amount of \$250,000.00 to allow for additional street paving in the current fiscal year – funds coming from User Fees and B & O taxes. (Sponsored by the Finance Committee.)

X. ORDINANCE, SECOND READING

6. An ordinance authorizing the acquisition and construction of additions, betterments and improvements to the existing sewerage portion of the combined waterworks and sewerage system of the City of Parkersburg and the financing of the cost, not otherwise provided, thereof through the issuance by the City of Parkersburg of not more than \$7,000,000.00 of Series 2012 bonds. (Sponsored by Councilmen Kimes, Sandy, Reynolds, Joyce, Reed, and Rockhold) No rate increases.

XI. ORDINANCE, FIRST READING

7. An ordinance amending the City of Parkersburg Charter, Section 4.301, Director of Finance, Powers and Duties; subpart (10), Physical Inventory – to change the purchase value from \$100.00 to \$1,000.00 to increase the threshold amount for inclusion in the annual physical inventory of all City owned equipment. (Sponsored by Councilmen Joyce, Lynch, Reed, Reynolds, Rockhold, Sandy, and Wilcox.)

XII. ADJOURNMENT

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PARKERSBURG, W. VA., February 21, 2012

The Committee of the Whole was called out of recess from February 14, 2012, at 5:30 PM on Tuesday, February 21, 2012, and met in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Council Vice President, Nancy Wilcox, and Chairman of the budget meetings, who presided over the meeting. The Clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch, Brad Kimes, John Sandy, Sharyn Tallman, Mike Reynolds, John Rockhold, Jim Reed, and Tom Joyce.

Chairman Wilcox set usual meeting guidelines, such as no cell phones, and that we would go through the budget from the beginning and the committee was to take notes, but no motions would be offered at this time. Questions or comments may be made during the presentation.

Mayor Robert Newell told the committee that they have prepared an additional column in each department to readily show which line items have increased or decreased. In the Mayor's department he noted that we have redesigned the City's website and in his 230 account there is \$1,500.00 for his department's portion of that redesign. The exact cost is not known at this time, and this may be more than we need, he said.

In line item 230-001, Mr. Sandy asked why the amount for Parkersburg Homecoming or the Half Marathon could not be included in this space, and Mayor Newell said it could. Neither of those events comes under outside agencies.

On the revenue page, #1, Mayor Newell said that the revenues that we can control are B & O, sanitation fees, police fees, fire fees, and the user fee. We estimate the others based on history, he said.

Ms. Wilcox asked why the user fee only showed \$614,504 through December 31, 2011, and Mayor Newell said those were actual figures as of December 31st and was for one quarter only. Finance Director, Angie Smith, stated that two full quarters would be \$1,148,350.00- and that figure was not known when the budget was prepared.

Mr. Reed asked about the increase in B & O tax estimates, and Ms. Smith said we were conservative, but our collections are good this year. Mayor Newell stated that we were told by the State to expect a 2% decrease, but that is not the case.

Mr. Reed also asked about the elimination of the floodway fee, and Mayor Newell stated that Council would have to decide to eliminate it by ordinance, but the Mayor is proposing to do away with this fee. Other revenues were for only one quarter, including wine and liquor line item, #306.

Every year the City gets a certified document from the State that tells us what our levy will be, and Ms. Tallman asked why we were rushing the budget. There is a lot of estimated information in the budget and it may have a lot of impact on figures from the Wood County Assessor, she said. She also thinks that the miscellaneous revenue line item for recycling materials is too low at \$70,000.00, and she thinks it could be about \$140,000.00 within the next couple of weeks, and it could be \$160,000.00 by the end of the year.

Ms. Tallman asked why we cut line item 399-350, and Ms. Smith said the money came in good this year, but we are not sure about next year. Mayor Newell stated that card board was at an all time high, but we don't think it will be next year. We did a budget revision when those funds came in higher than we expected, he said, and if something goes up next year, we will ask for another revision.

Ms. Tallman asked where the funds went if we crush police cruisers, and Ms. Smith said it would go under line item 383, sale of fixed assets. Ms. Tallman also asked where the money goes from line item 303-001, property tax, current year, and Mayor Newell said it was included in the general funds.

The City sent in for reimbursement on sales tax in August, Ms. Tallman stated, and asked for that update. Ms. Smith said that we now request it monthly and it goes back into the departments. We don't do this once a year any more, she said.

When we talk about the website, Ms. Tallman asked if the cost was spread throughout the budget, and asked if we needed the new site. Ms. Smith said there was a total of \$12,000.00 spread across departments. Mayor Newell stated that we did need a new website and the previous cost had been \$200.00 per month to keep it updated only.

On the expenditure page, #3, Ms. Wilcox asked about line item 699, contingency for \$50,000.00. Ms. Smith said that was a line item that Council asked for retirees when they leave and take sick leave and vacation and comp time with them, and it cannot be used for any other purpose. Ms. Wilcox said she would like to have that line item for each department, and the Mayor said he would provide it to them.

Mr. Lynch asked about line item 707, the \$50,000.00 for the Humane Society. Mayor Newell said he did not want to give money directly to the Humane Society, but he would like a spay and neuter facility. He said we would pay invoices for the facility, but he does not want to fund the operation because that is the responsibility of the County. This will help take care of the solution of too many unwanted animals, he said.

She asked if we gave them a building, and Mayor Newell said through a lease we said that building had to be used for a spay and neuter program, but we do not have a contract with them. They use that building for overflow, and they would also like the grassy area around the building. The Humane Society has over \$100,000.00 toward a new place and he wants to give this \$50,000.00 to them so we can start attacking the problem, he said. Ms. Lynch asked if they could take it and spend it on something else, and the Mayor said if they didn't use it properly, they wouldn't get the money.

Councilman Rockhold said we should use this as a grant, as this is an investment in Parkersburg and our citizens and should be a match up to \$50,000.00 after the work is done. Mayor Newell said that he was only saying that we have talked about it and we have not solved anything. The money could be used for medical equipment also, Mayor Newell stated, but we could tell them it is just for concrete and blocks, but it would have to be spent on the actual clinic.

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Mr. Reed asked about the OPEB liability, and Mayor Newell said the State was cutting future benefits and the liability will go away over time. GASB is saying the City should pay \$745.00 a money per employee into that fund, but we need to start off-setting the debt. Line item 444-1 shows that we do have an account set up for \$98,500.00 this year.

City Attorney, Joe Santer, told the committee that recent legislation through Charleston was only for County Boards of Education, where there was a decrease in their liability, but did not include cities. Mayor Newell is hopeful that cities will be given the same allowances, but this was a start.

Ms. Tallman asked about our auto and liability insurance, line item 226, and if the amount was spread throughout the budget, and who our carrier was. Ms. Smith stated that our carrier was Traveler's Insurance. Ms. Tallman then asked about general liability payouts and asked when we had last put this out for bid since the rates have increased 20% the last three years.

Ms. Smith said that the rates went up 10% this year nationwide. Ms. Tallman said she would like to know what each policy is for each department. Mayor Newell said it was put in the budget mostly based on departments that have vehicles. Ms. Tallman said there was an amount in Council's budget and they have no vehicles. The Mayor said that vehicles were not the only thing we have the policy for. City Council members could do something and be sued just like any other department.

At 6:20 PM, Ms. Lynch asked for a ten minute recess.

At 6:30 PM, the committee again began reviewing the budget. Mayor Newell went through each department, stating the increases or decreases. Small amounts were discussed, but when they got to the Code Department, the Mayor said they put money into demolitions and new laptops, and they want to buy two new vehicles.

The police department is up \$16,000.00 for fuel and new cars, and retirement is up \$53,000.00. The fire department shows an increase in electric and pensions, and they want two new kitchens in two of the stations.

In the flood wall department, Mayor Newell said they need \$25,000.00 for a two year program for certification. They need a new mower, and electric is up, also. In the street department, the Mayor has included funds for \$500,000.00 for the storm water utility, and street projects were all combined for \$650,000.00.

The electric department needs a new bucket truck. They have been using a reconditioned truck since the 1990's and it is a safety item, he said. They have also included light upgrades. Street cleaning department is down \$60,000.00 because of past repairs to the salt dome. There is an increase in the sanitation department because of an increase in personnel services where we increased salaries.

That concluded general fund departments, and the Mayor briefly explained the enterprise fund budgets, employee benefit funds, miscellaneous funds and trust funds.

Comments or further questions from the committee:

Ms. Tallman asked how often the Youth Advisory group meets, and Ms. Conageski said we were trying to get them to help with the winter market. We have seven members, but they don't come to the meetings. We will make more effort in the spring to get them to attend, she said.

In Council's budget, Ms. Wilcox asked why there was a decrease in insurance, and the Mayor said there would be one member less. Ms. Tallman noted that there was only \$300.00 for supplies and she had asked for a newer computer and said she could hardly get on the internet with the computer in their office. Ms. Lynch asked how many council people used that computer, to see if there was a need for that new equipment.

Mr. Reed said they could get rid of the health insurance for city council and get them all new laptops. He asked if there was an increase in health insurance this year, and the Mayor said there was no increase, but we are putting it out for bid. When asked, Ms. Smith stated that five council people are getting health insurance. Mr. Reed said they should increase what Council members pay for their insurance. This is a high benefit for an elected job, he said.

In the Finance Department, Ms. Wilcox asked why there was an increase in the department head's salary, since the last Finance Director was making \$51,376.00. Mayor Newell said there was a difference because Ms. Smith has been here for many years for longevity purposes, and Mr. Life was only here for two years. The longevity goes with Ms. Smith, he said.

Mr. Kimes asked if longevity went with Mr. Life from his years in the Fire Department, and the Mayor said it did not. The \$4,600.00 difference is longevity. Mr. Kimes said he would like to know what other cities do with department heads since they are salary, and the Mayor said we could check. Without the longevity, you could have a department head making less than the people working for them, he said. In other cities, department heads are paid higher, Mayor Newell said.

In the supplies line item, Ms. Wilcox asked if we were getting a new office in the Finance Department, and Ms. Smith said it was not for a new office, but for replacements of chairs 20 years old. Ms. Wilcox asked about the \$12,500.00 equipment line item 459, and Ms. Smith said it was part of our software upgrade and would require some new hardware. Based on what we did this year, we have new computers.

Ms. Wilcox asked about the \$11,500.00 for the inventory. Mayor Newell said we had been updating the inventory ourselves, but 2008 was the last time. Ms. Smith said the auditors look at things that depreciate, and that is separate.

Ms. Tallman asked about court costs, line item 414-229, for \$4,500.00. Mayor Newell said that the collectors do not have a salary, as they get paid on what they collect. Ms. Tallman asked how much we had collected and if we transferred \$1,700,000.00 to the collection agency, and if we had put it out to bid. Mayor Newell said four companies bid and we have had a contract since July, 2011. We could re-bid if we are not pleased, he said.

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At 7:00 PM, the committee recessed so Ms. Smith could retrieve some numbers from her office on the collections.

At 7:18 PM, the committee was back in session. Ms. Smith said that they awarded the bid on July 11th. On September 11, 2011, we gave them old accounts, and to date they have collected \$905.00.

Back to the inventory, Ms. Tallman asked how we handled it. Ms. Smith stated that we hired a company, they do the inventory with a tag system, and we have updated it since from what has been purchased, but we did not tag the items. Ms. Tallman said we were asking for computers, etc. but we don't have an inventory. It seems like a waste of time and, and we don't know who has what, she said. Ms. Smith stated that items change every day, and she doesn't have the personnel to do it.

Ms. Tallman asked why the inventory had not been kept up to date, and Ms. Smith said she keeps everything in a file, but we don't have anyone to tag. Mayor Newell said there was nothing that says we need to tag these items. The amount is very low in the charter, \$100.00 for equipment, he said. Computers do have a life, he said, and we could pay \$11,500.00 every year if that is what they want to do. If something isn't on the inventory, it will be trashed, he said.

Mr. Kimes asked for a copy of our last Five Year Plan, and the Mayor said he would get it to him by the next meeting.

In the City Clerk's department, Ms. Wilcox asked about Mr. Huffman's salary and how he was classified. Mayor Newell said we did not give him a different classification, and Mr. Santer said there was no change in his classification. He gets \$5,000.00 extra for one year to assist the Clerk, who is retired and working part time. Ms. Salvage also stated it was \$5,000.00 for one year, and is paid separately. Ms. Wilcox said this should go back to the Personnel Committee.

Ms. Lynch said the Personnel Committee is asking for the definition of classified employees and career employees. Ms. Wilcox said they needed to re-address it, and said Mr. Huffman was either in Parking, or the Clerk's office. Mr. Santer explained that he was the parking supervisor and he is getting \$5,000.00 temporarily for one year. Ms. Wilcox again stated that it should be addressed, as they were not sure he could go back to his job. Mr. Santer said that Connie Shaffer was the clerk, and Dan Huffman is the parking supervisor. When Ms. Shaffer is not there, Mr. Huffman serves in that capacity for one year. Ms. Wilcox again said they needed to address it.

In the Municipal Court Judge's department, Ms. Wilcox asked if that department got upgrades as they had earlier discussed. Ms. Salvage they had to the best of their ability. They are waiting on a copier, and they have received the fax and computers.

In Engineering, Ms. Lynch noted they needed very little equipment this year, and the Mayor said that was correct. They asked for a copier and they took it out.

In the Code Department, Ms. Tallman asked how many houses we have demolished in the last two years, and Ms. Conageski said approximately ten with general funds and CDBG. Ms. Tallman asked about the two cars and the Mayor said they would be two used cars purchased outright, no financing. Ms. Tallman asked if we had any vehicles in any other department that the Code employees could use. Unless those cars are falling apart, we could pass for one year, she said.

In Building and Grounds, Ms. Wilcox asked why one of the employees changed, and Ms. Salvage said one went from a laborer to the caretaker. He took a lower rate of pay to be on days, she said. When Mr. Kimes asked if the part time employees just worked in the summer, the Mayor said they work in good weather, spring to fall.

Mr. Reed asked how uniform allowances were paid, and the Mayor said that Police and Fire were paid quarterly by separate check. Ms. Wilcox asked how many photo ID pictures we take, and Mr. Edman said we take pictures for all the pools and City IDs. The computer is ten years old and we need to update. Ms. Wilcox said she was not sure the laptop was the best, and we might consider a desk computer.

In the Police Department, Ms. Tallman asked about the \$220,000.00 in overtime, and Ms. Smith said that grant overtime was also included. Ms. Tallman asked about gasoline being up \$113,000.00 and Ms. Smith said we were under budget this year and we are asking for a revision. This amount includes a 30% increase in gasoline. The \$80,000.00 was for five months, she said, and said she would itemize it for Ms. Tallman.

There is also a vacant clerk's position, Ms. Tallman stated and asked when we would fill it. Chief Joe Martin said the position has been advertised and a typing test is scheduled soon. Ms. Tallman asked how many cars they were asking for and the Mayor said we were asking for six, and we are paying off four this year. Our oldest cars are 2003 and 2005 models and the majority is in the uniform division. Chief Martin said we got a bad batch of Impalas and we can't get parts for them. We have 12 in service, and 16 cars that have over 100,000 miles on them. They are asking for six new cars, and six will be recycled. There are 79 vehicles that include trailers and anything insured, including motorcycles and a boat.

Ms. Tallman asked about the difference in salaries for patrolmen, and Chief Martin said it changes when you get new officers since there is no longevity. There are no vacancies at this time. Mayor Newell said we may have over budgeted last year in that line item. Ms. Tallman asked if they had an estimate of how many officers might leave next year and the Chief Martin said one captain will retire, one is leaving for a better opportunity, and one Lt. will retire, but he is not sure of the exact date they will leave.

MOTION – Mr. Sandy moved, seconded by Mr. Kimes, to recess until February 22, 2012 at 4:30 PM, and the motion was adopted by unanimous vote.

The time was 8:00 PM.


City Clerk

Vice President

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PARKERSBURG, W. VA., February 22, 2012

CASTO & HARRIS, INC., SPENCER, WV, RE-ORDER NO. 1635-08

The Committee of the Whole came out of recess and met Wednesday, February 22, 2012, at 4:30 PM to continue budget discussions in the Council Chambers on the second floor of the Municipal Building at One Government Square Parkersburg, WV. 26101.

The meeting was called back into order by Vice President, Nancy Wilcox, who presided over the meeting. The Clerk noted the attendance and those attending included Councilmen Sharon Lynch, Brad Kimes, John Sandy, Sharyn Tallman, Mike Reynolds, Tom Joyce, John Rockhold, Jim Reed, and Nancy Wilcox.

Mayor Newell and Ms. Smith distributed documents requested from the meeting last evening, and said they needed a little more time for past years Capital Improvement Plans. They explained that funds for our auto and liability insurance was built into and spread throughout the budget over all the departments. Ms. Conageski added that on the question concerning house demolitions, there were 10 demolished the past two years and 19 more in need at this time.

Mayor Newell addressed the inventory comments and questions and said that we were in compliance as the charter says it is for equipment and we do not include furniture as equipment for inventory purposes. We have a list of all of our equipment, and we don't put stickers or tags on every item - for example - turn out gear in the Fire Department. Our last inventory was out of hand, he said, and we had spent a lot of time and money to find a palm pilot seven years ago that turned up in a drawer at the City Building and wasn't being used or in good condition. He said he has changed his thought about the inventory and said he would ask Council to raise the amount from \$100.00 and get us out of tagging furniture. He said he is asking them to approve the \$11,500.00 being moved and to do something more reasonable with it. He said a crossing guard at Rayon Drive for \$4,000.00 would be a better use.

Concerning the question about a computer for City Council, Mayor Newell said they built an office for them and he thought that was reasonable, and we gave them a place and at the time there was no mention about a new computer. If Council wants a new computer he will put one in the budget he said. We don't purchase computers to check emails, he said, and he would oppose anything if that is all it was going to be used for. The Council President will inform him if that is the case, he said.

Ms. Salvage had prepared figures concerning lump sum payouts for retirees, and said she was getting more information about department heads receiving longevity, but every city is different.

Concerning grants for patrolmen, those figures come out in October and if we are awarded a grant we will put it in the budget, Mayor Newell said.

Ms. Lynch, speaking about the inventory figure, said that she thought \$1,000.00 was reasonable. Mayor Newell said the State offices use \$5,000.00 to begin their inventory process.

In the Fire Department budget, Mr. Reed asked if the Chief was comfortable reducing the overtime by \$126,000.00, and Chief Taylor said he was comfortable with that, and they have overtime scheduled. Mr. Reed asked about uniform allowances for \$800.00 each, and if we knew if they purchase uniforms with that money. Chief Taylor said we did not ask for receipts but he knows that uniforms are about \$300.00 each and the \$800.00 also includes cleaning. He said he checked into the cost of three winter and three summer uniforms and those cost much more than the \$800.00. Ms. Lynch asked if the new schedule was working, and the Chief said it was working pretty well.

On page 45, Ms. Wilcox asked if we had taken out the floodwall fees, and Mayor Newell said on the revenue page he deleted that fee of \$120,000.00 and there was a good reason it was not there. Mr. Rockhold said that for a long time he assumed everyone paid the floodwall fee, but it is only for a certain zone. The floodwall was paid for, and he asked for repairs over the last ten years if the information was available. The cost to fund the floodwall will now come out of the \$500,000.00 storm water management fund, Mayor Newell stated. The people in that zone are being double taxed, and that zone affects businesses and low to moderate income people only, he said.

On page 50 for the street department, Mr. Edman explained that line item 219-000 for two pick-ups was for payments we are making and not for two new trucks. When Mr. Rockhold asked about the pothole patcher we purchased, Mr. Edman said it was very beneficial to the City, especially at the intersections. We have it out working about every day along with the other patcher, he said.

Electric Dept., page 51 - Mr. Rockhold asked if we were changing our lights to be more cost effective, and Mayor Newell said we were for new lights. The LED lights we change when we can, he said. We received a grant for lighting around the City Building, and as others wear out we are using new technology.

For the Garage, Ms. Lynch noticed that we had reduced utilities for natural gas, and Ms. Smith said it was over budgeted before.

Page 60, Sanitation Dept. - Ms. Wilcox asked about the two temporary employees and if they go to the schools. Mr. Edman explained that the temp that goes to the schools is paid through the grant we receive. Other temps cover in the summer for vacations, etc., he said.

That finished the general fund.

In the Parking Department, Ms. Tallman asked about \$1,000.00 for repairs for the Cushman. Mayor Newell said we have a Smart Car now that will be one year old in August. Mr. Huffman said the car has a one year warranty. She asked about the \$22,000.00 in capital outlay, and Mr. Huffman said he wanted to replace an 18 year old copier. The parking department uses the copier in the city clerk's office for bigger jobs. Sealing parking lots also come out of that line item. Ms Tallman asked about the cost of the Smart Car, and Mr. Huffman said it was \$14,000.00. Mayor Newell added that the

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Page 68, parks and recreation - Mr. Rockhold asked if there was money to rebuild Bear Hollow Miniature Golf, and Mayor Newell said we were applying for a grant to do that.

Page 71, memorial bridge - Mr. Reed asked if we had a decline in revenues because of the increase in the toll, and Mr. Edman said there was a decline, but we are within 90% of what we were. More and more trucks use the new corridor, he said.

Ms. Tallman noticed that one of the employees pay, Vickie Kidd's, was at 101% and asked if that could be corrected. She also said she was not sure Ms. Kidd was working at the bridge. Mayor Newell said Ms. Kidd audits, but she is not there all the time. Mr. Rockhold asked about painting the bridge, and the Mayor said to paint the entire bridge would cost about \$5,000,000.00, so we do it in sections. There would be a lot of expense if they go all the way down to the metal, he said, and in 7-10 years there will be a big line item for deck replacement. HNTB told the Mayor the bridge would last another 50 years. Mr. Rockhold said he thought there would be more toll roads and toll bridges in the future.

At 5:20 PM, the committee took a break, and came back at 5:35 PM.

Mayor Newell stated that the floodwall fee is an unfair tax. In Huntington, the cost of the wall is spread all over the City, he said. We are trying to be business friendly and give incentives to more downtown. These fees are a lot for people to pay in Beechwood, and if they didn't pay it, that money would go back into the economy, he said. To eliminate this fee is the right thing to do, he said.

There was an increase in wages in the sanitation department, and the Mayor said he had no problem with that. But to consider other increases, we should wait to see what the carryover will be and it could be better spent giving more back to the employees.

Mr. Reed did not disagree with the Mayor about the floodwall, but said it is a cost we have to maintain, and the property owners would have to have flood insurance if there was no wall. Mayor Newell again stated that that was what the \$560,000.00 line item was for the storm water management fee and to institute the plan. He said the \$560,000.00. was their (floodwall residents) money, too, and it is a double tax. Councilman Rockhold said we should not vote tonight concerning this fee. He is asking for repair figures, and does not think we have enough information tonight.

City Attorney, Joe Santer, said the money is there until City Council repeals the fee and it will be collected until that time. Mayor Newell said the budget passes, and then they can change the law. Mr. Santer said it was there until we take another step.

MOTION - Mr. Sandy moved, seconded by Ms. Lynch, to reinsert the flood wall fee \$120,000.00 and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms Tallman, Mr. Rockhold and Mr. Joyce voting "no";

MOTION - Mr. Sand moved, seconded by Mr. Kimes, to remove \$50,000.00 to be used for the Humane Society spay and neuter building project and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Tallman and Mr. Rockhold, who voted "no";

MOTION - Mr. Sandy moved, seconded by Mr. Reynolds, to increase full-time city employee's base pay by 20 cents (\$129,000.00) and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Tallman and Mr. Rockhold voting "no";

MOTION - Mr. Sandy moved, seconded by Mr. Joyce, to move \$11,500.00 from the Finance Department for inventory, and move it to the Kid's First program.

MOTION TO AMEND - Mr. Rockhold moved, seconded by Mr. Sandy, to move \$11,500.00 from the Finance Department to the Police Department for overtime for the Kids First Program, and the amendment passed by majority vote with all members voting "yes" with the exception of Mr. Kimes and Ms. Tallman who voted "no"; and Ms. Lynch abstained;

The motion, as amended, was adopted by majority vote with all members voting "yes" with the exception of Mr. Kimes and Ms. Tallman, who voted "no"; and Ms. Lynch abstained.

There was \$41,000.00 remaining and not budgeted.

MOTION - Mr. Rockhold moved, seconded by Mr. Reynolds, to repay capital reserve and coal severance.

MOTION - Mr. Kimes moved, seconded by Mr. Reynolds, to move \$10,000.00 from Parkersburg Homecoming; and \$10,000.00 from the Half Marathon and move that to the capital reserve fund.

Chairman Wilcox ruled that there were two separate motions, and Mr. Kimes appealed the decision of the Chair. The roll was called and the Chairman's decision stood with all members voting "yes" with the exception of Mr. Kimes, who voted "no".

VOTE on motion for \$20,000.00 for Homecoming and the Half Marathon going to capital reserve - the motion was defeated with all members voting "no" with the exception of Mr. Kimes, Ms. Tallman, and Mr. Reynolds voting "yes";

VOTE on motion to transfer \$8,368.00 back to Capital Reserve, and \$32,614.00 back to Coal Severance - the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Tallman, who voted "no";

MOTION - Mr. Rockhold moved, seconded by Mr. Reed, to correct the amount for CDL licenses in the street department and the sanitation department by \$1,400.00, and the motion was adopted by unanimous vote.

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PARKERSBURG, W. VA., February 22, 2012

CASO & HARRIS, INC., SPENCER, WV, RE-ORDER NO. 1035-08

MOTION - Mr. Rockhold moved, seconded by Mr. Reynolds, that the committee adopt the budget, as amended, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Tailman, who voted "no"

MOTION - Mr. Rockhold moved, seconded by Mr. Reynolds, to rise and report to Council that the budget is final within the committee, and the motion was adopted by unanimous.

The members were then sitting as City Council, and adjourned at 6:25 PM.

Cristina Skoger

City Clerk

Council President

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PARKERSBURG, W. VA., February 28, 2012

The Council of the City of Parkersburg met in regular session Tuesday, February 28, 2012, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg WV. 26101.

The meeting was called to order by Council President, Tom Joyce, who presided over the meeting. Councilman Jim Reed led the Lord's Prayer and Pledge of Allegiance. The Clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch, Brad Kimes, John Sandy, Sharyn Tallman, Mike Reynolds, John Rockhold, Jim Reed and Tom Joyce.

MINUTES - Mr. Reynolds moved, seconded by Mr. Reed, to approve the minutes from the meeting held February 14, 2012, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES - Councilman Jim Reed reported that the Finance Committee met this evening and sent forward three budget revisions and the request for a crossing guard at 12th Avenue and Rayon Drive. Councilman Rockhold reported on a Chamber of Commerce After Hours meeting this evening, and earlier meetings where trails in Johnson Janes Park were discussed. New physicians at Camden Clark St. Joseph Center were introduced to the community at one of these meetings, and he and Councilman Reynolds attended a Roundtable meeting recently.

Councilwoman Tallman thanked sixteen young men and women who gave back to our community recently by cleaning and painting over graffiti on Cornwall Street. They also picked up debris around 13th Street and Cornwall and said those lessons learned were precious. She thanked the Save a Future Program for working with the youth.

Councilwoman Wilcox, chairman of the budget meetings, gave the following report from the Committee of the Whole for the budget for fiscal year 2012/2013:

REPORT FROM THE COMMITTEE OF THE WHOLE BUDGET 2012/2013

The Committee of the Whole made the following amendments to the proposed budget on February 22, 2012, and we offer the following report:

We recommend re-instating flood wall fees that were removed from this budget (line item 359 on the revenue page)	\$120,000
We recommend removing the amount that was to be given to The Humane Society for a spay and neuter program building Fund (line item 707 on the expenditure page)	<u>50,000</u>
TOTAL	\$170,000
We recommend a pay increase for city employee (this includes benefits)	<u>- 129,000</u>
This leaves the following balance:	41,000
Of that amount we correct the amount for CDL licenses in street dept and Sanitation Department	-1,400
We also recommend transfer back to Capital Reserve Fund	- 6,986
Finally we recommend the revenue line item 369, Contribution from other funds be zero	- 32,614
This leaves a zero balance, but overall the budget total is now \$25,592,361 instead of \$25,504,975.	-----0----

We also recommend moving \$11,500.00 from the amount that would have been spent for an inventory, to the Police Department for overtime to cover the Kids First Program.

MOTION - Ms. Wilcox moved, seconded by Mr. Sandy, to accept the report of the Committee of the Whole, and the motion was adopted by unanimous vote. A public hearing will be held March 13, 2012 prior to Council's final action on the budget.

MESSAGE FROM THE EXECUTIVE - Mayor Robert Newell thanked Ms. Wilcox for chairing the budget meetings this year. He said the next move would be to pass it before it goes to the State. The Mayor said he wanted to return money back to the citizens and there was a lot of thought and work that went into it. There is more money for streets and storm water in this budget, and it begins to address our OPEB liability. For the first time, we have the opportunity to eliminate a fee, the floodwall fee, and he is asking them again to reconsider. He said that last September he told Council that he was going to recommend eliminating this fee because it is unfair. People have told him not to eliminate it because the people are used to paying it, but that is not fair. The storm water line item of \$560,000.00 addresses that, he said, and

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PARKERSBURG, W. VA., February 28, 2012

CASTO & HARRIS, INC., SPENCER, WV, RE-ORDER NO. 1635-08

At our last meeting, Mayor Newell stated that it was said the floodwall fee should have gone to committee, but he brought it back to the committee of the whole. No one committee decides what will be or not be in the budget for everyone. No one has a valid reason, he said, not to take the fee out, but they put it back.

Eliminating that fee was a very direct correlation that the fee was for pay raises. Mayor Newell said he was not against employees getting a fair wage, but he is against across the board raises and he is asking them to discuss that in the Personnel Committee. Our Country is not out of the woods yet on the economy, he said. Our upcoming budget projects until July 1, 2013. Gasoline is going up, and that will affect what people spend. Concerning the estimate for recycling, he said it was the right thing to do to reduce it for next year because cardboard is going down. The floodwall is a yearly line item and cannot be funded through the carryover, he said.

Mayor Newell said he was asking them to reduce the storm water line item by \$120,000.00 for the pay increase instead of reinserting the floodwall fee, and said he hopes they will amend the budget accordingly.

PUBLIC FORUM - no one appeared.

RESOLUTION - the clerk presented a resolution authorizing the Sanitation Department to continue the part-time recycling assistant position after their grant ends February 28, 2012, and will continue with funding in that department through the current school year.

MOTION - Mr. Reynolds moved, seconded by Ms. Wilcox, to adopt the resolution, and the motion was adopted by unanimous vote.

ORDINANCE, FIRST READING

ORDINANCE AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF ADDITIONS, BETTERMENTS AND IMPROVEMENTS TO THE EXISTING SEWERAGE PORTION OF THE COMBINED WATERWORKS AND SEWERAGE SYSTEM OF THE CITY OF PARKERSBURG AND THE FINANCING OF THE COST, NOT OTHERWISE PROVIDED, THEREOF THROUGH THE ISSUANCE BY THE CITY OF PARKERSBURG OF NOT MORE THAN \$7,000,000 IN AGGREGATE PRINCIPAL AMOUNT OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS, SERIES 2012 A (WEST VIRGINIA SRF PROGRAM); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF SUCH BONDS; APPROVING, RATIFYING AND CONFIRMING A BOND PURCHASE AGREEMENT RELATING TO SUCH BONDS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

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

The meeting adjourned at 7:45 PM.

Christie Stahler

City Clerk

Council President

RESOLUTION

JKS
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG
that the budget for fiscal year 2012/2013 for the City of Parkersburg is hereby
adopted.

Sponsored by the Committee of the Whole

RESOLUTION

DESIGNATING APRIL 2012 AS FAIR HOUSING MONTH

WHEREAS, the City Council of the City of Parkersburg is proud to join the U.S. Department of Housing and Urban Development in celebrating the 44th anniversary of the Fair Housing Act of 1968; and

WHEREAS, the 1968 Fair Housing Act guarantees the right of all Americans to dwell in the neighborhood of their choice, is one of the most important components of our national civil rights policy; and

WHEREAS, even though this non-discriminatory policy is the law of the land, its proper enforcement requires the continued cooperation of all levels of government, the real estate and homebuilding industries and private citizens; and

WHEREAS, throughout the City of Parkersburg, this spirit of cooperation is being provided through the efforts of our state, federal and local governments and with the support of countless community and nonprofit organizations; and

WHEREAS, promoting equal housing opportunity is essential to our larger mission of promoting justice in all areas of life and for all citizens, and equal housing opportunity has a dramatic impact on school integration and acceptance and understanding of ethnic and racial diversity;

NOW, THEREFORE BE IT RESOLVED, That the City Council of the City of Parkersburg authorize its' Mayor, Robert D. Newell, to sign a proclamation declaring April 2012 as Fair Housing Month in the City of Parkersburg and to urge all citizens to join in creating and promoting fair housing opportunities for all people.

SPONSORED BY CITY COUNCIL MEMBERS Reed, Rockhold, Lynch, Reynolds,
And Sandy

9/5/15

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Finance Director be authorized to request approval from the West Virginia State Auditor's Office for the following budget revisions within the General Fund for fiscal year 2011-12 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists:

GENERAL FUND

Expenditure

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	440	103-315	Salaries – Other		\$6,380

Expenditure

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
001	756	103-315	Salaries – Other	\$6,380	

Net Increase/(Decrease) - Expenditures \$ 0.00

Mayor Robert D. Newell



CITY OF PARKERSBURG
ONE GOVERNMENT SQUARE
PO BOX 1627
PARKERSBURG, WV 26102

To: Angie Smith
From: Pam Salvage
CC: Jerry Edman
Date: February 6, 2012
Re: Budget Revision

The following is a budget revision for the Building & Grounds Salaries-Other line item. This change will allow 2 additional temporary employees to be brought in starting April 16, 2012.

These employees are already in the 2012-2013 budget starting July 1, 2012 so no other adjustment will be needed.

The money is available in Street Cleaning due to an employee being out on Military Leave.

2 temps x 11 weeks x 40 hours/week x \$7.25/hour = \$6,380.

EXPENDITURES

<u>Dept.</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
756	013-305	Salaries - Other	\$6,380	
440	013-3085	Salaries - Other		\$6,380

If you have any questions or need any additional information, please let myself or Jerry Edman know.

Thanks!

RESOLUTION

2/2/15

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Finance Director be authorized to request approval from the West Virginia State Auditor's Office for the following budget revisions within the General Fund for fiscal year 2011-12 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists:

GENERAL FUND

<u>REVENUES</u>				<u>DEBIT</u>	<u>CREDIT</u>
<u>Fund</u>	<u>Acct</u>	<u>Description</u>		<u>Increase</u>	<u>Decrease</u>
001	305	000.000	B & O Tax Revenue	297,769	
Net Increase in Revenues				<u>\$ 297,769</u>	

<u>EXPENDITURES</u>				<u>Decrease</u>	<u>Increase</u>
<u>Fund</u>	<u>Acct</u>	<u>Description</u>			
001	440	213.100	Buildings & Grounds - Electric		52,675
001	706	213.100	Fire - Electric		2,684
001	714	213.100	Floodwall - Electric		4,030
001	751	213.100	Electric - Electric		54,471
001	800	213.100	Sanitation - Electric		5,782
001	440	213-200	Buildings & Grounds - Water & Sewer		2,000
001	706	213.200	Fire - Water & Sewer		665
001	754	213.200	Central Garage - Water & Sewer		1,415
001	440	225.000	Buildings & Grounds - Laundry		3,234
001	714	225.000	Floodwall -Laundry		236
001	750	225.000	Street - Laundry		865
001	751	225.000	Electric - Laundry		728
001	754	225.000	Central Garage - Laundry		1,276
001	756	225.000	St. Cleaning - Laundry		769
001	800	225.000	Sanitation - Laundry		1,972
001	436	343.001	Code - Fuel		3,297
001	440	343.001	Buildings & Grounds - Fuel		20,465
001	700	343.001	Police - Fuel		73,650
001	706	343.001	Fire- Fuel		16,665
001	714	343.001	Floodwall- Fuel		1,137
001	750	343.001	Street - Fuel		12,714
001	754	343.001	Central Garage - Fuel		7,034
001	756	343.001	St. Cleaning - Fuel		305
001	800	343.001	Sanitation - Fuel		29,700
Net Increase in Expenditures				<u>\$ 297,769</u>	

Mayor Robert D. Newell



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

MEMORANDUM

TO: Finance Committee
FROM: Angie Smith, Finance Director
DATE: 2/16/2012
RE: Budget Revision

After review of the current General Fund budget, I have noted some line items in need of changes due to increased costs and/or insufficient funding at the beginning of the fiscal year. Those items are Auto Gasoline, Utilities Electric and Water and Laundry.

Additionally, the revenues for the B & O Tax are sufficiently above budgeted amounts and can cover the shortages.

I propose the attached budget revision to record this activity.

RESOLUTION

ask

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Finance Director be authorized to request approval from the State Tax Commissioner for the following budget revision within the General Fund for fiscal year 2010-11 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists:

GENERAL FUND

<u>REVENUES</u>				<u>DEBIT</u>	<u>CREDIT</u>
Fund	Account		Description	Increase	Decrease
001	341	000-000	User Fee	\$ 150,000	
001	305	000-000	B & O Tax	\$ 100,000	
Sub Totals				<u>\$ 250,000</u>	<u>\$ -</u>
Net Increase / (Decrease) Revenues				<u>\$ 250,000</u>	

EXPENDITURES

Fund	Dept	Account	Description	Decrease	Increase
001	750 Streets	458-000	Capital Outlay-Imprvmnts		\$ 250,000
Sub Totals				<u>\$ -</u>	<u>\$ 250,000</u>
Net Increase / (Decrease) Expenditures					<u>\$ 250,000</u>
Grand Totals				<u>\$ 250,000</u>	<u>\$ 250,000</u>

Mayor Robert D. Newell



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

MEMORANDUM

TO: Finance Committee
FROM: Angie Smith, Finance Director
DATE: 2/22/2012
RE: Budget Revision

After review of the current General Fund budget, I have noted the User Fee and B & O Tax collections are above projections. Based on these calculations, I propose the following resolution to make a budget revision to increase the Capital Outlay line in the Street Department to allow additional paving in the current fiscal year.

**AN ORDINANCE AMENDING THE CITY OF PARKERSBURG CHARTER,
SECTION 4.301, DIRECTOR OF FINANCE,
POWERS AND DUTIES, SUBPART (10)
PHYSICAL INVENTORY**

JS
Be It Ordained By The Council Of The City Of Parkersburg that Section 4.301, Director of Finance, Powers and Duties, subpart (10) Physical Inventory, of the Charter of the City of Parkersburg be and it is here by amended to increase the threshold amount for inclusion in the annual physical inventory of all City owned equipment of the initial purchase value from \$100.00 to \$1,000.00 and as follows:

(10) Conduct or provide for the conduct of a complete and accurate annual physical inventory of all City owned equipment of the initial purchase value of \$1,000.00 or more; provided, however that Council may by ordinance provide for the increase or decrease of the purchase value amount herein specified.

Sponsored by Councilmen: Joyce, Lynch, Reed, Reynolds, Rockhold, Sandy and Wilcox

The only change to this section is to the amount of the initial purchase value of City equipment raising the same from \$100.00 to \$1,000.00