

AGENDA FOR THE REGULAR MEETING OF PARKERSBURG  
CITY COUNCIL FOR TUESDAY, SEPTEMBER 14, 2010, 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS, MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, John W. Rockhold III
- II. PRAYER
- IV. PLEDGE OF ALLEGIANCE
- V. ROLL CALL – City Clerk
- V. MINUTES – Council meeting held August 24, 2010
- VI. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- VII. MESSAGE FROM THE EXECUTIVE
  - A. **Introduction** of Mr. Charles Harris, 1226 Juliana Street, as a member of the Mid Ohio Valley Transit Authority for a three year term ending September 14, 2013.
- VIII. PUBLIC FORUM
- IX. RESOLUTIONS
  - 1. Resolution re-appointing Mr. C. Blaine Myers, 1915 Foley Avenue, Parkersburg, WV for a three-year term as an Administrative Law Judge through September 14, 2013. (Sponsored by Councilmen Rockhold, Reed, Lynch, and Reynolds.)
  - 2. Resolution authorizing Mayor Robert D. Newell to sign a contract agreement with the State of West Virginia for a Land and Water Conservation Fund Grant Assistance Award in the amount of \$300,000.00 with a local share of \$200,000.00 to construct a skateboard park at Fort Neal Park. (Sponsored by Councilmen Sandy, Rockhold, and Reed.)
  - 3. Resolution authorizing the exchange of two (2) retired police cruisers for free driver training of Parkersburg Police Officers. (Sponsored by all members of City Council.)
  - 4. Resolution authorizing Mayor Robert D. Newell to submit a SAFER Grant application in the amount of \$484,763.00 to FEMA which will allow the City to hire four additional front line firefighters. (Sponsored by Councilmen Lynch, Rockhold, and Reed.)

“over”

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Agenda for September 14, 2010

5. Resolution authorizing the Finance Director to request approval from the State Tax Commissioner for budget revisions within the general fund as follows: (Sponsored by the Finance Committee of City Council)

- A. to move \$110,743.00 in revenue, JAG grants, to police overtime and capital equipment;
  - B. to move \$27,830.00 in revenue, JAG grant received in May, to police for capital equipment – in-synch system;
  - C. to move \$110,100.00 in revenue, federal grant, to the street department, for sidewalk improvements around Jefferson School, for the Safer Route to school program;
  - D. to move \$4,750.00 in revenue from a state grant we received to the development department, advertising, for the Taste of Parkersburg.
  - E. to move funding for one light equipment operator and three temporary employees from the street department to building and grounds to combine grass cutting duties,
6. Resolution amending the 2008 and 2009 CDBG budget from left-over projects, to owner-occupied rehab for \$35,000.00, and to the domestic violence shelter for \$12,000.00. (Finance Committee)

X. ORDINANCE, FIRST READING:

7. An ordinance prohibiting the planting and growing of bamboo within the City of Parkersburg. (Sponsored by Councilmen Tallman, Reynolds, Kimes, Reed, Rockhold, and Lynch.)

XI. ADJOURNMENT

# JOURNAL OF THE CITY COUNCIL, NO. 53

PARKERSBURG, W. VA., August 24, 2010

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 1835-08

The Council of the City of Parkersburg met in regular session Tuesday, August 24, 2010, 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, John Rockhold III, who presided over the meeting. Councilwoman Sharyn Tallman led the Lord's Prayer and the Pledge of Allegiance. The Clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch (by telephone), Brad Kimes, John Sandy, Sharyn Tallman, Mike Reynolds, Tom Joyce, Jim Reed, and John Rockhold III.

MINUTES – Mr. Reed moved, seconded by Mr. Kimes, to approve the minutes from the meeting held August 10, 2010, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Councilman Tom Joyce reported that his Code Review Committee of City Council met prior to this meeting and postponed action on a vacant building ordinance proposal, and our property maintenance code.

Ms. Tallman, Chairman of URA, stated that the URA met prior to this meeting with updates from the Administration, and action on four properties.

MESSAGE FROM THE EXECUTIVE – The Clerk introduced Mr. C. Blaine Myers, 1915 Foley Avenue, who will be considered for re-appointment to a three-year term as one of our three administrative law judges. The resolution will follow at the September 14<sup>th</sup> meeting.

PUBLIC FORUM – Mr. Jim Casto, 169 Monongahela Avenue (off Core Road), told Council that he had two sides of his property that borders Johnson T. Janes Park, as it relates to the urban deer ordinance on the agenda this evening. He said he has already had a problem with 4-wheelers tearing up his property, and has had some things stolen, and said he hopes the City will monitor the park for such activities if the ordinance is adopted. His property is posted, he said.

Ms. Tandra Mays, 415 Camden Avenue, asked Council for their support for the resolution this evening giving her organization \$5,000.00 to keep the homeless off the streets.

Mr. Gary Wey, 2206 Foley Drive, urged Council to vote against the urban deer ordinance, saying we would be taking risks to kill 20 or 30 deer a year, and he does not think we should promote the hunt for our image.

RESOLUTION – (to correct a previously-adopted resolution) Project #09-JAG-30 \$57,000.00

BE IT RESOLVED that the Council of the City of Parkersburg hereby authorizes Robert D. Newell, Mayor of the City of Parkersburg, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Justice Assistance Grant (JAG) program.

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

RESOLUTION – (to correct a previously-adopted resolution) Project #09-JAG-04 \$56,250.00

BE IT RESOLVED that the Council of the City of Parkersburg hereby authorizes Robert D. Newell, Mayor of the City of Parkersburg, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Justice Assistance Grant (JAG) program.

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

RESOLUTION

WHEREAS, the YMCA is a membership organization that strives to offer quality facilities, programs and activities for the entire family; and

WHEREAS, the YMCA provides quality child care through their Child Care Program which offers licensed child care services for children of all ages.

WHEREAS, the YMCA has been awarded a 2010 Governor's Community Participation Grant in the amount of \$3,000 to renovate the locker rooms at the Parkersburg YMCA which includes lighting upgrades, ceiling renovations, new lockers and other improvements as funds permit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKERSBURG that the City of Parkersburg accepts all the terms and conditions of the contract with the West Virginia Development Office and authorizes Mayor Robert D. Newell to sign the grant program contract; and

BE IT FURTHER RESOLVED that the Finance Director make the appropriate budget revisions.

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

RESOLUTION

WHEREAS, the Boys and Girls Club of Parkersburg has a long tradition of providing a safe and positive place for youth and has contributed towards the quality of life for citizens of the City of Parkersburg and the mid-Ohio valley; and

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PARKERSBURG, W. VA., August 24, 2010

WHEREAS, the State of West Virginia through the 2010 Community Participation Grant Program has awarded the Boys and Girls Club of Parkersburg a grant in the amount of \$10,500 for installation of energy efficient lighting in the swimming pool area and hallways, and the replacement of doors in the gymnasium and pool area.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKERSBURG that the City of Parkersburg accepts all the terms and conditions of the contract with the West Virginia Development Office and authorizes Mayor Robert D. Newell to sign the grant program contract; and

BE IT FURTHER RESOLVED that the Finance Director make the appropriate budget revisions.

MOTION – Mr. Reed moved, seconded by Mr. Joyce, 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 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:

<u>REVENUES</u>				DEBIT	CREDIT
Fund	Acct	Description	Increase	Decrease	
001	369	000.000	Contrib - Unemployment Fund	\$ 269,806	
001	366	000.000	State Grants - Bicentennial	\$ 5,000	
001	399	409.000	Misc Revenue - Bicentennial	\$ 10,000	
001	299	000.000	Fund Balance		\$ 198,758

<u>EXPENDITURES</u>				Decrease	Increase
Fund	Acct	Description	Decrease	Increase	
001	700	103.309	PD - Patrolman's Salary	\$ 56,500	
001	700	103.109	PD - Holiday Pay		\$ 16,000
001	706	103.109	FD - Holiday		\$ 6,000
001	409	230.001	Mayor - Bicentennial		\$ 18,442
001	421	230.001	Dev. - Skateboard Park		\$ 1,747
001	706	459.000	FD - Capital Eq. (Gear)		\$ 100,359

MOTION – Ms. Tallman moved, seconded by Mr. Joyce, to adopt the resolution, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Sandy, Mr. Reed, and Mr. Rockhold, who voted "no".

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that \$5,000.00 be expended from the Capital Reserve Fund for the Parkersburg Area Coalition for the Homeless.

MOTION – Ms. Tallman moved, seconded by Mr. Sandy, to adopt the resolution, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Joyce, Mr. Reed, and Mr. Rockhold, who voted "no".

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor Robert D. Newell and Police Chief Joseph Martin be and they are hereby authorized to enter into that agreement with In-Synch Systems for a police records management field reporting and data sharing system for the total sum of \$105,972.00 (\$36,199.00 down with the balance of \$69,972.00 interest free over the next two years) and having an annual maintenance fee of \$21,240.00 beginning April 2011.

BE IT FURTHER RESOLVED that Doug Life, Finance Director of the City of Parkersburg, be and he is hereby authorized to make such transfers as are needed and necessary to disburse said \$36,199.00 grant monies to In-Synch for the initial payment on said system.

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PARKERSBURG, W. VA., August 24, 2010

CASTO & HARRIS, INC., SHENCKER, WV, RE-ORDER NO. 1835-08

CIN-SYNCH		QUOTE	
CONNECT. ANYWHERE.		QUOTE NO.	DATE
PROJECT FOR: PARKERSBURG POLICE DEPARTMENT		00001993	8/25/10
ESTIMATE NO.:		8/25/10	
CONNECTIONS	QUANTITY	UNIT PRICE	TOTAL PRICE
100' CABLE	25	\$1,515.00	\$37,875.00
100' PATCH CORDS	2	\$1,275.00	\$2,550.00
CONNECTIONS	1	\$450.00	\$450.00
HARDWARE	QUANTITY	UNIT PRICE	TOTAL PRICE
100' PATCH CORDS	2	\$1,275.00	\$2,550.00
CONNECTIONS	1	\$450.00	\$450.00
LABOR	QUANTITY	UNIT PRICE	TOTAL PRICE
100' CABLE	1	\$2,100.00	\$2,100.00
100' PATCH CORDS	1	\$1,275.00	\$1,275.00
CONNECTIONS	1	\$450.00	\$450.00
LABOR	1	\$2,100.00	\$2,100.00
TOTAL			\$47,525.00

**IN-SYNCH SYSTEMS**  
 132 McCarrick Lane - Suite 301 - Tallahassee, FL 32304 - 900-241-3544  
 Email: info@insynch.com

**ADMINISTRATIVE CONTACT:**  
 Kathleen Parra, Director  
 Phone: 900-241-3544  
 Fax: 724-152-4012  
 Email: Kathleen.Parra@insynch.com

**TECHNICAL CONTACT:**  
 Mark Lenth, Director  
 Phone: 900-241-3544  
 Fax: 724-152-4012  
 Email: Mark.Lenth@insynch.com

**City of Parkersburg, Finance Department**  
 A new records management (RMS) field reporting and Data sharing system for the Police Department

Respectfully submitted on June 25, 2010

*Kirk Parra*  
 Kirk Parra, President

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**EXECUTIVE SUMMARY**

It's all about being in synch. In-Synch Systems, LLC is a company whose core values are in synch with its products. We create technology solutions that enable law enforcement agencies to stay in synch with their own agency and to be in synch with the agencies around them. We have what we do and we know what we do. We use technology in providing justice nationwide.

**We believe in CONNECTING.** We are committed to connecting our customers with the technologies, services, and people that promote safe and just communities. The most that we designed our software to play nicely with other technologies. Our Police Records product, for example, can work interdependently with a variety of CAD systems. We also believe in connecting your local law enforcement agencies to each other. Data sharing is common among our customers. Finally, we believe in connecting you to the rich data contained in your electronic data systems. Ultimately, we believe you should be able to pull meaningful data out of your data systems, not just use them for data entry and simple reports.

**We believe in connecting anywhere AFFORDABLY.** Emerging technology is mobile. Fast. Our Police software is designed with mobility in mind and enables you to work in a variety of mobile environments, with or without a steady network connection. Our existing and emerging products enable you to work on a variety of devices, on a variety of networks, in a variety of single and multi-agency scenarios.

**We believe in connecting anywhere AFFORDABLY.** We are completely upfront with our cost structure. You will know exactly what to expect up front. You should not expect any hidden fees from our relationship. We can usually offer you several recommendations for hardware and supplementary software that meet various budget tiers. Our philosophy is that you should have the most value for your money. Our philosophy is that you should have the most value for your money.

understand completely that software is not the only tool you need to successfully report data.

We are a young and growing company, 10 years old. We're established enough to have gained the trust of federal, state, county, and local agencies across the country, yet young enough to be aggressive, innovative, and customer-focused.

We are a nimble company. By choice, we stay as small as possible. We do so as necessary to ensure prompt responses of our customers and maintain great ongoing product development. As a nimble company, we can see our products to meet our customers' changing needs, and adjust our business practices to succeed in a changing economic environment.

We create fresh products. The best way we can bring value to our customer and our partners is to create fresh products. By fresh, we mean products that have been created with modern development tools and self-generated source code. We haven't copied together our software solutions from purchased bits and pieces of unsuccessful other companies' off-the-shelf. Our perception of law enforcement solutions was formed in collaboration with law enforcement administrators, police officers, records personnel and other support personnel. We bring fresh innovation to our own products multiple times every year.

We are a growing company. Naturally, the first few years of our company were spent in product research and development. Experienced law enforcement personnel from across the country gave us priceless input into how Records Management software should work and we built the products based on their collective wisdom. When we started selling the product nationwide, we experienced 100% growth in the first year, 100% growth in the second year, 100% growth in the third year. You got the idea.

**IN-SYNCH SYSTEMS**  
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**IN-SYNCH SYSTEMS**  
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We are a national company. While the Commonwealth of Pennsylvania is our home, we have customers in over 20 states. Our national presence gives us a broad base, in terms of corporate stability and fiscal perspective. Yet, our attention is focused from that broad base on one primary goal, our company motto, "through strategic partnerships and innovative technologies, we connect safe and just communities."

We have great partners. Early on, we decided that we didn't need to be all things to all agencies. We have created a robust and highly scalable Records Management Solution. That's our goal. We use strategic partnerships with other best-of-breed product creators to find solutions that are right for our customers, when we find partners who share our core values, and have products that complement our own. We're happy to join with them.

We are a flexible company. This RFP response is based upon a detailed knowledge of the needs of Parkersburg Police personnel through both personal and developmental experiences. In response to the many years of effort by In-Synch to meet and exceed the expectations of law enforcement and support personnel.

This submission is sensitive to the needs of all personnel to include case management, investigations, traffic and citation management, personnel and organization management, along with a full program management capability. Through the use of an outstanding graphical user interface and highly scalable database server, MobileSynch provides the tools necessary for all personnel to complete their assigned tasks.

In-Synch recognizes the importance of satisfying the evaluation criteria set forth in this RFP. After reviewing the criteria, In-Synch Systems is pleased to offer a high level of system performance through the approach as set forth in this RFP. This includes:

- An experienced development, management, and design team with a past history of on-time, within budget performance.
- A plan that is within the goals and objectives of the entire public safety community in Parkersburg.
- A clearly defined development program and project timeline that is capable of mid-term reaction.
- A clear and comprehensive response that seeks to address the intent of the project both at system in the RFP and in personal discussions with government Parkersburg Police Department.

We submit this proposal as a primary vendor for the POLICE software.

**IN-SYNCH SYSTEMS**  
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PARKERSBURG, W. VA., August 24, 2010

### RMS FUNCTIONAL REQUIREMENTS (RESPONSE TO BID QUESTIONS)

The Parkersburg Police Department must be able to write or review police reports in the RMS/ISSB system as well as email, print, and scan reports to desktop and mobile devices. Bids should include any necessary mobile computer interface and driver hardware for the Parkersburg Police Department.

MobileSyncRMS meets the above requirements.

Acceptable systems must meet the following minimum specifications:

- Run on 64-bit running Microsoft Windows V. SP 1 or 2008.
- MobileSyncRMS runs on any SP and SP 2 or windows version including the newly released Windows 7.
- Use a "COPY" feature and receive call and database that is SQL32 compliant. The database should not require an additional security administrator. The user interface should be intuitive and MobileSyncRMS utilizes standard 3.1 or 4.0 database platform for both client and server computers. The database platform of choice, open source, and free from any initial or ongoing fees.
- Must be able to track incidents, cases, corporate organizations, addresses, vehicles, property/evidence, and firearm information. MobileSyncRMS meets all of the above requirements. Please see Appendix A.
- Must include a Master Name Index, Master Property Index, Master Address Index, Master Business Index, and Master Phone Index. MobileSyncRMS meets all of the above requirements. Please see Appendix A.
- National must have access to all records from networked and non-networked computers. The database should be among Microsoft's supported database engines. If a national does not have a supported database engine, it will be necessary to convert the data into a supported system. MobileSyncRMS meets all of the above requirements. Please see Appendix A.
- Must be able to assign multiple officers to a case and track their progress through the case. MobileSyncRMS meets all of the above requirements. Please see Appendix A.
- Must include a password workflow for tracking and approving reports.

MobileSyncRMS meets all of the above specifications. Please see Appendix A.

Officers must be able to log in from any station or access their data. MobileSyncRMS meets all of the above requirements. Please see Appendix A.

Security system must allow for individual, group, and machine based security.

MobileSyncRMS meets all of the above requirements. Please see Appendix A.

System must provide a complete audit log of all history of edit, delete, and reports created. The audit log must allow for the system administrator to inspect the audit through a report in dark and not just an activity log.

MobileSyncRMS meets all of the above requirements. Please see Appendix A.

System must provide a querying engine that can return all information from the database and provide links to master indexes and relevant case reports without the user having to know SQL.

With our "locking and unlimiter" capabilities, national can independently extract information from our database without having to know SQL.

System must produce West Virginia RMS reports and be in the approved Vendor List of the West Virginia State Police.

MobileSyncRMS meets all of the above requirements. Please contact the State Police to confirm.

System must allow for agency-specific custom fields and custom forms.

MobileSyncRMS meets all of the above specifications. Please see Appendix A.

System must allow data exchange of data with other law-enforcement agencies without additional user fees. Local support must be available in person, via phone, or email. Vendor must have an office or representative within a 1-hour drive of the Parkersburg Police Department.

There are several counties in West Virginia that are part of our free training network that the Parkersburg Police Department can participate in and our call, email, and on-site support. National can also provide a company within the Parkersburg network. The number of agents training information through our network is over 1000 weekly. We have representatives that are within a 1-hour drive of Parkersburg.

- Technical Support must be available in English during all shifts. MobileSyncRMS meets all of the above specifications.
- Product enhancements should be included with a support contract at an additional cost. All MobileSyncRMS product enhancements are delivered to our users with no charge or cost as they receive maintenance & support services. Must be deliverable within 30 days. We are prepared to complete the installation, configuration, and training during the month of July 2010.
- System should integrate with the existing Wood County CAD system. MobileSyncRMS will integrate with the Wood County CAD system through the Police Public Safety. The interface is already in place and ready for testing.
- System must include 25 single user software licenses and 72 CPU hours.
- MobileSyncRMS meets all of the above specifications. Please see Appendix A.
- System must be 100% compatible with current systems being utilized by the West Virginia State Police Department, Wood County Sheriff's Office by allowing for the query of information from each of these systems. MobileSyncRMS meets all of the above specifications. The referenced systems already use the MobileSyncRMS Report solution.
- System must include 15 days of system training. MobileSyncRMS meets all of the above requirements. Please see Appendix A.
- Annual Support and Maintenance agreement. The cost of annual support is included in the attached quote.

We will manage communication between all involved parties through monthly status reports and our call, email, on-site, and on-line web portal. We will take responsibility for making sure everyone knows what he or she needs to do in order to keep the project on schedule and within budget.

The monthly status meetings may include demonstrations of the development of the development, testing, and deployment of the RMS/ISSB, COURT functions, and Q&A from all interested parties.

The web portal allows all interested parties to monitor logs, data, milestones, and important documents. There are also online forums for departmental conversations among project personnel.

### PROJECT MANAGEMENT APPROACH

In general, we offer the following services during all of our implementations:

#### Project Management

In-Synch Systems will drive the RMS/ISSB implementation process. We have extensive track records of successful implementations and we proactively work to keep the project moving.

### VENDOR BACKGROUND

**Location**  
 Prima Contractor - In-Synch Systems Corporate Headquarters  
 170 Westcott Lane - Suite 201  
 Zionsville, Pa. 18953  
 (610) 241-6140

Remote support is handled 24/7 by native English-speaking technicians based in our Pennsylvania home office. On-site support can be handled if needed by any of our representatives.

#### History

Founded in 1998, In-Synch Systems, a limited liability company, specializes in the development of technology for local, regional and national law enforcement agencies. The majority of our customers around the country are small and mid-size law enforcement agencies. We have installed systems in 200+ customer sites in 30 states.

Chris Craig owns our brand of RMS/ISSB. He is an Army veteran with 44 years of law enforcement experience. He was the Sheriff of Sacramento County, California, the youngest commissioner in the California Highway Patrol in history, and was subsequently appointed the Director of California Justice Division of Law Enforcement. Other board members bring extensive business and law enforcement experience.

In 2006 and 2007, In-Synch Systems was chosen as the sole provider of RMS for the CTAC program, a federally funded program through the Office of National Drug Control Policy that has provided over 6000 agencies with state-of-the-art Records Management Systems.

In 2007, In-Synch Systems was chosen by the Department of Homeland Security to be a provider of RMS through the CDAP (Commercial Equipment) Office.

Assistant's program that accommodated over fifty new public safety agencies in the RMS program.

#### Financial Stability

As privately-owned corporations, In-Synch Systems does not publish our financial position. With hundreds of customers' nationwide, substantial financial investment, and committed revenue and partner, our companies will be serving your software needs for many years.

#### Customer Service Philosophy

Every customer-service need is handled with a high priority. Our customer-satisfaction surveys, which are sent out after every support request, consistently show that we provide excellent support to our customers.

When a POLICE user needs assistance with MobileSyncRMS, they call our 800-number anytime. In most cases, a dispatch enters the phone immediately and tries to assist them. In some cases, the person leaves a name and phone number in a message and a technician is called immediately. Our goal is to acknowledge support requests within 15 minutes.

All support requests are logged in an internal tracking system that is also available to the customer for future reference.

When a user-1 technician is unable to resolve a situation quickly, there are three more tiers of expert technicians available to resolve any issues. Our support team can effectively handle training cases, bug reports, and feature requests.

Finally, when a customer reports a problem that involves an integrated technology (CAD/DATA-SHARING, ETC), we are committed to solving the problem with the other vendors, rather than responding with a "not our problem" answer.

### REFERENCES

We have chosen to offer references from a variety of departments that represent jurisdictions and agencies similar to those in your region.

**Wood County, WV**  
 Sheriff's Office  
 100 Westcott Lane  
 Zionsville, PA 18953  
 (610) 241-6140  
 Project Manager: MobileSyncRMS and CADLink in Fall 2009

**Wesley County, PA**  
 Large metropolitan police department near Harrisburg, Pa  
 Chief of Police  
 100 Westcott Lane  
 Zionsville, PA 18953  
 (610) 241-6140  
 Project Manager: MobileSyncRMS and CADLink in February 2009

**Marion County, WV**  
 Sheriff's Office  
 110 Marion Street  
 Farmington, WV 26434  
 (800) 361-1800  
 Project Manager: MobileSyncRMS in September 2007  
 Population: 51,000

### TECHNICAL REQUIREMENTS

MobileSyncRMS runs any modern Microsoft Windows-based computer. We require a minimum of 2GB RAM for normal long-term use. We install an open-source database server (MySQL) on each station running MobileSyncRMS as well as an included central server that runs Linux or Windows at our discretion. Consider the volume of data to be transferred from the department, we recommend 10-20 GB of free hard drive space be available on each machine to handle their needs for the next 10-15 years.

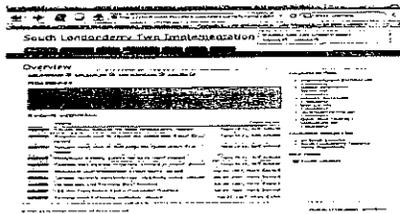
Internet access is required for remote support and data-sharing.

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# JOURNAL OF THE CITY COUNCIL, NO. 53

PARKERSBURG, W. VA., August 24, 2010

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



**Configuration**  
We will submit agency-specific information from each participating agency and we will configure agency databases and plugins according to these specifications. Configuration involves network and firewall configuration in cooperation with Police technical personnel.



supplies in these training sessions, including laptop computers and training materials.

Phase III is specialized training for administrators, property room managers, and clerks. This phase of training is most appropriate if there are a few days of real user data in the databases. This training can be done on-line at the convenience of the personnel needing to be trained.

Phase IV is for ongoing training on special features. This phase is ongoing and available through training videos, online webinars, and on-demand assistance through the helpdesk.

**Warranty Services**  
In-Synch Systems, LLC, here known as the Software Provider, agrees that if the MobileSyncRMS system warrants performance fails to conform to the applicable written description specifications, and Client advises Software Provider of such failure, Software Provider shall correct any error, malfunction or defect within sixty business days. If after sixty business days, Software Provider is unable to correct the malfunction or defect, Client shall be entitled to a refund of all amounts available at law or in equity including but not limited to, Tennessee UCC Chapter 27 Remedies (12 P.S. C.S. & § 2701 et. seq.)

Software Provider warrants that the Products shall perform in accordance with the written specifications provided with the Products. To the extent that the Software System is unable to perform according to such written specifications in Software Provider's sole discretion, this Agreement shall terminate and Client shall be under no obligation to make any payments whatsoever to Software Provider and any payment made to Software Provider pursuant to this Agreement shall be returned to Client forthwith. In the event that full payment is returned to the Client, Software shall be uninstalled and returned to the Software Provider.



During the Configuration phase, we work with you to pre-configure MobileSyncRMS to match your agency's situation. Your users may also want to know how your existing computers and network function. Finally, we prepare your MobileSyncRMS server (if applicable for delivery or reinstallation on an existing server).

**SYNCH Installation**  
During the installation phase, we work with you to physically install any new hardware (computers, printers, networking gear, vehicle mounts, etc.) and to deliver the software, documentation, and training materials. If you have purchased installation services, we will perform those during Phases 2 and 3.

**SYNCH Training**  
A typical training scenario involves self-paced training, small-group training, and specialized training. In most cases, your users will complete a self-paced training workbook prior to one-on-one, small-group (1-12 users) training sessions. Within a month of the small-group training sessions, we will offer web-based training for specialized users (administrators, clerks, property managers, etc.).

**SYNCH Custom Development**  
All custom developments will be coordinated with your individual agency business. Many prefer all customizations to be complete before installation and training. Other agencies prefer to install the base system immediately and integrate customizations over time. As mentioned previously, the standard RMS product can be delivered and personnel can be trained in as little as three (3) weeks without customization.



MobileSyncRMS also makes use of any number of barcode scanners, magnetic stripe readers, thermal ticket printers, signature capture devices, live-tran machines, and backup systems which enable us to extend your system in various ways.

**COST PROPOSAL**  
Please refer to the attached quote for the cost proposal for the project.



**Installation**  
We will install all necessary hardware, software, and configured databases. This includes remote installation of training systems and the installation of production systems.

**Hardware Testing and Burn-In**  
We will configure your servers at our testing facilities and test them rigorously before delivering it to your final sites. We will do additional testing at your sites.

**Custom Development**  
At the beginning of the implementation, we will confirm a list of customizations by the client. We will ensure that the system meets all functional specifications by final product delivery. Tests will be performed status updates on development progress.

**Support**  
Our Pennsylvania-based helpdesk is available for consultation 24/7.

**Training Services**  
MobileSyncRMS training takes place in four phases:

Phase I is self-paced training in which all personnel complete a self-paced workbook and/or watch training videos. In preparation for this phase, In-Synch Systems will install the RMS in training mode on client workstations and provide printed training manuals for each workstation.

Phase II is interactive small-group training. Users will have basic proficiency in MobileSyncRMS after the small group training session. Each training session is for 5-10 participants and 1 trainer. In-Synch Systems will bring all training

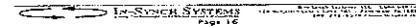


Software Provider shall pass to Client all third-party manufacturers' warranties for hardware if the Software Provider provides hardware. Software Provider shall not provide any additional warranty for the hardware on which the Records Management System is installed.

**Responsibility of Parties for Client Content**  
Except as expressly set forth in this proposal, Software Provider shall not be responsible for the Client Content. Client acknowledges and agrees that it shall have complete control and sole responsibility over (i) the Client Content, (ii) verification that the Client Content is complete and accurate, and (iii) any requirements of the Client Content, and Client further acknowledges and agrees that it or its designated employees and agents shall be the sole parties that input, transmit, manipulate, and have access to the Client Content. Client shall defend, indemnify and hold harmless Software Provider from and against any and all claims, demands, or actions by third party arising from Client's use of, or failure to use, the Client Content.

**Disclaimer of Warranties**  
Except as provided herein, the Products and Services under this Agreement are provided on an "As Is" basis, and the warranties set forth in this section are, to the extent permitted under applicable law, in lieu of any other Software Provider disclaimer, all other warranties, express, implied or statutory, including but not limited to those of merchantability or fitness for a particular purpose. Software Provider shall not be liable for unauthorized access to or alteration, theft or destruction of Client's data files, programs or information through accident, fraud or any other method.

**Typical implementation - POLICE**  
A typical installation of MobileSyncRMS can happen in as little as three weeks and involves multiple phases: Configuration, Installation, Training, and Custom Development.



The project plan will be adjusted at the final implementation meeting and refined at every subsequent meeting.

**Time Requirements - POLICE**  
For implementation, our Client liaison will spend approximately 2 hours in paperwork or phone-based meetings.

Each staff member should spend approximately 2 hours in self-paced training and 5 hours in a small-group class.

Each specialized staff member should spend an additional 1-2 hours learning specialized tasks.

**Implementation Physicality - POLICE**  
For your site implementation, we will spend approximately 2 days at your site. The first two days will be for installation and configuration by our technical team. Our Training Team will utilize 2 days for user training.

Unless an emergency arises, all other interaction can be successfully handled remotely. We utilize screen-sharing technology, built in to our software, to support individual workstations. Additionally, we establish remote management permissions with your IT staff to enable our remote maintenance on your servers.

**Future Expansion - POLICE**  
MobileSyncRMS was designed to work in fixed and mobile settings. The only requirement for further expansion is some sort of IP-based network connection for data synchronization. This can be an aircard, an Ethernet data-card, etc. We recommend installation at a middleware software solution for securely connecting among various networks, but that is certainly not required.



## APPENDIX A - MOBILESYNCRMS DESCRIPTION

### Description of MobileSyncRMS

Our distinctive data model. There are several standard models for storing and sharing data in the law enforcement community. Each one has its own strengths and weaknesses. From the beginning, we designed our flagship product, MobileSyncRMS, to build on the strengths of each model. Our products are flexible enough, however, to appear in multiple data models. While a typical client-server model is often favored by departments, we believe a hybrid model will serve your needs more effectively, particularly as you consider future mobile expansion.

The best features of a client-server model include:

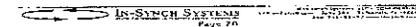
- Ease of deployment
- Ease of management
- Centralized capability
- Rapid data sharing
- Server security

With these features, however, come a few obvious challenges:

- Functionality can be limited in low-bandwidth situations
- Network infrastructure must be maintained
- When the server or network go down, nobody can work
- As the workload goes up, performance goes down

Our solution is built on the following parameters:

- Users should be able to work anywhere, anytime, with or without a network connection
- Local agencies should maintain control of their own records, physically and virtually.



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Local agencies should be able to cooperate with each other without sacrificing the previous parameter.

We propose a system in which your agency maintains synchronized versions of your own database on every one of your computers and your local RMS server. This server database may be linked to other regional databases at your discretion and request, enabling secure and fast data sharing of Master Name, Master Business, Master Location, Master Vehicle, and Master Phone data.



MobileSynchRMS uses our own proprietary program to achieve synchronization among workstations. The MobileSynchRMS Synchronizer:

- constantly looks for network connectivity,
- compares local data to an authoritative master database,
- pushes and pulls data appropriately to maintain synchronization, and
- manages numbers across an agency.

Synchronization allows multiple users to work simultaneously on the same data. Many computer systems will cease to function, or provide limited functionality to the officer in the field whenever network connectivity is not present. Their synchronization and data sharing normally involves either transferring data collected in the field via floppy disks, or involves a manual process that has to be initiated and monitored by agency personnel. This process is seamless with MobileSynchRMS.

While synchronization is important within an organization, data-sharing is equally important with other law enforcement agencies. With MobileSynchRMS, agencies can share data through agency queries that return "pointer data" to master name data in other databases, electronic delivery

IN-SYNCH SYSTEMS Page 23

of any reports to other entities, data-export to common file formats, and standard UCR and NIBRS reports.

**Description of MobileSynchRMS**

On the front-end, MobileSynchRMS is a graphical user interface (GUI) that allows officers to access law enforcement records and case data. The GUI is a stand-alone program that runs on every workstation that accesses the records and case data. This GUI is identical in fixed and mobile installations.

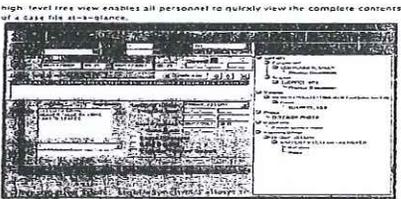
On the back-end, MobileSynchRMS is a scalable database that allows users to access law enforcement records data. The database is formed from a Firebird database server, a SQL99-compliant, open-source database solution. Firebird is a relational database offering many ANSI SQL-99 features that run on Windows and other platforms. Firebird offers excellent concurrency and high performance. Firebird is completely free of any registration, licensing or deployment fees, which makes it an ideal choice for government installations.

Between the front-end and back-end of MobileSynchRMS is a software-based application server, which brokers messages between them. MobileSynchRMS is an n-tier application that scales to meet the performance requirements of the agency. MobileSynchRMS is configurable with multiple database servers, multiple application servers, and multiple GUI-applications. However, in most settings, the GUI, Application Server, and Database Server will all run concurrently on every workstation. This makes every computer within an installation to be a stand-alone, complete RMS. While each computer can stand alone, we also want every computer to stay in synch with all of the others. This is what the MobileSynchRMS synchronizer does its job.

**Key Features of MobileSynchRMS**

Call Log: Within Call Log, the officer can record all agency calls for service for one or multiple municipalities. Personnel can (1) generate useful activity

IN-SYNCH SYSTEMS Page 22



Citations, Parking Tickets and Warnings. Personnel can record traffic and non-traffic citations, parking tickets, or traffic warnings. Additionally, they can manage parking ticket applications, evaluation, and payment processing.

Administrative Tools: A robust administrative review module enables personnel to administratively shepherd all cases through the agency's workflow. Administrators can produce numerous statistical and administrative reports, including UCR and NIBRS reports, and track personnel records of training, equipment and violations. The system can be easily and extensively customized.

IN-SYNCH SYSTEMS Page 24

**Key Benefits of MobileSynchRMS**

**Data Synchronization and Redundancy:** Data synchronization is an automated process. When an officer uses MobileSynchRMS to collect data in the field, the synchronization happens automatically whenever network connectivity exists. The officer could be out of range or disconnected from any network for extended periods, but will be able to utilize the system. When reconnected to the network, MobileSynchRMS will push up any new data the officer has collected to share with other users and pull down any changes or updates provided by other personnel. This system has advantages over the server-based RMS systems, because everyone always has the complete database at their disposal. This redundant approach eliminates the need for dedicated backup functions on a server.

**Increased Officer Safety:** Officers have access to the data they need when they need it and where they need it. Officers will be better equipped for the situations that they face. They will have instant access to case histories of people, organizations, addresses, vehicles and insurance. MobileSynchRMS can help equip the officers with the facts that they need before entering a potentially dangerous situation.

**Easy:** MobileSynchRMS was designed by officers with a range of computer skills. The system is touch-screen friendly on PDIs, and allows consistent data entry through drop-down lists. Person and vehicle information can often be collected through automated barcode scanners and magnetic-strip readers. The exact same program is used in the office and in the field.

**Increased Visibility of the Police Force:** Since officers can work in the field as easily as they can work in the office, they will be more visible within the community. While MobileSynchRMS reduces the time it takes to complete paperwork by up to 40% in general, it also makes it possible to do any of that paperwork from mobile computers. The most immediate benefit some

IN-SYNCH SYSTEMS Page 25

The In-Synch Quote and Bid Package is attached hereto and made a part hereof.

The initial payment of \$36,199.00 is being made through a grant that has already been received by the City.

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

ORDINANCE, FINAL READING:

AN ORDINANCE AMENDING ARTICLE 1511.01 OF THE CODIFIED ORDINANCES OF THE CITY OF PARKERSBURG

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Article 1511.01 of the Codified Ordinances of the City of Parkersburg are hereby amended and re-enacted as follows:

1511.01 CODES ADOPTED; IDENTITY AND PURPOSE

There is hereby adopted and incorporated by reference as if set out at length herein, for the purpose of prescribing rules and regulations to improve public safety by providing the control of fire hazards, regulating the installation, use and maintenance of equipment, regulating the use of structures, premises and open areas, and providing for the abatement of fire hazards, those certain codes known as the NFPA NATIONAL FIRE CODE, PUBLISHED BY THE NATIONAL FIRE PROTECTION ASSOCIATION (but not including standards and requirements directed to the operation of local fire department, NFPA 5000, NFPA 900, NFPA 101A) and have the same force and effect as if set out verbatim in this rule and are hereby adopted and promulgated by the State Fire Commission as a part of the State Fire Code and as provided for in West Virginia Code Chapter 29-3-5.

AMENDMENT – August 10, 2010: that the Fire Chief reports updates to City Council yearly.

MOTION – Mr. Kimes moved, seconded by Mr. Sandy, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING:

AN ORDINANCE ESTABLISHING AN URBAN DEER MANAGEMENT PROGRAM

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that an Urban Deer Management Program be

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# JOURNAL OF THE CITY COUNCIL, NO. 53

PARKERSBURG, W. VA., August 24, 2010

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 1835-08

## Urban Deer Management

(a) Urban hunting conditions. An urban deer hunt shall be lawful in the City of Parkersburg only under the following conditions:

1. Hunting shall be by permit only issued under the terms of this chapter.
2. The hunt shall be for deer only.
3. Only bows and arrows may be used.
4. Hunting may occur only on property with the written permission of the property owner and on city owned property which has been designated as available for hunting by the City Public Works Director.
5. All deer harvested must be legally checked at an official game checking station and reported to the City.
6. No hunting may take place within 150 feet of a dwelling or other occupied building.
7. No hunting shall take place closer than 500 feet from the property boundary of school property which periods when students are in attendance or participating in school activities.
8. Persons shall at all times when hunting pursuant to a city permit carry a valid photo identification, a copy of their city permit and their West Virginia state hunting license.
9. The transportation of a deer carcass along any public right-of-way is prohibited unless it is covered or hidden from public view.
10. All West Virginia hunting rules and regulations apply to hunting within the City.
11. Any hunting activity including but not limited to field dressing or other handling of a carcass, must occur on the property specified in the city permit.
12. All hunting shall be conducted from an elevated portable tree stand that is at least ten feet in height and faces the interior of the property. The stands and shooting lanes will be located in such a way as to direct #9 arrows to the interior of the property.
13. Hunting may take place on tracts of three contiguous acres or more within a sufficient distance from the boundary that an arrow cannot reasonably travel outside permitted tract. Each tract must be approved by the City Public Works Director.
14. A property land owner can designate and limit other persons allowed to hunt his or her with a permit.
15. The City will be responsible to dispose of any wounded deer or deer carcass found on non-permitted property.
16. Hunting shall be allowed during the maximum time period permitted under state law and regulations promulgated by the West Virginia Division of National Resources for an urban deer hunt.

(b) Permits

1. In order to obtain a permit the applicant must meet and have evidence of compliance with all applicable state statutes, regulations and rules applicable to deer hunting with a bow and arrow. The City may impose additional requirements for a hunting permit and may limit the number of permits to be issued.
2. The City may charge an administrative fee for permits not to exceed \$25.00 per permit.
3. The City Public Works Director is hereby authorized (i) to promulgate reasonable rules and regulations including the setting of license fees to regulate bow hunting and (ii) to select the tracts to be authorized for hunting as permitted herein.
4. The City shall post the location of tracts approved for hunting on its website.

(c) Donated Meat. Hunters are and shall be encouraged but are not required to donate the harvest to programs or organizations that will provide the meat to needy persons.

(d) Violations. In addition to any penalties for violations of state hunting laws or regulations, any person violating this Section or the rules and regulations promulgated pursuant to this section shall be fined not more than five hundred dollars (\$500.00) per offense

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

MOTION – Ms. Wilcox moved, seconded by Ms. Lynch, to amend the ordinance that each tract be approved by the Public Works Director, City Engineer, and Building and Grounds Supervisor.

MOTION – Mr. Kimes moved, seconded by Mr. Sandy, the previous question, and the motion was adopted by unanimous vote.

VOTE ON AMENDMENT – The amendment failed with all members voting "no" with the exception of Ms. Wilcox, Ms. Lynch, and Mr. Rockhold, who voted "yes".

MOTION – Mr. Sandy moved, seconded by Mr. Kimes, the previous question on the motion to adopt the ordinance, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox and Mr. Rockhold, who voted "no".

VOTE ON MAIN MOTION – The motion to adopt the ordinance on final reading failed, as follows:

### VOTING 'YES'

Mr. Kimes  
Mr. Reynolds  
Mr. Joyce  
Mr. Reed

### VOTING 'NO'

Ms. Wilcox  
Ms. Lynch  
Mr. Sandy  
Ms. Tallman  
Mr. Rockhold

The meeting adjourned at 8:05 PM.

*Carrie Shapiro*

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RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. C. Blaine Myers, 1915 Foley Avenue, Parkersburg, WV, be reappointed for a three-year term as an Administrative Law Judge for the City of Parkersburg through September 14, 2013.

Sponsored by Councilmen Rockhold, Reed, Lynch, and Reynolds.

## RESOLUTION

15  
Be It Resolved By the City Council of the City of Parkersburg that Mayor Robert D. Newell is hereby authorized to sign a contract agreement with the State of West Virginia for a Land and Water Conservation Fund Grant Assistance award in the total amount of \$300,000 with a local share of \$200,000 which will be used to construction a skateboard park at Ft. Neil Park; and

Be It Furthered Resolve that the City of Parkersburg agrees to abide by all rules and regulations pertaining to the Land and Water Conservation Fund Program, and to operate and maintain the Park for public use under the requirements of the Land and Water Conservation Fund.

Sponsors: Councilmen Sandy, Rockhold and Reed.

and Lynch

**RESOLUTION AUTHORIZING THE EXCHANGE OF TWO  
RETIRED POLICE CRUISERS FOR FREE DRIVER TRAINING  
OF PARKERSBURG POLICE OFFICERS**

Whereas the City of Parkersburg has two (2) excess retired (out of service) police cruisers;

Whereas Washington State Community College, Marietta, Ohio, is in need of police vehicles for its OPOTA driver training program; and

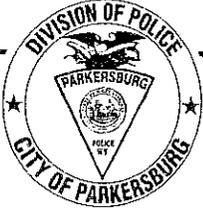
JTS/KW  
Whereas, in exchange for the two (2) said retired cruisers, Washington State Community College is willing to provide free driver training to the Parkersburg Police Department in its Peace Officer Training Program.

Now Therefore Be It Resolved By The Council Of The City Of Parkersburg that Mayor Robert D. Newell or his designee is hereby authorized to exchange and transfer two (2) retired police cruisers (1988 Ford Crown Victoria's, VIN#'s 2FAFP7WDWX145878 and 2FAFQ71W2WX145882) to Washington State Community College, Marietta, Ohio for training of Parkersburg Police Officers in the college's pursuit driving / defensive driving courses at no cost.

\*see attached memorandum

Sponsored By Council as a Whole: Joyce, Kimes, Lynch, Reed, Reynolds, Rockhold, Sandy, Tallman and Wilcox

# 2 (4 PAGES)



PARKERSBURG  
DIVISION OF POLICE

CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1167  
PARKERSBURG, WV 26102  
304-424-8444  
FAX NO. 304-424-8404

CHIEF  
JOSEPH E. MARTIN

MEMORANDUM

TO: John Rockhold, Councilman

FROM: Chief J. E. Martin *JM*

DATE: July 7, 2010

RE: Sponsorship for Police Training

I have been in correspondence with John Burdette who is the OPOTA Commander for Washington State Community College for the police driving training program. Mr. Burdette and I have come to an agreement that if the City of Parkersburg would consider a donation of two retired police cruisers for their program they would in return provide free training to members of the Parkersburg Police Department.

This type of training is expensive and difficult to schedule for our officers due to the availability of this training. The training unit located only one class that is available to the PD members in Columbus, Ohio at a cost of \$450. per member.

These retired cruisers are no longer sold at public auction due to the fact they can be taken to a recycler and bring more money back to the city. I encourage and request your support to allow the Parkersburg Police Department to enter into this agreement for the training with Washington State Community College.

Washington State Community College has opened up training at the Wood County Airport and I plan on sending officers to this said training starting July of 2010. The Department would save several hundred dollars, not only in the expense of the training but as well as per diem since the training would be held at the Wood County Airport.

Enclosed is the written correspondence from the college. Thank you for your attention to this matter.

cc: Mayor R. D. Newell



**Washington State**  
COMMUNITY COLLEGE

710 Colegate Drive  
Marietta, Ohio 45750  
www.wsccl.edu  
740.374.8716

May 26, 2010

Joseph Martin, Chief of Police  
Parkersburg Police Department  
One Government Square  
Parkersburg WV 26101

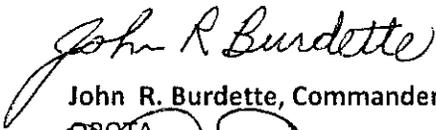
Dear Chief Martin,

We appreciate the opportunity to discuss our Peace Officer Training Program with you and look forward to our continuing relationship.

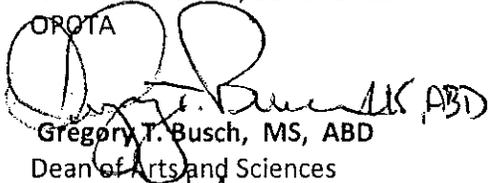
Please allow this letter to serve as a request for the Parkersburg Police Department to provide Washington State Community College with two retired police cruisers for our OPOTA driver training program. In return for your granting the College these cruisers, we agree to provide driver training to your officers during our scheduled driver training sessions that are held at the Wood County Airport with our OPOTA certified driving instructors. These are considered "not for credit" courses and as such, no college credit will be granted by Washington State Community College. We do agree to provide the necessary certificates of completion.

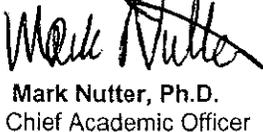
If you have any questions, please feel free to contact any one of us at 740-374-8716.

Sincerely,

  
John R. Burdette, Commander

OPOTA

  
Gregory T. Busch, MS, ABD  
Dean of Arts and Sciences

  
Mark Nutter, Ph.D.  
Chief Academic Officer

  
Jess N. Raines, CPA  
Chief Financial Officer/Treasurer



CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1167  
PARKERSBURG, WV 26102  
304-424-8444  
FAX NO. 304-424-8404

CHIEF  
JOSEPH E. MARTIN

MEMORANDUM

TO: Joe Santer, City Attorney

FROM: Chief J. E. Martin *JM*

DATE: September 2, 2010

RE: Vehicle Donation

Please be advised the City Police Department has entered into an agreement with Washington State Community College for free training in exchange for two retired police cruisers. Under this agreement the city would donate two 1998 Ford Crown Victorias, bearing the following VIN numbers 2FAFP71W0WX145878 and 2FAFP71W2WX145882. The Parkersburg Police Department would then be offered positions within any pursuit driving/defensive driving courses offered by the college at no cost.

I have spoken to the Mayor and all members of council who all support this resolution.

## RESOLUTION

WHEREAS the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program was created to provide funding directly to fire departments in order to help them increase the number of trained "front-line" firefighters available in communities throughout the United States; and

WHEREAS, the goal of the SAFER Program is to enhance the local fire departments ability to comply with staffing, response and operational standards established by NFPA and OSHS; and

WHEREAS, the SAFER Grant will provide funding for four additional front-line firefighters over a 2 year period and it will require the City of Parkersburg to maintain the present level of staffing over that 2 year period; and

WHEREAS, the SAFER Grant will require the City to commit to retaining the newly hired SAFER funded firefighters for one full year after the two-year period of performance; and

WHEREAS, the cost of the four firefighters is \$241,075 in the first year and \$243,688 in the second year.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Parkersburg that Mayor Robert D. Newell be and hereby is authorized to submit a SAFER Grant application in the amount of \$484,763 to FEMA which will allow the City to hire four additional front line firefighters.

Sponsored by:

**Sponsored by Councilmen Lynch, Rockhold, and Reed**

**RESOLUTION**

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 with 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

Revenues

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
001	365-000-000	Federal Grants	\$110,743.	

Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	700	103-009	Grant Overtime		\$68,447.
001	700	459-001	Capital Eq. – Grants		\$42,296.

Sponsor: Finance Committee

RESOLUTION

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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 with 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

Revenues

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
001	365-000-000	Federal Grants	\$27,830.	

Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	700	459-001	Capital Eq. – Grants		\$27,830.

Sponsor: Finance Committee

**RESOLUTION**

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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 with 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

Revenues

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
001	365-000-000	Federal Grants	\$110,100.	

Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	421	458-001	Cap. Proj. - Grant – Safe Route		\$100,000.
001	421	230-001	Cont. Serv. – Grant – Safe Route		\$10,100

Sponsor: Finance Committee

**RESOLUTION**

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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 with 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

Revenues

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
001	366-000-000	State Grants	\$4,750.	

Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	421	220-001	Advertising - Grants		\$4,750.

Sponsor: Finance Committee

**RESOLUTION**

*J. 5/15*

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 with 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

Expenditures

<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
001	756	103-315	Salaries - Other	39,407.	
001	756	104-000	FICA	3,015.	
001	756	105-000	Health & Life Ins.	7,703.	
001	756	106-000	Retirement	2,968.	
001	756	226-005	Workers Comp	721.	
001	440	103-315	Salaries - Other		39,407.
001	440	104-000	FICA		3,015.
001	440	105-000	Health & Life Ins.		7,703.
001	440	106-000	Retirement		2,968.
001	440	226-005	Workers Comp		721.

Sponsor: Finance Committee

## RESOLUTION

**Be it resolved by the City Council of the City of Parkersburg** that the City of Parkersburg's 2008 and 2009 Consolidated Plan and Budget for the CDBG Programs be and hereby be amended as follows:

### CDBG

<u>Project</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Change</u>
Unity Plaza Road Reconstruction	\$48,000	\$44,170.24	\$3,829.76
Pinewood Village Road Reconstruction	\$62,000	\$56,427.94	\$5,572.06
Sidewalk projects (2008-R)	\$28,146	\$19,258.36	\$8,887.64
Code Officer (2009)	\$42,000	\$40,188.12	\$1,811.88
Sidewalk Projects (2009)	\$22,208	\$16,747.04	\$5,460.96
ADA Elevator upgrade	\$42,000	\$41,843.00	\$ 157.00
COPE (2009)	\$60,000	\$44,480.47	\$15,519.53
Food Pantry	\$1,000	\$ 584.10	\$ 415.90
Southwood Park ADA	\$11,008	\$6,875.05	\$4,132.95
ADA Ramps (2008-R)	\$116,000	\$114,787.68	\$ 1,212.32
Owner-Occupied Rehab	\$0	\$35,000.00	(\$35,000.00)
Domestic Violence Shelter	\$0	\$12,000.00	(\$12,000.00)

**ORDINANCE PROHIBITING THE PLANTING  
AND GROWING OF BAMBOO**

Whereas, bamboo is the fastest growing woody plant on earth;

Whereas bamboo has the potential for aggressive growth behavior spreading through its roots and rhizomes up to several meters per year; and

Whereas if neglected and not maintained regularly and properly bamboo can move into adjacent areas and properties.

Now Therefore Be It Ordained By The Council Of The City Of Parkersburg as follows:

Prohibition of Invasive Species / Bamboo

No person shall plant or replant any bamboo (Poaceae Bambusoideae) within the City.

The owner of any real property within the City upon which bamboo presently is growing shall control and maintain the growth of the plant in such a manner as to keep it from spreading to any adjacent property.

Sponsored by Councilmen Tallman, Reynolds, and Kimes

Reed, Rockhold, and Lynch