

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, MARCH 28, 2017, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, JR Carpenter
- II. ROLL CALL
- III. MINUTES – Budget meeting March 7, 2017;
Budget meeting March 9, 2017;
Council meeting March 14, 2017;
Budget meeting March 16, 2016
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
 - A. Youth Achievement Award presentation
 - 1. Smoot Theater, Boy's Choir;
 - 2. Smoot Theater, Girl's Choir;
 - 3. Smoot Theater, Children's Chorus
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. ORDINANCE, FINAL READING:
 - 1. An ordinance amending and re-enacting Article 151, Utility Board, of the Codified Ordinances of the City of Parkersburg. (Sponsored by Councilmen McCrady, Mercer, and Kuhl.)
 - 2. An ordinance providing for charges to be imposed for copies of City records and documents. (Sponsored by Councilmen McCrady, Mercer and Kuhl).
- VIII. ORDINANCE, FIRST READING:
 - 3. An ordinance to approve current replacement pages to the codified ordinances of the City of Parkersburg, 2016 amendments. (Sponsored by all members of Council.)

4. An ordinance amending the Personnel Policy and Procedure Manual by making the chief fire inspector CS-7 non exempt at \$21.59 per hour; reclassify development projects administrator from S-4 to S-5, \$20.94 per hour; reclassify code official/municipal housing inspector from H-8 to H-11, \$16.18 per hour; addition of an electrician (no license) at H-9; addition of electrician, apprentice, H-10. (Sponsored by the Personnel committee of City Council.)

- IX. **RESOLVE INTO THE COMMITTEE OF THE WHOLE and recess until Tuesday, April 11, 2017 at 6:30 PM to discuss green initiatives with Dr. Wayne Dunn.**

NOTE – meetings in April shall be April 11th, regular; and April 18th to lay the levy for the budget. April 25th if necessary.

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

The Council of the City of Parkersburg, acting as the Committee of the Whole, was called to order out of recess from February 28, 2017, at 6:00 PM on Tuesday, March 7, 2017 in the Council Chambers of the Municipal Building on the second floor at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its' Chairman, Councilman Mike Reynolds, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Dave McCrady, Sharon Kuhl, Eric Barber, John Reed, Jeff Fox, JR Carpenter, and Mike Reynolds. Councilmen Mercer (working) and Stanley, were absent at this time.

MOTION -- Mr. McCrady moved, seconded by Ms. Kuhl, to recess until 6:30 PM to give Mr. Stanley an opportunity to arrive from his place of employment, and the motion was adopted by unanimous vote.

At 6:30 PM, the meeting was again called to order and it was noted that Mr. Stanley was present.

Chairman Reynolds asked the committee to ask for the floor before speaking, to state the line item they may want to address, to take notes with each department as they will be asking for any motions after they hear from all the departments, and noted that they may move on to other departments if the supervisors are present and prepared.

Mayor Tom Joyce told Council that he and the department heads put a lot of thought and was forthcoming in seeking information from City Council. He commended all the department heads, and told Council that we started with significant more in requests than what is presented in the budget, especially in the capital outlay line items.

Finance Director, Eric Jiles, began by explaining each line item in the revenue portion of the budget which is \$28,725,473.00. Our major revenues are B & O taxes, \$8.3 million; 1% sales tax, \$5.5 million; property taxes \$3.6 million, and so on. The budget is approximately \$575,000.00 lower than last year, being sufficiently conservative, he stated.

The committee then heard from the following departments: Code Enforcement, Municipal Building, Contributions to other funds, Public Works, and the Market Place.

After questions and answers and explanations, the committee was finished for the evening.

MOTION -- Mr. McCrady moved, seconded by Ms. Kuhl, to recess until Thursday, March 9, 2017 at 6:30 PM, and the motion was adopted by unanimous vote.

The time was 7:45 PM.

Cornie Spencer

City Clerk

Chairman

PARKERSBURG, W. VA., March 9, 2017

The Council of the City of Parkersburg, acting as the Committee of the Whole, was called to order out of recess from March 7, 2017, at 6:30 PM on Thursday, March 9, 2017, in the Council Chambers of the Municipal Building on the second floor at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its' Chairman, Councilman Mike Reynolds, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Dave McCrady, Sharon Kuhl, Eric Barber, John Reed, Zach Stanley, Jeff Fox, JR Carpenter, and Mike Reynolds. Councilman Mercer was absent.

Finance Director, Eric Jiles, answered some questions for the committee from their previous meeting, including how the code enforcement permit or citation money was included with the police citations, and there is no specific line item for code, but under fines and forfeitures.

Also, pest control for the market is part of the building maintenance, explained Mayor Joyce. That building is our property and he wants to make sure there are no pests that may do damage. It will protect our investment, he said. Councilman Carpenter said he agrees that termites can be a problem, but that is a business problem and he respectfully disagrees with the Mayor. The cost is \$50.00 per month.

The committee discussed the police and fire departments this evening. Mr. Jiles explained each line item in personnel and noted that the pension costs are 107% from the prior year, plus a 2 ½% pay increase, and six additional officers. They are proposing six new cars for \$228,000.00, lease purchase, for five years. The committee questioned certain line items and took notes.

In the fire department, Mr. Jiles said that pensions are up \$175,000.00, and explained each line item for the committee.

At 7:40 PM, the committee recessed until 7:50 PM at which time they began to discuss Minor Cost Center Budgets, pages 56 and 57. Mayor Joyce told them this was the last year of our contract with the American Legion, and he and Councilman Reynolds are working to try to get a better carnival in the park this summer.

Concerning the Parkersburg Homecoming, Ms. Kuhl asked about security and Mr. Jiles stated that we bill the homecoming for that event. We are under no contract, but Mr. Jiles asked the committee to keep that event funded, as we give them \$10,000.00 over and above the security.

Agencies make application to the City in November or December each year and they provide certain information to us, and we ask that our funding is spent for the intended purpose. Ms. Kuhl questioned the \$10,000.00 for the Development Authority, and Mr. Jiles said their scope of work was in the downtown area. There have been eight (8) new businesses downtown last year, they have a great board and they are not just for event planning.

Councilman Barber stated that the Blennerhassett Island was a driver of tourism and asked why we did not fund them. Mr. Reed said the City could not sustain island activities, and Mayor Joyce said they did not apply.

The floodwall department was discussed with Mr. Jiles explaining each line item. Mr. Fox mentioned the concrete structure built into the wall, and Mr. Santer explained that was the Fifth Street bridge abutment with a State right of way. We have talked to them over the past five or six years. The inspectors tell us it is sufficient at this time.

We have no major concerns with our pumps or motors at this time, Mr. Shears stated.

At 8:25 PM, Ms. Kuhl moved, seconded by Mr. Barber, to rise and report to City Council that they are continuing the budget process and it is not complete at this time, and the motion was adopted by unanimous vote.

The committee is now sitting as Parkersburg City Council, and adjourned.

Corinne Shears
City Clerk

Chairman

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

The Council of the City of Parkersburg met in regular session Tuesday, March 14, 2017 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, and joined in the Lord's Prayer and Pledge of Allegiance prior to the beginning of the meeting.

The meeting was called to order by Council President, JR Carpenter, who presided over the meeting. The Clerk noted those members attending as Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, Mike Reynolds, John Reed, Zach Stanley, Jeff Fox, and JR Carpenter.

MINUTES – Mr. Reynolds moved, seconded by Mr. Reed, to approve the minutes from the meeting held February 28, 2017, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Councilwoman Sharon Kuhl and Mayor Tom Joyce presented a Youth Achievement Award to Michael Hess, which included a certificate and kind words from the Mayor and Ms. Kuhl.

Councilman Reynolds announced that the Municipal Tree Commission met today and voted for a project to reforest trees at the City Park.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce asked for Council's favorable consideration on the resolution this evening appointing members to the Municipal Building Commission.

Concerning the ordinance this evening on first reading about equal opportunity, Mayor Joyce told Council he had received numerous calls and urged them to consider the language about public accommodations, which he said could have potential unintended consequences.

Another ordinance this evening concerns membership to the Parkersburg Utility Board. Since the City utility system is required to serve customers who are outside of our City limit, he said the amendment on the ordinance would allow the appointment of a non-resident who is also a customer. The four other members are required to be residents of the City.

PUBLIC FORUM – Council President, JR Carpenter, stated that in the interest of time, we have two spokespersons with us this evening to address the equal opportunity ordinance.

The City Council chambers were filled to capacity, and there were from 150-200 more outside in the lobby, making a total of those attending this meeting approximately 500.

Speaking first was Mr. Andrew Schneider, executive director of Fairness West Virginia, on the ordinance on first reading which would have made it unlawful discriminatory practice to limit or deny employment opportunities, public services or housing to someone on the basis of race, religion, color, national origin, ancestry, sex, age, blindness, disability, genetic information, familial status, veteran status, sexual orientation or gender identify. Mr. Schneider said they are not protected under the state and federal human and civil rights laws. This civil rights advocacy organization is dedicated to equal treatment for lesbian, gay, bisexual and transgender individuals.

Mr. Allen Whitt, president of the Family Policy Council of West Virginia, said that people with differing opinions should 'find ways to get along without government direction', and was given equal time to speak.

After that, four citizens spoke concerning the ordinance and the 30 minute limit for the public forum ended.

MOTION – Mr. Reed moved, seconded by Mr. Barber, to allow another 30 minutes for the public forum, and the motion was adopted by unanimous vote.

Nine more people spoke until the 30 minutes ended.

MOTION – Mr. Reed moved, seconded by Ms. Kuhl, to allow the remaining nine persons to speak, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Reynolds, who voted "no".

Those remaining nine persons spoke, and like those before them, some were from the City and some not, some for the ordinance and some not.

Councilman Jeff Fox told Council that Fairness West Virginia had been in our area since March 2016 on occasion and also in this building. On Martin Luther King Day there was a meeting about diversity at a local church. The end of January there was another meeting attended by four councilmen, and the City Attorney. He said we have heard a lot of opinions and facts about what is happening throughout WV. He does not think this will jeopardize safety, and said we must represent all the families who are doing what is right in our community.

This concluded comments about the ordinance at this time, 9:10 PM.

At 9:10 PM. President Carpenter declared a public hearing open to give the citizens of Parkersburg an opportunity to voice their opinion on the City's budget for fiscal year 2017-2018.

Ms. Sherry Dugan, #1 Wharton Drive, asked about health insurance costs being down for the upcoming year, and about any incentive given to property owners to cut grass and weeds, leaving the City to contract the work and bill the owners. Finance Director, Eric Jiles, said he would have answers tomorrow evening at the budget meeting.

The public hearing closed at 9:12 PM.

RESOLUTION – the clerk presented a resolution appointing Mr. Tom Farrah, 2020 Foley Avenue; Mr. Sean Smith, 13 Stonebrook Drive; and Mr. John Padden II, 14 Fairway Acres, to the Municipal Building Commission for terms to expire March 14, 2022.

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

ORDINANCE, FINAL READING:

AN ORDINANCE VACATING A TWENTY (20) FOOT WIDE
UNNAMED ALLEY, A FIFTEEN (15) FOOT WIDE UNNAMED ALLEY, AND PART OF
ANOTHER FIFTEEN (15) FOOT WIDE UNNAMED ALLEY LYING SOUTH OF SEVENTH
STREET, NORTH OF MARY STREET, EAST OF EAST STREET, AND WEST OF
STEPHENSON AVENUE. LOCATED ON PARKERSBURG CITY TAX
MAP 82

The Municipal Planning Commission of the City of Parkersburg has recommended that a twenty (20) foot wide unnamed alley, a fifteen (15) foot wide unnamed alley, and part of a fifteen (15) foot wide unnamed alley lying south of Seventh Street, north of Mary Street, east of East Street, and west of Stephenson Avenue. Located on City Tax Map 82, to be vacated;

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

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the following described property is hereby vacated and closed as a public thoroughfare. Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

(Parcel

Beginning at the southeasterly corner of Lot 7 of Oakland Addition, Recorded in Plat Book 1, Page 8, in the office of the Clerk of the County Commission of Wood County, West Virginia. Thence with the westerly line of Stephenson Avenue, in a southerly direction, 20 feet more or less, to the northeasterly corner of Lot 29 of the aforesaid addition. Thence with the northerly lines of aforesaid Lot 29, a fifteen foot alley, Lots 30, 31, and 32 of the aforesaid addition, a fifteen foot alley, and Lot 35 of the aforesaid addition, in a westerly direction, to the northwesterly corner of aforesaid Lot 35. Thence with the easterly line of East Street, in a northeasterly direction, to the southwesterly corner of Lot 1 of the aforesaid addition. Thence with the southerly lines of Lots 1 through 7 inclusive, of the aforesaid addition to the place of beginning.

(parcel 2)

Beginning at the northwesterly corner of Lot 29 of the aforesaid addition, Thence with the westerly line of Lot 29, in a southerly direction, to the southwesterly corner of aforesaid Lot 29, Thence with the extension of the northerly line of Lot 28 of the aforesaid addition, in a westerly direction 9 feet to a point, Thence with a line parallel to the westerly lines of Lots 28, and 27 of the aforesaid addition, in a southerly direction, 96 feet more or less, to a point on the northerly line of Mary Street, Thence with the northerly line of Mary Street, in a westerly direction, 6 feet more or less, to the southeasterly corner of Lot 30 of the aforesaid addition, Thence with the easterly line of aforesaid Lot 30, in a northerly direction, to the northeasterly corner of the aforesaid Lot 30, thence with the southerly line of a 20 foot alley, in an easterly direction, 15 feet more or less to the place of beginning.

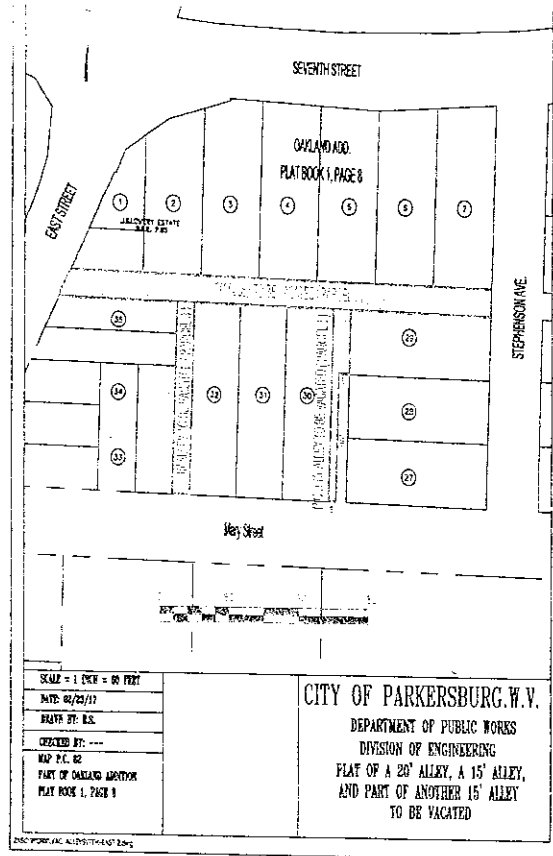
(Parcel 3)

Beginning at the northwesterly corner of Lot 32 of the aforesaid addition, Thence with the westerly line of aforesaid Lot 32, in a southerly direction, to the southwesterly corner of aforesaid Lot 32, Thence with the northerly line of Mary Street, in a westerly direction, 15 feet more or less, to the southeasterly corner of Lot 33 of the aforesaid addition, thence with the easterly lines of lots 33 through 35 inclusive, of the aforesaid addition, in a northerly direction, to the northeasterly corner of the aforesaid lot 35, thence with the southerly line of a 20 foot alley, in an easterly direction, 15 feet more or less, to the place of beginning.

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

BE IT FURTHER ORDAINED that the petitioner provide a landscape buffer along the abutting properties and which green space shall include shrubbery and/or trees along all of the northerly side of Lot No. 28 of Oakland Addition, Recorded in Plat Book 1, Page 8, in the office of the Clerk of the County Commission of Wood County, West Virginia. Mayor Tom Joyce is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owners.

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



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

ORDINANCE, FIRST READING:

AN ORDINANCE RECOGNIZING EQUAL OPPORTUNITY IN THE AREAS OF EMPLOYMENT, PUBLIC ACCOMMODATIONS, AND THE SALE, LEASE, RENTAL, AND FINANCING OF HOUSING ACCOMODATIONS FOR ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, BLINDNESS, DISABILITY, GENETIC INFORMATION, FAMILIAL STATUS, VETERAN STATUS, SEXUAL ORIENTATION OR GENDER IDENTITY

MOTION – Mr. Fox moved, seconded by Mr. Barber, to adopt the ordinance on first reading.

MOTION – Mr. McCrady moved, seconded by Ms. Kuhl, to table and refer the ordinance to the Committee of the Whole, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Fox and Mr Carpenter, who voted "no".

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 151, UTILITY BOARD, OF THE CODIFIED ORDINANCES OF THE CITY OF PARKERSBURG

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

ORDINANCE, FIRST READING:

AN ORDINANCE PROVIDING FOR CHARGES TO BE IMPOSED
FOR COPIES OF CITY RECORDS AND DOCUMENTS

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

MOTION TO AMEND – Ms. Kuhl moved, seconded by Mr. Reed, to amend schedule A, All “non-scheduled” items, from 50 cents per page to \$1.50 for the first two pages, and \$1.00 per page after that.

Upon further discussion, Ms. Kuhl withdrew the amendment, and Mr. Reed withdrew his second to the motion.

MOTION TO AMEND – Mr. Barber moved, seconded by Mr. Fox, to amend schedule B, Traffic Accident Reports and General Offense Reports, by decreasing the amount down from \$20.00 per report to \$15.00 per report.

VOTE ON AMENDMENT – the amendment was adopted by majority vote with all members voting “yes” with the exception of Mr. McCrady, Ms. Kuhl, and Mr. Reed, who voted “no”.

VOTE ON MOTION, AS AMENDED – the motion, as amended, was adopted by unanimous vote.

MOTION – Mr. Reed moved, seconded by Mr. Stanley, that Council resolve into the Committee of the Whole and recess until Thursday, March 16, 2017 at 6:00 PM for the public hearing on the Capital Improvement Plan; budget session to follow, and the motion was adopted by unanimous vote.

The Committee is in recess.

James Shapp

City Clerk

Council President

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

The Council of the City of Parkersburg, acting as the Committee of the Whole, was called to order out of recess from March 14, 2017, at 6:00 PM on Thursday, March 16, 2017, in the Council Chambers of the Municipal Building on the second floor at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its' Chairman, Councilman Mike Reynolds, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, (6:15 P.M.) John Reed, Zach Stanley, (6:25 P.M.) Jeff Fox, JR Carpenter, and Mike Reynolds.

At 6:00 P.M., Chairman Reynolds declared the floor open to give the citizens an opportunity to voice their opinion on the Capital Improvement Plan for years 2018-2022.

No one appeared and the hearing was declared closed at 6:01 PM.

Mayor Tom Joyce told the committee that in moving forward with our next capital plan, it is his goal to make it so that our rolling stock is not included, but major improvements such as storm water. He wants to make the plan more useful for long range planning, but will not include capital outlay. A fire truck would belong there, but not equipment, he said.

From the public hearing on the budget which was held March 14, 2017, he answered questions for Sherry Dugan concerning our write-off procedures in the Finance Department. We first sent a letter asking for payment; in 30 days there is another letter, then after 90 days they determine is a suit is necessary at Magistrate Court. There are times when the cost is more than what they will collect, and we may not pursue the suit, but the amount is left on the books. After six months, they determine the life of the amount, and if we will collect it. We only write them off if they are uncollectible which means they are off the books, but there is a judgment lien which is ten years, and can be renewed, and we maintain it.

The other question from Ms. Dugan was about health insurance and OPEB. Department 105 has decreased and department 111 has increased, but the total has decreased overall. We get billed each month for pay as you go for active retirees, and we make those payments to P.E.I.A. Then there is another part which is a required liability and is not required to be paid, but it is billed to us. We have to recognize it as a liability, and the amount is calculated by P.E.I.A. and has decreased and will be 60% of what it is this year. That is now \$156,000.00. On July 1, 2017, OPEB will be affected and may impact our figures, but the auditor has not told us yet.

Mr. Carpenter stated that during the audit exit conference, he thought the active retiree's amount was \$57,000.00 per year.

As part of other budget discussions, Mr. Jiles told the committee that he told them that the City bills the Parkersburg Homecoming for security, but we do not. There are times when the City is allowed to be reimbursed, but not in this instance. Mayor Joyce said he has talked with the Homecoming committee recently, and they are talking about making it two days instead of three, and that might save some of our payroll expense.

Councilman Reed stated that he agreed with Mayor Joyce about major items being on the Capital Improvement Plan, and we should ignore those items this year and let them re-work it for next year.

The committee began with the following departments: Streets, street lighting, central garage, street cleaning, sanitation, storm water management, parks and recreation, parking fund, municipal judge, memorial bridge fund.

After thorough discussion of those line items, the committee recessed until Tuesday, March 21, 2017 at 6:30 PM to discuss the remaining departments. The time was 8:50 PM.

Wendy Silvers
City Clerk

Chairman

**AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 151,
UTILITY BOARD, OF THE CODIFIED ORDINANCES OF
THE CITY OF PARKERSBURG**

15
JR

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that Article 151, Utility Board, of the Codified Ordinances of the City of Parkersburg be hereby amended and re-enacted as follows:

See attachment: Article 151, Utility Board

Sponsored by Councilmen: McCrady, Mercer and Kuhl

The proposed amendments are highlighted and or lined through.

151.01 CREATION.

Upon issuance of the bonds, but only upon such issuance, the Parkersburg Sanitary Board becomes functus officio and the heretofore separate waterworks system and sewerage system of the City shall be combined into a single undertaking. The supervision, management, control and operation of the system shall be vested in the **Parkersburg Utility Board (the Board)**, hereby created and appointed and functioning as hereinafter provided.

151.02 MEMBERSHIP.

The Board shall consist of five persons, one of whom shall be the Mayor of the City, the remaining four Boardmembers shall be customers of the Parkersburg Utility Board, shall be persons of outstanding reputation, ability and integrity, and not less than one of whom shall be a registered professional engineer. No more than one of the Boardmembers may be a citizen of Wood County, residing outside of the corporate limits of the City; all of the ~~The~~ remaining Boardmembers shall be citizens and residents of the City, ~~of outstanding reputation, ability and integrity~~. With the exception of the Mayor, all Boardmembers shall be appointed by the Council of the City. No officer or employee of the City, whether holding a paid or unpaid office, shall be eligible to be appointed to the Board until at least one year after the expiration of the term of such public office.

151.03 TERMS; COMPENSATION.

The Mayor of the City shall notify all appointees of their appointment. The terms of such Boardmembers first appointed shall be for 1, 2, 3 and 4 years, respectively, from the 1st day of the month in which appointed. In the event of a vacancy and also within thirty days after the expiration of the term of office of any Boardmember, a successor shall be appointed by the Council of the City. All vacancies shall be filled for the unexpired term only and all other appointments shall be for a term of four years, to commence on the date following the scheduled expiration date of the previous term. The Board shall have power to adopt by laws, rules and regulations for its own government. Any Board member shall be eligible for reappointment upon the expiration of his or her term. The Boardmembers shall each receive compensation for their services at the rate of fifty dollars (\$50.00) per meeting attended, not to exceed two hundred ~~dollars~~ (\$200.00) per month, and in addition, shall be reimbursed for any and all expenses

incurred in the performance of duties as ordered by the Board. Each Boardmember shall be subject to removal for just cause by Council by the recorded vote of a majority of Council after a public hearing thereon. The decision of Council as to such removal shall be final and not subject to review by any court, arbitrator or other body, and each Boardmember accepting appointment shall acknowledge the finality of such decision.

151.04 ORGANIZATION; VACANCIES.

The Mayor shall be the chairman of the Board. ~~At the first meeting of the Board and annually thereafter, it shall organize by designating one of the Boardmembers to act as vice chairman and by designating a secretary and treasurer, who need not be members of the Board. The secretary and treasurer may be the same person.~~ The Board shall designate, as needed, a Boardmember to act as vice chairman. The chairman shall preside at all meetings when present and shall call special meetings on his or her own motion, or when requested to do so by any two Boardmembers. The vice chairman shall preside in the absence of the chairman. The Board ~~secretary~~ shall keep a record of the proceedings which shall be available for inspection as other municipal records. ~~The treasurer shall receive and disburse the funds of the system as directed by the Board.~~ In the event that any Boardmember shall be unable to fulfill the duties of his or her office for a period of six months, a majority of the remainder of the Boardmembers may declare the office of such Boardmember vacant and the Council of said City shall thereupon fill such vacancy as otherwise provided for herein.

151.05 POWER AND AUTHORITY.

The Board shall have full and complete authority for the supervision, management, control and operation of the system, including the maintenance, operations, improvements and extension thereof, all of which shall be combined as a single system under Chapter 8, Article 20 of the West Virginia Code of 1931, as amended (the system). All bills for water and sewer service shall be collected and accounted for by the Board in the manner and form required by law, the Public Service Commission of West Virginia and the ordinances of the City, and all disbursements and accounts of the system shall be ordered paid out ~~only upon approval of said Board~~; provided, however, that all such supervision, management and control of the system and

the collection and accounting for bills for water and sewer service shall be consistent and in accordance with any ordinances pursuant to which the City may have authorized and issued any bonds from time to time outstanding, which by their terms are payable from and secured by the revenues of the system. The Board shall have the power and authority to make all contracts, agreements, and other matters necessary of proper for the full and complete supervision, management and control of the system.

151.06 SYSTEM EMPLOYEES AND MANAGEMENT; ~~BONDS~~ COVERAGE FOR BOARD OFFICIALS.

The Board shall have power to fix and maintain a separate budget;~~7~~ and employ, fix the compensation of and discharge a manager of the system;~~7~~ ~~and shall direct, employ and fix the compensation of and discharge all engineers, architects, inspectors, superintendents, collectors, attorneys and other employees of the system. The chairman and treasurer of the Board, upon their appointment and taking office, shall furnish and file with the City Clerk, a bond in an amount set by the Board from time to time, the cost of such bond to be payable from the revenues of the system and such bond to be payable to the City and conditioned as to the faithful performance of their respective duties as are fixed by the Board.~~ The Board shall acquire appropriate insurance coverages for Boardmembers, management and staff, the cost of such coverage shall be payable from the revenues of the system.

151.07 REPORTS.

The Board shall provide reports, at least annually, or as otherwise required by law, to ~~the Director,~~ the Mayor and Council of the City, indicating the system's financial condition. The Board shall also, ~~if requested by the Mayor,~~ provide the City with yearly audited financial statements of the system, minutes of all meetings of the Board, an annual budget for the system and other information as may reasonably be requested.

151.08 RULES AND POLICIES.

Upon issuance of the bonds and defeasance of the water revenue bonds and sewer revenue bonds, all assets and liabilities of the waterworks system and sewerage system, including accounts receivable

and accounts payable, and all employees thereof, shall be under the management and control of the Board. Personnel policies and practices, and other matters affecting employees of the Board shall be as determined by the Board.

~~151.09 INITIAL MEMBERS APPOINTED.~~

~~The initial members of the Board shall be appointed on or prior to the date of issuance of the bonds.~~

**AN ORDINANCE PROVIDING FOR CHARGES
TO BE IMPOSED FOR COPIES OF CITY
RECORDS AND DOCUMENTS**

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the following fees be charged to the public for copying and duplication of city records and documents, in accordance with the following schedule:

SCHEDULE A

Annual Budget Document	10.00
Annual Budget Summary	5.00
Five Year Capital Program	7.50
Annual City Audit Report	10.00
All "non-scheduled" items	.50 per page

SCHEDULE B

Subdivision Ordinance	5.00
Zoning Ordinance and Map	15.00
Zoning Map Only	15.00 (Color 30.00)
Comprehensive Plan	5.00
Census Map	5.00
Blueprints (Scale 500'=1")	5.00
Blueprints (24' x 36" or smaller)	3.00
Traffic Accident Reports	15.00
General Offense Reports	15.00

No fees are to be imposed for copies of the City Charter and the City Charter is therefore excluded from this Ordinance for the purpose of imposing the above fees.

The following persons or entities maybe excluded from the requirement of paying fees for the copying and duplication of city records:

1. Financial Agencies (Schedule A Only)
2. Representatives of the Media (Schedule A Only)
3. Public Boards and Commissions (Schedules A & B)

This ordinance is to be administered by and all fees collected under the supervision of the Director of Finance.

Sponsored by Councilmen:

**AN ORDINANCE TO APPROVE CURRENT REPLACEMENT
PAGES TO THE CODIFIED ORDINANCES OF THE CITY
OF PARKERSBURG.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG, as follows:

WHEREAS, various ordinances of a general and permanent nature have been passed by City Council which should be included in the Codified Ordinances; and

WHEREAS, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is presently before Council;

NOW, THEREFORE, BE IT ORDAINED that:

Section 1. The ordinances of the City of Parkersburg, West Virginia, of a general and permanent nature, as revised, codified, rearranged and consolidated into component codes, chapters, articles and sections within the 2016 replacement pages to the Codified Ordinances are hereby approved and adopted.

Section 2. Pursuant to Section 2.208 of the Charter and West Virginia Code 8-11-4(b):

- (a) Notice of the proposed adoption of the current supplement shall be given by publication as provided in West Virginia Code 8-11-4(a)(2);**
- (b) This ordinance shall not be adopted until ninety days have elapsed following the date on which Council shall have noted in the official journal the availability of copies of the current supplement to the public.**

Section 3. This Ordinance shall take effect as provided in Section 2.201 of the Charter.

**AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classifications and position additions:

	<u>Old Grade</u>	<u>New Grade</u>	<u>Salary Rate</u>	<u>Converted Hourly Rate</u>
Chief Fire Inspector (effective on passage)	CS-7 (exempt)	CS-7 non-exempt	\$44,907	\$21.59
Development Projects Administrator (effective July 1, 2017)	S-4	S-5	\$43,554	\$20.94
Code Official/Municipal Housing Inspector (effective July 1, 2017)	H-8	H-11	\$33,654	\$16.18
Addition: Electrician (no license) (effective on passage)		H-9		
Addition: Electrician (apprentice license) (effective on passage)		H-10		

SPONSORED BY PERSONNEL COMMITTEE OF CITY COUNCIL

POSITION TITLE: Chief Fire Inspector
DEPARTMENT: Fire

GRADE: CS-7

GENERAL STATEMENT OF DUTIES: Provides leadership and supervision to a coordinated program of fire prevention services for the Fire Department. Duties include, but are not limited to the following:

- 1) Supervises, commands and directs employees assigned to the Fire Prevention Bureau;
- 2) Plans and implements fire prevention inspections of businesses, private and public buildings to identify and explain fire prevention techniques;
- 3) Conducts building inspections to formulate and implement plans for pre-incident prevention of fires;
- 4) Maintains records and keeps documentation of various incidents;
- 5) Performs investigations of fires;
- 6) Maintains records of investigations and disposition of cases;
- 7) Provides assistance to and works with law enforcement agencies, as required;
- 8) Provides information and reports to the Fire Chief and keeps the Fire Chief advised of on-going investigations and dispositions;
- 9) Enforces the orders of the Fire Chief and the Mayor;
- 10) Prepares reports of the activities of the Fire Prevention Bureau and forwards such reports as necessary to the Office of the State Fire Marshall;
- 11) Responsible for the efficient performance of duties in conformance with the Polices and Rules and Regulations of the Fire Department; and
- 12) Performs related work as required.

Reports directly to the Fire Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, practices, and procedures of fire prevention. Knowledge of the NFPA Uniform Fire and Building Codes. Knowledge of fire safety codes and ordinances. Knowledge of the geographical layout of the City of Parkersburg. Skill in developing and carrying out fire prevention inspections. Skill in analyzing and evaluating information accurately and in expressing ideas clearly when providing oral and written reports and recommendations. Skill in ensuring that information is properly identified and/or accurately reported. Skill in analyzing facts, exercising sound judgment and arriving at valid conclusions. Skill in collecting and analyzing data and preparing reports which are both comprehensive and concise. Ability to organize and prioritize workload and manage multiple projects at the same time. Ability to plan, organize, and direct, through subordinate staff, the efficient and effective delivery of services. Ability to establish and maintain effective working relationships with business owners/managers, other staff, and the public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school, supplemented by college level courses and completion of local fire training courses; two (2) years experience in directing and supervising fire department activities; or any equivalent combination of education, experience, and training. Shall be able to meet the requirements of NFPA 1031 and NFPA 1033. Must possess a valid driver's license.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; receiving and giving instructions; long term memory; abstract reasoning; decision making; directing others; mathematical calculations; stress of meeting frequent deadlines; emergency stress situations; working with the public; leadership skills; adverse weather conditions; climbing; lifting; stooping; bending; heights.

PHYSICAL DEMAND LEVEL: Medium.

FLSA CLASSIFICATION: Non-exempt.



POSITION TITLE: Development Projects Administrator
DEPARTMENT: Development

GRADE: S-5

GENERAL STATEMENT OF DUTIES: Performs skilled professional work in the administration and oversight of grant programs (federal, state & local). Duties include, but are not limited to the following:

- 1) Researches data and prepares reports for programs and activities, including the Department's Annual Report.
- 2) Assists in the development and implementation of neighborhood redevelopment and revitalization strategies, projects and related programs.
- 3) Assists with the identification of alternative funding sources for community development projects, through grant seeking, writing and administration. This includes, but is not limited to Justice Assistance Grants, Transportation Alternative Grants, etc.
- 4) Serves as a liaison to public service agencies that are applying, or have been funded through the CDBG, HOME or other grant programs.
- 5) Assists with the Administration of the Parkersburg-Wood County HOME Consortium Single-Family Housing Opportunity Program (SHOP).
- 6) Receives and processes applications for affordable housing programs (Minor Home Repair, Emergency Home Repair, Owner-Occupied Housing Rehabilitation Program and Certified Housing Development Organization activities). This includes reviewing applications for completeness and regulatory compliance.
- 7) Manages the bid application and selection process for private contractors to complete affordable housing projects.
- 8) Coordinates inspections on affordable housing projects with the City's Residential/Housing Inspector.
- 9) Prepares the applications to be completed by public service agencies each funding year.
- 10) Works with the Financial Compliance Officer to monitor sub-recipients for financial and program compliance.
- 11) Prepares annual action plan for federal program funding.
- 12) Conducts environmental and historical reviews of public works projects, public facility and improvement needs for community and economic development related projects that are assisted by City, State and Federal funds.
- 13) Coordinates with City departments to identify projects for each grant year.
- 14) Develops, promotes, coordinates and ensures Fair Housing and Equal Opportunity in the community.
- 15) Responsible for enforcement of the Davis Bacon Wage Act.
- 16) Preparation of all HUD related documents including annual reports, citizen participation plans and 5-year consolidated plans.
- 17) Responsible for assisting local community organizations by providing technical assistance with planning, design and coordination (when applicable).
- 18) Responsible for preparing the City's Consolidated Annual Performance and Evaluation Report (CAPER).
- 19) Assists other staff as needed on projects, etc.

20) Reports directly to the Development Director.

REQUIREMENTS: Bachelor's Degree in public administration, economic or community development, city planning or related field and two (2) years progressively responsible administrative experience in a public jurisdiction; or any equivalent combination of education, experience and training.

Excellent computer skills. Good oral and written communication skills. Requires the exercise of considerable discretion and independent judgment. Ability to maintain confidentiality and use discretion in dealing with sensitive information. Proficiency in organizing, prioritizing and multi-tasking. Competent in analyzing facts, exercising sound judgment and arriving at valid conclusions. Ability to establish and maintain effective work relationships with other employees, officials, representatives of other organizations, and the general public. Grant writing experience preferred. Knowledge of Federal, State and local funding programs, as well as rules and regulations of Community Development Block Grant and HOME programs, is preferred.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; prolonged sitting; close vision; decision making; directing others; giving instructions; long term memory; directing others; working with the public.

PHYSICAL DEMAND LEVEL: Light.

FLSA CLASSIFICATION: Exempt.

NEW



POSITION TITLE: Code Official/Municipal Housing Inspector
DEPARTMENT: Public Works

GRADE: H-11
DIVISION: Code

GENERAL STATEMENT OF DUTIES: Responsible for code enforcement and compliance as it relates to disrepair, repair, alterations, additions and demolition of residential and commercial property. Duties include, but are not limited to the following:

- 1) Conducts field inspections of structures relevant to enforcement of the City's building, electrical, plumbing, heating, air conditioning, and housing codes;
- 2) Enforces various codes relating to construction and zoning, as well as ordinances relating to demolition, sub-standard housing, abandoned and junk vehicles, brush and weeds, rodent and insect infestation, environmental hazards, illegal dumping, etc;
- 3) Prepares work write-ups and/or scopes of work for City-administered housing related programs (Minor Home Repair, Emergency Home Repair, Owner-Occupied Rehabilitation and CHDO activities).
- 4) Assesses and prepares corrective action plans for the Parkersburg-Wood County HOME Consortium's Single-Family Housing Opportunity Program (SHOP).
- 5) Monitors private contractors working on the aforementioned programs.
- 6) Collaborates with Development Department staff to implement Affirmatively Furthering Fair Housing (AFFH) Rule per the U.S. Department of Housing and Urban Development.
- 7) Testifies in Magistrate and Municipal Court, as needed
- 8) Issues citations, warnings, and stop work orders for violation of relevant codes and ordinances;
- 9) Confers with occupant, contractors, and property owners concerning code related issues;
- 10) Maintains a variety of records and prepares a variety of reports; and
- 11) Performs related work as required.

Reports directly to the Chief Code Official.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the laws, codes, ordinances, policies, and procedures impacting the code enforcement operation of the City. Thorough knowledge of the contemporary principles and practices relevant to local government code enforcement. Knowledge of principles and practices of construction trades. Knowledge of principles and techniques of inspection work. Skill in relating Code provisions to observed conditions. Knowledge of laws and regulations regarding affordable housing projects funded in whole or in-part by the U.S. Department of Housing and Urban Development. Skill in setting priorities to meet deadlines. Skill in converting abstract ideas to easily understood procedural guidelines. Ability to make decisions about assigned duties in an independent manner within the confines of laws, ordinances, policies, and procedures impacting work. Ability to communicate effectively and diplomatically, orally and in writing. Ability to establish and

NEW

maintain effective work relationships with other employees, officials, representatives of other organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school, supplemented by formal and/or continuing education in relevant areas; three (3) years of progressively responsible work experience in the construction trades; or any equivalent combination of experience and training. Attend affordable housing programs with Development Department staff as needed.

REQUIRED LICENSES OR CERTIFICATE: Possession of a valid driver's license. ICC Certification in at least one construction related discipline within one year of employment. Lead-Based Paint Inspector and Risk Assessor Certifications with Environmental Protection Agency.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; walking; stooping, bending, squatting; climbing, balancing; physical coordination; close and distance vision; receiving and giving instructions; long term memory; abstract reasoning; decision making; directing others; mathematical calculations; working with the public; performing a variety of duties; extreme heat or cold; wet or humid.

PHYSICAL DEMAND LEVEL: Light.

FLSA CLASSIFICATION: Non-exempt.

NOW

POSITION TITLE: Electrician (no license)
DEPARTMENT: Public Works

GRADE: H-9
DIVISION: Electric

GENERAL STATEMENT OF DUTIES: Performs supervised work in the installation, alteration, maintenance and repair of a variety of fixtures and equipment utilizing electric power, as well as related work of a skilled nature. Duties include, but are not limited to the following:

- 1) Installs and maintains traffic controllers and cabinets, traffic control signal heads, and traffic control loop detectors;
- 2) Programs and adjusts traffic controllers;
- 3) Installs and maintains a wide variety of electrical fixtures and equipment and the related wiring in buildings and/or at grounds related to all departments of the City;
- 4) Installs and maintains a variety of lights, radios, and other electrical equipment in and on automotive equipment owned by the City;
- 5) Installs and maintains street lighting on three bridges and on Pike Street and Belmont Road
- 6) Installs, maintains, and removes lighting at civic events sponsored by the City; and
- 7) Performs related work as required.

Reports directly to the Electrical Services Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the safe and effective operation of the equipment assigned. Knowledge of the first-line safety and preventive maintenance principles, practices, and procedures involving the equipment assigned. Skill in the safe and effective operation of the equipment assigned. Skill in learning specific tasks through on-the-job training. Skill in operating a variety of equipment. Skill in performing maintenance and repair work. Ability to understand and follow oral instructions and to read and comprehend instructions in the user manual of the equipment assigned. Ability to establish and maintain effective working relationships with fellow employees and the general public. Ability to carry out physical activities commensurate with the duties of the position in adverse environmental conditions. Ability to meet required work schedule.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by courses at a community and/or technical college.

ADDITIONAL REQUIREMENTS: Possession of a valid Commercial Driver's License (class B). Obtain electrical apprentice license within six months of employment.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; walking; lifting, reaching, carrying; stooping, bending, squatting; climbing, balancing; handling; physical coordination; eye-hand coordination; receiving instructions; abstract reasoning; driving vehicles; extreme heat or cold; wet or humid; safety hazards; equipment with moving parts.

PHYSICAL DEMAND LEVEL: Light/Medium.

FLSA CLASSIFICATION: Non-exempt.

NEW!

POSITION TITLE: Electrician Apprentice
DEPARTMENT: Public Works

GRADE: H-10
DIVISION: Electric

GENERAL STATEMENT OF DUTIES: Performs supervised work in the installation, alteration, maintenance and repair of a variety of fixtures and equipment utilizing electric power, as well as related work of a skilled nature. Duties include, but are not limited to the following:

- 1) Installs and maintains traffic controllers and cabinets, traffic control signal heads, and traffic control loop detectors;
- 2) Programs and adjusts traffic controllers;
- 3) Installs and maintains a wide variety of electrical fixtures and equipment and the related wiring in buildings and/or at grounds related to all departments of the City;
- 4) Installs and maintains a variety of lights, radios, and other electrical equipment in and on automotive equipment owned by the City;
- 5) Installs and maintains street lighting on three bridges and on Pike Street and Belmont Road
- 6) Installs, maintains, and removes lighting at civic events sponsored by the City; and
- 7) Performs related work as required.

Reports directly to the Electrical Services Supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must be a first, second, third or fourth year apprentice electrician. Considerable knowledge of the West Virginia Electrical Code. Considerable knowledge of the safe and effective work practices and procedures related to assigned duties. Knowledge of the tools, equipment, and materials used in electric/electronic testing, repair and maintenance. Skill in the installation, repair, and maintenance of a wide variety of electrical related equipment and fixtures and the related wiring. Skill in the use and care of tools and equipment used in the work. Skill in methods and techniques of advanced electrical repair and maintenance. Ability to carry out assigned duties in a safe, timely, and effective manner. Ability to communicate effectively and diplomatically, orally and in writing. Ability to establish and maintain effective working relationships with other employees, representatives of other organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by courses at a community and/or technical college.

ADDITIONAL REQUIREMENTS: Possession of a valid Commercial Driver's License (class B).

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; walking; lifting, reaching, carrying; stooping, bending, squatting; climbing, balancing; handling; physical coordination; eye-hand coordination; receiving instructions; abstract reasoning; driving vehicles; extreme heat or cold; wet or humid; safety hazards; equipment with moving parts.

PHYSICAL DEMAND LEVEL: Light/Medium.

FLSA CLASSIFICATION: Non-exempt.