

COMMITTEE OF THE WHOLE, 6:30 PM
COUNCIL CHAMBERS, TO HEAR PRESENTATION
FROM MID OHIO VALLEY CLIMATE ACTION

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, APRIL 11, 2017, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, JR Carpenter
- II. ROLL CALL
- III. MINUTES – Budget minutes March 21, 2017
Budget minutes March 24, 2017
Council minutes March 28, 2017
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
 - A. Youth Achievement Award Presentation
State Wrestling Champions
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 1. Resolution designating April, 2017 as Fair Housing month for the City of Parkersburg. (Sponsored by Councilmen Reed, Kuhl, and Mercer)
 2. Resolution amending the rules and regulations for Parkersburg City Parks to allow the possession and consumption of wine and beer at Bicentennial Park June 3rd for Taste of Parkersburg; Point Park for Point Park Concert Series; Point Park September 1, 2, and 3rd for sternwheeler event; and Bicentennial Park September 16th for Downtown Throwdown BBQ and Brew Festival. (Sponsored by all members of City Council)
 3. Resolution to allow for temporary vending of beer and/or wine in downtown Central Business District - three (3) times at Point Park Marketplace and once on Market Street between 7th and 8th Streets for Artoberfest. (Sponsored by all members of City Council)

'next page'

VIII. ORDINANCE, FINAL READING:

4. An ordinance to approve current replacement pages to the codified ordinances of the City of Parkersburg, 2016 amendments. (Sponsored by all members of Council.)
5. 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. ORDINANCE, FIRST READING:

6. An ordinance authorizing the Finance Director to conduct an auction on May 13, 2017, of personal property belonging to the City of Parkersburg. (Sponsored by Councilmen Kuhl, Mercer, Carpenter, and Reynolds)

X. ADJOURNMENT

NOTE, NEXT MEETING TUESDAY, APRIL 18, 2017

Chairman Mike Reynolds called the meeting to order Tuesday, March 21, 2017, out of recess from March 16, 2017, at 6:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The clerk noted the attendance and those present included Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, John Reed, Zach Stanley, Jeff Fox, JR Carpenter, and Mike Reynolds.

MOTION – Ms. Kuhl moved, seconded by Mr. Reed, to suspend Council's rules so the Finance Director can discuss the minor cost center budgets, pages 56 and 57 of the budget, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Fox, who voted "no".

As those departments were mentioned, Ms. Kuhl and others had several questions concerning the Parkersburg Homecoming. Ms. Sherry Valentine, President of the Homecoming Committee, was present, and also Rick Rubin the concession manager to answer questions. Ms. Kuhl mentioned the lack of activities in recent years and the entertainment. The City has budgeted \$10,000.00 for the Homecoming this year, plus approximately \$25,000.00 paid to the police department, street, electric and sanitation in overtime for that week-end.

Ms. Valentine said they have thought about other new events, but they need people to help run them, and sponsors for the prizes. Their biggest problem is getting volunteers. They also would like to bring in a water show, but they just don't have the money.

Mr. Rubin said they had been thinking the past few years about making the homecoming two days instead of three, and that is their plan for this year. He said that school starts earlier now and that is a big problem for them.

The committee deals with national agencies out of Nashville for the entertainment, Mr. Lipps stated. We have had some excellent groups in the past, but asked them to remember that the entertainment is free. The best acts are less expensive when they are up-and-coming, he said. They would like to do river shows, but they cost from \$5,000.00 to \$10,000.00 for a one day event.

Councilman Carpenter asked Council to remember that downtown businesses have their best days of the year during the homecoming events. That brings in revenue for the businesses and B & O for the city.

Further discussion continued concerning the Homecoming until 7:15 PM.

Departments to be discussed this evening included Civil Service, Mayor, Council, Finance, City Clerk, Municipal Judge, City Attorney, Engineering, Development, Personnel, Coal Severance Fund and User Fee revenue fund.

Mayor Joyce offered \$1,500.00 from his department that would have been used as gasoline for his vehicle, to the police department for dog food for our new police dog.

MOTION – Mr. Carpenter moved, seconded by Mr. Barber, to reduce the Mayor's Department, line item 343-001 in the amount of \$1,500.00 and increase the Police Department that amount in line item 341-416, and the motion was adopted by unanimous vote.

MOTION – Mr. Carpenter moved to take \$50,000.00 from line item 676-000 in the Finance Department to start a sidewalk repair program. Mr. Jiles explained that that program was included in department 750, line item 103-315 for the cost of labor for four temporary employees.

Mr. Carpenter withdrew his motion.

MOTION – Mr. Stanley moved, seconded by Mr. Mercer, that the committee recess until Friday, March 24, 2017 at 6:30 PM to finalize the budget, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. McCrady, Ms. Kuhl, and Mr. Reed, who voted "no".

The time was 8:40 PM, and they were in recess.

Conna Stayer

City Clerk

Chairman

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

Chairman Mike Reynolds called the meeting to order Friday, March 24, 2017, out of recess from March 21, 2017, at 6:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

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, explained his request for a budget revision, as follows:

GENERAL FUND

Fund Account	Description	Revenue	Expenditure	Description
001 369-000-000	Trans in from other fnds	\$50,000		PD/FD from user fee
001 444-566-001	Contrib, Cap Reserve		\$50,000	Splash park earmark

USER FEE FUND

036 444-566-001	Contrib, Cap Reserve		(50,000)	eliminate cap res xfer
036 700-566-005	PD supplement to GF		25,000	supplement to GF
036 706-566-010	FD supplement to GF		25,000	supplement to GF

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

MOTION – Ms. Kuhl moved, seconded by Mr. Reed, to reduce Parkersburg Homecoming by \$5,000.00 and move \$1,000.00 to City Council's supplies account, and \$4,000.00 to the parks supplies line item.

MOTION TO AMEND – Mr. Fox moved, seconded by Mr. Reed, to reduce Homecoming by 1/3 or \$3,333.00, and move \$1,000 to Council's supplies account, and \$2,333.00 to parks supplies account.

VOTE – the amendment was adopted by majority vote with all members voting "yes" with the exception of Mr. Stanley and Mr. Carpenter, who voted "no".

VOTE ON MOTION, AS AMENDED – the motion, as amended, was adopted by majority vote with all members voting "yes" with the exception of Mr. Stanley and Mr. Carpenter, who voted "no".

MOTION – Mr. Carpenter moved, seconded by Mr. Reed, to reduce line item 082-369-000, parks and recreation fund, by \$60,000.00 and decrease 082-900-230-002 \$60,000.00, and the motion was adopted by unanimous vote.

MOTION – Mr. Carpenter moved, seconded by Mr. Reed, to reduce 444-566-082 by \$60,000.00 and move it to line item 444-566-001 toward a splash pool, and the motion was adopted by unanimous vote.

MOTION – Mr. Reed moved, seconded by Ms. Kuhl, to rise and report to City Council that the budget is complete as amended, and the motion was adopted by unanimous vote. The time was 7:25 PM.

Ann Stapp

City Clerk

Chairman

They were now sitting as City Council.

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to adopt the budget as amended, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:30 PM.

Ann Stapp

City Clerk

Council President

The Council of the City of Parkersburg met in regular session Tuesday, March 28, 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, John Reed, Zach Stanley, Jeff Fox, and JR Carpenter. Councilman Reynolds was absent.

MINUTES – Mr. Stanley moved, seconded by Mr. Mercer, to approve the minutes from the meetings held March 7, March 9, March 14, and March 16, 2017, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – The Youth Achievement Award presentation this evening was for the Boys' Choir at Smoot Theater, the Girls' Choir at Smoot Theater, and the Children's Chorus at Smoot Theater, approximately 80 children who sang in our Council Chambers until 7:55 PM, under the direction of Felice Jorgenson. Mayor Tom Joyce and Councilman John Reed presented certificates to the group leaders and expressed our appreciation to these children and their talent.

A five minute recess allowed the group to leave the Chambers to the smaller council room where they were given purple and white cupcakes, the same colors worn during the concert.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce distributed architectural information to the Council concerning new fire station construction, and told them to call him with any questions they may have. The Mayor also noted that they had been given the Annual Report from the Development Department.

PUBLIC FORUM – Ms. Susan Sharp, a retired attorney from the Bureau of Public Debt, told Council she was not willing to forget about the non-discrimination ordinance that was sent to the Committee of the Whole March 14, 2017. It is important, she said, that all people receive equal treatment.

After she spoke for five minutes on this matter, Council by unanimous vote, allowed her to continue.

Ms. Donna Helmick, 1202 Lynn Street, said she was disappointed that the Parkersburg Homecoming had been cut by 1/3 in the budget for the upcoming year.

Mr. Dustin Morgan, 2704 19th Street, told Council he was confused about where Parkersburg has a discrimination problem. He said that where he works, there are no differences – you do the job, you get paid the same wage. For those who say they are bullied, he said he had been bullied but stood up for himself.

ORDINANCE, FINAL READING:

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

(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.

CASTO & HARRIS, INC., SPOKANE, WY. REC-ORDER NO. 12275-13

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, and employ, fix the compensation of and discharge a manager of the system; ~~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.~~

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

ORDINANCE, FINAL READING:

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 \$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; 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 may be 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 and B)

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

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

The clerk presented an amendment from an error in the ordinance.

MOTION TO AMEND – Mr. Reed moved, seconded by Ms. Kuhl, to amend the ordinance that the zoning map only be \$5.00; and the comprehensive plan be \$15.00, or color for \$30.00, and the amendment was adopted by unanimous vote.

The Council discussed this ordinance at length. Councilman Stanley questioned why we needed to charge 50 cents per page at all. Ms. Kuhl stated that the ordinance had not been changed since 1984. The State of WV allows \$1.50 per page for the first two pages and \$1.00 per page after that, she said. Over time, we have had a lot of F.O.I.A. requests made that took hours of preparation, and never picked up. She felt the 50 cents would help offset time away from usual business to make copies.

President Carpenter said he had copies made today at a commercial business for 8 cents each, and these increases seem out of line. We should be making most of our documents available on line, he said, and thinks the cost per page should stay at 10 cents.

Councilman Reed said he knew we made a lot of copies in the past for F.O.I.A. requests, but maybe we should consider charging a deposit to be sure they are pick up.

We will never be 100% on line, Mr. Santer, City Attorney, stated. These charges will be for any request from anyone. We have to protect private information, and there is a lot of time that goes into the copies. Citizens are also given the opportunity to review documents, or to get copies. The public has the right to have information from us, and he said he has no problem with 10 cents per copy.

Mayor Joyce said he did not think the proposed rates were out of line. There are personnel costs because someone has to find the information, and redact information. He does not think it is appropriate to not keep up with time.

We do not want to deter people from seeking information, Mr. Fox stated, but he did like the idea of having a deposit if we had a large F.O.I.A. request.

VOTE – the motion was defeated, as follows:

VOTING "yes"

Mr. McCrady
Ms. Kuhl
Mr. Mercer
Mr. Reed

VOTING "no"

Mr. Barber
Mr. Stanley
Mr. Fox
Mr. Carpenter

ORDINANCE, FIRST READING:

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

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

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(chief fire inspector, development/code, electricians)

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

MOTION – Mr. Reed moved, seconded by Mr. Barber, to suspend Council's rules to allow Ms. Kuhl to speak, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Stanley and Mr. Carpenter, who voted "no".

Ms. Kuhl wanted to be clear that the rates that we will be charging for copies are those set by ordinance in 1984, and City Attorney, Joe Santer, said that was correct.

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

With no objection, President Carpenter resolved the Council into the Committee of the Whole to recess until April 11, 2017 at 6:30 PM to hear a presentation of Mr. Wayne Dunn and the Mid Ohio Valley Climate Control group.


At 8:45 PM, the Council was in recess.

Anna Spence
City Clerk

Council President

RESOLUTION

DESIGNATING APRIL 2017 AS FAIR HOUSING MONTH



WHEREAS, the City Council of the City of Parkersburg is proud to join the U.S. Department of Housing and Urban Development in celebrating the 49th anniversary of the Fair Housing Act of 1968; and

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, That the City Council of the City of Parkersburg authorize its' Mayor, Tom Joyce, to sign a proclamation declaring April 2017 as Fair Housing Month in the City of Parkersburg and to urge all citizens to join in creating and promoting fair housing opportunities for all people.

SPONSORED BY _____:

Sponsored by Councilmen Reed, Kuhl, and Mercer

RESOLUTION

AMENDING SECTION IX SUBPART A OF THE RULES AND REGULATIONS FOR PARKERSBURG CITY PARKS

PKB
Be It Resolved by the Council of the City of Parkersburg that the restriction contained in Section IX. Subpart A of the Rules and Regulations for the Parkersburg City Parks be amended by temporarily lifting said restriction to allow the possession and consumption of wine and beer within:

- Bicentennial Park on June 3, 2016, for the Taste of Parkersburg Festival, sponsored by Downtown PKB;
- Point Park on June 2, July 7, August 4 and September 1, 2017, for the Point Concert Series, sponsored by Downtown PKB;
- Point Park on September 1, 2 and 3, 2017 for Riverfest, sponsored by Manufactured Dreams;
- Bicentennial Park on September 16, 2017, for the Downtown Throwdown BBQ and Brew Festival, sponsored by Downtown PKB;

Sponsored by Councilmen: McCrady, Kuhl, Mercer, Barber, Carpenter, Reynolds, Reed, Stanley and Fox

RESOLUTION TO ALLOW FOR THE
TEMPORARY VENDING OF BEER AND/OR WINE
IN DOWNTOWN PARKERSBURG – CENTRAL BUSINESS DISTRICT

95/15
Whereas, Parkersburg's Central Business District is the largest employment center in the Mid-Ohio Valley; and

Whereas, private and public investment in recent years has contributed to the revitalization of the CBD; and

Whereas, events in the CBD create opportunities for the general public to observe and/or experience these positive changes; and

Whereas, events in the CBD give small business and opportunity to showcase their wares and/or services; and

Whereas, the events described herein intend to serve beer and/or wine, provide organizers obtain all the necessary permits from the Mid-Ohio Valley Health Department and West Virginia Alcohol and Beverage Control Administration (ABCA); and

Whereas, City Council wishes to allow for the vending and responsible consumption of beer and/or wine at the events described herein, during hours of operation of said event and in accordance with all ABCA regulations; and

Whereas, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position as it relates to the consumption of beer and/or wine at said events;

NOW, THEREFORE, BE IT RESOLVED by the City of Council of the City of Parkersburg, that beer and/or alcohol be permitted at said events in accordance with the West Virginia Alcohol Beverage Commission Administration for the purpose of obtaining a permit from said organization.

- Point Park Marketplace on May 13, 2017, for Undercurrent (concert), sponsored by the Point Park Marketplace.
- Point Park Marketplace on July 8, 2017, for the Parkersburg Brew Festival, sponsored by the Point Park Marketplace;
- Market Street (between 7th and 8th Street) on October 21, 2017, for ArtOberfest, sponsored by the Parkersburg Art Center;
- Point Park Marketplace on October 14, 2017, for a Chili Cook-off, sponsored by the Point Park Marketplace

Sponsored by Councilmen: McCrady, Kuhl, Mercer, Barber, Carpenter, Reynolds, Reed, Stanley and Fox

**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.

Now

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.

AN ORDINANCE AUTHORIZING THE FINANCE
DIRECTOR TO CONDUCT AN AUCTION
ON MAY 13, 2017



BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Finance Director of the City of Parkersburg be and is hereby authorized to conduct a public auction sale on Saturday, May 13, 2017, of personal property belonging to the City of Parkersburg, in accordance with and pursuant to Article 135.08 of the Codified Ordinances of the City of Parkersburg.

Sponsored by Councilmen Kuhl, Mercer, Carpenter, and Reynolds

AUCTION ITEMS 2017

STREET DEPARTMENT

- 1996 GMC DISTRIBUTOR TOPKICK DUMP TRUCK 1GDP7H1J7TJ503809
- 1995 GMC I TON DUMP TRUCK 1GDJK34F6SE527198
- 1991 GMC TOPKICK DUMP TRUCK 1GDM7H13MJ509465
- 1986 MAULDIN 3 TON ROLLER 372-8510-102
- RECLAIMER FAY-TECH INFARED MINI COMBO 1R9PA1526AC463137

ELECTRIC DEPARTMENT

- AIR COMPRESSOR GRIMMER SCHMIDT CORP.
SERIAL # 009 US GOVERNMENT PROPERTY 09385 AIR
- SE 5500032256 ORDER #N683335-90-C0476, STOCK #4310-01-351-2034
- 1981 GMC BUCKET TRUCK 1GDE6D1A98V570566 (NON CERTIFIABLE AS IS!)
- (1) CLEAN BURN OIL FURNACE MODEL # CB86BH
- USED GRAY OIL TANK

STREET CLEANING DEPARTMENT

- PAINTED WALK BEHIND PAINT MACHINE CRESWELL 00115000502
- HP PRINTER 8605 SSM46BGD3076
- CUTALLETTER 001164 1437
- (3) COMPUTERS
- 2003 ELGIN PELICAN SWEEPER P3222D

SANITATION DEPARTMENT

- 1997 CHEVY LUMINA 2G1WL52M9V92 (WORKING)
- 1998 VOLVO PACKERTRUCK 4VMHAKHD7WN759067 (WORKING)
- 2001 VOLVO PACKERTRUCK 4V2H36HE01N317243 (NON- WORKING)
- 2000 REZNOR OIL FIRED HEATER RA-350 BAC350A00413 (WORKING)
- COATS S-60 TIRE SPREADER #00451
- (4) ROCKWELL 5.2K AXLES MODEL #T852

PARKING DEPARTMENT

- TOSHIBA COPIER HF613757

PARKS DEPARTMENT

- PORTABLE WELDER SERIAL # 1791702
- 1987 CASE 885 TRACTOR SERIAL # 11010704
- 184 2910 FORD TRACTOR C7346154L56C734561
- 1988 JCB BACKHOE SERIAL #329700
- 1991 JOHN DEERE 265 MOWER M00265A51543
- 1990 CHEVY ASTRO VAN 1GN DM15ZX1B205800
- 1989 MASSEY FERGUSON 1020 TRACTOR SERIAL #42801
- GRAVELY MOWER SERIAL #35716
- JC PENNY MOWER SERIAL # 1820
- ALAMO SH 74 INCH FLAIL MOWER SERIAL # 57837

DEVELOPMENT DEPARTMENT

- DELL DESKTOP
- SET OF SPEAKERS
- KEYBOARD
- (6) FLOOR LAMPS
- CARD RACK
- BLUE OFFICE CHAIR
- BLACK OFFICE CHAIR
- HUMIDIFIER
- PEG BOARD
- COMPUTER MONITOR
- TRIPOD
- CANNON TONER (NEW)
- MISCELLANIOUS PLASTIC AND METAL ORGANIZERS FOR DESK OR WALL
- METAL CUBICAL DESK

FIRE DEPARTMENT

- 24' EXTENSION LADDER
- 14' ROOF LADDER
- 2006 FORD AMBULANCE 1FDXE4P56DA32436
- ONAN GENERATOR 7.5 KW DIESEL MODEL #7.5HDKAT41934E

POLICE DEPARTMENT

- 1987 CHEVROLET SWAT TRUCK 1GBFP22J6H3339030
- 2000 DODGE DAKOTA TRUCK 1B7GG2AN0YS765015
- 2001 FORD CROWN VICTORIA 2FAFP71W21X151206
- 2002 FORD CROWN VICTORIA 2FAFP71W62X132630
- 2003 CHEVY IMPALA 2G1WF55K839208923
- 2005 CHEVY IMPALA 2G1WF55K059384240
- 2005 CHEVY IMPALA 2G1WF55KX59386481
- 2005 FORD TAURUS 1FAFP53U15A301272
- 2012 POLARIS RAZOR 4XAXE76AXCF658684
- CRAFTSMAN 220 MPH LEAFBLOWER WITH 100FT EXT CORD
- KODAK Z710 CAMERA
- CONAIR HAIRCLIPPERS
- 81 CHANNEL POWER MIXER (MUSIC MIXER)
- TV/VCR COMBO
- CRAFTSMAN 19.2V (SAWZALL) SAW
- PORTER CABLE CORDED (SAWZALL) SAW
- SONY DCR HANDHELD CAMCORDER
- DVR FOR HOME SECURITY SYSTEM (MULTI HOOKUPS)
- JVC 12 DISC CD CHANGER FOR VEHICLE
- (2) UGLY STICK BRAND FISHING POLES
- LENOVO X120E THINKPAD LAPTOP COMPUTER
- HP COMPUTER TOWER WITH KEYBOARD
- ICON COMPUTER CARRYING BAG WITH MISCELLANIOUS BOOKS

- CRAFTSMAN 18V CORDLESS DRILL, SAW, AND LIGHT
- (3) PIECE WOOD/ GLASS TABLE SET
- HP COMPUTER TOWER SERIAL # 1052945F4004D
- ROADMASTER WHITE MOUNTAIN BIKE
- ROADMASTER PURPLE/ MAROON MOUNTAIN BIKE
- VERTICAL XG6100 MOUNTAIN BIKE
- NEXT MAROON POWERCLIMBER 18 SPEED BIKE
- KENT CHAOS GREEN FREESTYLE BIKE (KIDS)
- CREAM COLOR PANAMA JACK BEACHCOMBER BIKE
- HUFFY PURPLE BEACHCOMBER BIKE WITH FENDER
- TEAL MONGOOSE MOUNTAIN BIKE
- BLACK HYPER HAWKE FS MOUNTAIN BIKE
- (3) RED GAS CANS
- SIMER ¼ HP POOL PUMP
- (3) BIONIC EARS
- SONY VIDEO CAMERA MODEL CCD-TR86
- CANON VIDEO CAMERA MODEL ZR25 MC A
- SONY VIDEO CAMERA MODEL DCR- HC42 NTSC
- CLARION AM/FM/RADIO/CD PLAYER
- PREMIER PHOTO SAFE PAPER
- GRANDTECT PC TO VIDEO SWITCH MODEL GXP-2000
- ADS PYRO A/V LINK MODEL API-550
- SONY MICRCASSETTE/ RECORDER MODEL M-540V
- PENTAX 35MM CAMERA MODEL K1000
- MINOLTA 35MM CAMERA FREEDOM AUTODATE MODEL
- (2) OLYMPUS STYLUS MODEL DIGITAL CAMERAS
- VIVITAR FLASH UNIT MODEL 2600
- VIVITAR FLASH UNIT MODEL 2800
- OLYMPUS DIGITAL CAMERA MODEL C-3000

- OLYMPUS DIGITAL CAMERA MODEL C-3030
- PENTAX 35MM CAMERA MODEL K1000
- OLYMPUS DIGITAL CAMERA MODEL C-5500
- DICTAPHONE DIGITAL RECORDER MODEL M5210
- (5) OLYMPUS DIGITAL CAMERAS MODEL D490
- (2) OLYMPUS DIGITAL CAMERAS MODEL D510
- TSC LABEL PRINTER MODEL TTP-247

FINANCE DEPARTMENT

- HP DESIGNJET 800 PS SERIAL # MY68GD3076
- CANON IMAGE RUNNER C10221
- CANNON IMAGE RUNNER 1025N

ENGINEERING DEPARTMENT

- HP DESIGN JET 800 PLOTTER
- OCE 4136 SCANNER
- LANIER 5645 COPIER AND TONER BOTTLES (FULL)