

AGENDA FOR A FINANCE COMMITTEE MEETING  
FOR TUESDAY, FEBRUARY 6, 2018, 5:00 PM  
SMALL CONFERENCE ROOM, SECOND FLOOR  
MUNICIPAL BUILDING

(Councilmen Reynolds, Kuhl, McCrady, Fox)

- I. CALL TO ORDER – Councilman Zach Stanley, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held December 19, 2017
- IV. NEW BUSINESS
  1. Request for budget revisions, various departments, \$546,477.00
  2. Discussion on 545.02(e), Street repairs, Performance Bonds
- V. ADJOURNMENT

The Finance Committee of City Council met Tuesday, December 19, 2017 at 6:45 PM in the executive conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Councilman John Reed, who presided over the meeting. The clerk noted the attendance and members attending included Councilmen Zach Stanley, Sharon Kuhl, Bob Mercer, Mike Reynolds, and John Reed.

Others attending included Mayor Tom Joyce, Chief Matthews, Eric Jiles, Everett Shears, Rickie Yeager, JR Carpenter, Dave McCrady and Jeff Fox.

MINUTES – Ms. Kuhl moved, seconded by Mr. Mercer, to approve the minutes from the meeting held November 16, 2017, and the motion was adopted by unanimous vote.

TRAVEL EXPENDITURES FOR CITY COUNCIL – Rule XIX of City Council's Rules and Regulations state that Council cannot commit monies in excess of \$100.00 without approval of the Finance Committee and a majority of Council. Some members of Council wanted to attend a mid-winter conference of the WV Municipal League in Charleston in January 2018. The clerk stated that four members had inquired about it.

Chairman Reed stated that with upcoming cuts to the City budget it might show good leadership of City Council to cut their travel budget, as they may be looking at travel budgets in other departments. He felt that Mayor Joyce, the City Clerk and one Councilperson could attend and report back, without spending thousands of dollars for several to attend.

Ms. Kuhl stated that Council just increased fees for the police and fire fees, and they did not want to do it, but they had to cover pension costs. City Council should lead by example, she said. Costs to attend Municipal League meetings include registration for \$250.00, rooms are \$129.00 per night, and then there may be some mileage and/or per diem. One Councilman could go and report back, she said.

Council should look for ways to minimize spending, Mr. Stanley stated. These meetings are for learning, and not for fun, he said.

Mr. Carpenter said he agreed, but there is a bigger picture. We don't know the problems in every Council district, and what they may learn may invigorate them to come back with more enthusiasm. This is for continued education and the only way they have to discuss city problems with contemporaries. He does not attend those meetings, but to deny them education twice a year would be a nominal cost. This is an investment, he said.

Every employee would say their meetings are educational, Mr. Reed stated, but asked where we draw the line. He said he was spending the day tomorrow with Delegate Kelly concerning some Solid Waste Authority business.

Mr. Barber said he did not think the taxpayers mind if City Council interacts with state legislators. If there is a problem with staying at the hotel, they could pay their own way for the room out of their Council check. The City could reimburse them for a tank of gas, but noted that we have money in the budget to cover this expense. There are

numerous topics discussed in their sessions, he said, but did not think it was too much to ask to have their registration paid by the City.

Mr. Carpenter said he has never asked for money for mileage or food when he attended the sessions offered by the State Auditor's office. He said he commuted and he did share transportation with another person.

Possible spending a couple of thousand dollars does not seem much out of a \$32,000,000.00 budget, Mr. Fox said. Mr. Carpenter said that Council has never overspent their travel budget, and did not want to cut off the knowledge they may get by attending the meetings.

You can educate yourself any time, Mr. Stanley stated, or talk with people on the phone any time, and still do your job as Council.

Mayor Joyce stated that he and the City Clerk are on the Board of Directors for the Municipal League, and that is why we attend the board meetings. There are also two other board meetings at other times during the year.

The winter session is during the Legislative sessions in Charleston, and the second annual meeting is quite different, Mr. McCrady stated. He attended both and enjoyed and learned from both. There are plenty of meetings to attend, and he said he would hate for them to cut back on those two opportunities to learn.

Mr. Stanley asked if they spent all their training and travel money last year, and Mr. Jiles said they started with about \$6,000.00, based on nine people who may attend, and they have never overspent.

Ms. Kuhl said she was withdrawing her name for this meeting, and Mr. McCrady said he was considering withdrawing if Council did not want to spend the money.

MOTION – Ms. Kuhl moved, seconded by Mr. Stanley, to recommend that City Council approve two members of Council to attend the mid-winter meeting in Charleston in January 2018.

Mr. Fox asked why we were saying that only two people could go when we know that nine people won't attend.

Mr. Carpenter said that Municipal League meetings should be excluded from this rule.

The motion was adopted by unanimous vote.

The meeting adjourned at 7:20 PM.

  
Connie Shaffer, City Clerk

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Year 2017-2018 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>REVENUE</b>					
303-001-000	GAS & OIL TAX	40,500	823	41,323	REVISION TO ACTUAL
314-000-000	MUNICIPAL SALES TAX	5,498,000	124,707	5,622,707	REVISED ESTIMATE
325-000-000	BUSINESS LICENSES	67,880	1,863	69,743	REVISION TO ACTUAL
365-000-000	FEDERAL GRANTS	188,371	102,637	291,008	JJDP \$7,000; AFG \$21,637; HITDA \$74,000
368-000-000	CONTRIB - OUTSIDE ENTITIES	236,075	250,000	486,075	\$250K SPLASH PARK DONATION
369-000-000	TRANSFERS IN	2,543,745	50,000	2,593,745	\$50K SPLASH PARK EARMARK
377-000-000	CAPITAL LEASE REVENUE	228,000	(5,404)	222,596	REVISION TO ACTUAL
386-000-000	INSURANCE CLAIMS	-	11,777	11,777	REVISION TO ACTUAL
399-000-000	MISCELLANEOUS REVENUE	15,000	10,074	25,074	REVISED ESTIMATE
	<b>SUBTOTAL - REVENUE</b>		<b>546,477</b>		
<b>EXPENDITURES</b>					
<b>MAYOR</b>					
409-230-000	CONTRACTUAL SERVICES	2,500	3,300	5,800	SECURITY LOCK/MOVMA PASS THRU
<b>CITY CLERK</b>					
415-220-000	ADVERTISING & LEGAL PUB	150	1,200	1,350	REVISED ESTIMATE
415-226-004	FIDELITY & SURETY BONDS	-	75	75	REVISED ESTIMATE
			<u>1,275</u>		
<b>MUNICIPAL JUDGE</b>					
416-240-000	REFUNDS	-	750	750	REVISED ESTIMATE
<b>CITY ATTORNEY</b>					
417-211-000	TELEPHONE/COMM	1,424	30	1,454	REVISED ESTIMATE
417-229-000	COURT COSTS	1,500	(600)	900	RELLOCATION TO SUPPLIES
417-230-000	CONTRACTUAL SERVICES	750	(200)	550	RELLOCATION TO SUPPLIES
417-341-000	DEPARTMENTAL SUPPLIES	900	800	1,700	RELLOCATION TO SUPPLIES
			<u>30</u>		
<b>ENGINEERING</b>					
420-211-000	TELEPHONE/COMM	4,354	640	4,994	REVISED ESTIMATE
420-212-000	OUTSIDE PRINTING	600	300	900	REVISED ESTIMATE
			<u>940</u>		
<b>PERSONNEL</b>					
422-220-000	ADVERTISING & LEGAL PUB	750	(500)	250	REALLOCATION TO SUPPLIES
422-230-000	CONTRACTUAL SERVICES	15,000	1,650	16,650	KEY FOB LOCK SYSTEM REPLACEMENT
422-341-000	DEPARTMENTAL SUPPLIES	2,000	500	2,500	REALLOCATION TO SUPPLIES
			<u>1,650</u>		
<b>CODE ENFORCEMENT</b>					
436-343-001	AUTO SUPPLIES - GASOLINE	8,200	500	8,700	REVISED ESTIMATE
436-345-000	UNIFORM EXPENSE	4,500	1,050	5,550	REVISED ESTIMATE
			<u>1,550</u>		

**MUNICIPAL BUILDING**

440-211-000	TELEPHONE/COMM	763	26	789	REVISED ESTIMATE
440-222-000	DUES & SUBSCRIPTIONS	-	50	50	REVISED ESTIMATE
440-225-000	LAUNDRY & DRY CLEANING	500	<u>2,550</u>	3,050	REVISED ESTIMATE
			2,626		

**CONTRIBUTIONS TO OTHER ENTITIES**

000-424-566	CONTRIB - PNTF	-	20,000	20,000	SPLASH PARK CAP PROJECT FUND
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**CONTRIBUTIONS TO OTHER FUNDS**

444-566-207	CONTRIB - PARKS CAPITAL PROJ	750,000	300,000	1,050,000	SPLASH PARK CAP PROJECT FUND
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**MARKETPLACE**

590-230-000	CONTRACTUAL SERVICES	600	1,000	1,600	REVISED ESTIMATE
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**CONTINGENCY**

699-226-000	AUTO & LIABILITY INSURANCE	50,000	(28,165)	21,835	DEDUCTIBLE YTD
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**POLICE DEPARTMENT**

700-103-009	GRANT OVERTIME	75,000	54,000	129,000	HITDA GRANT OVERTIME
700-219-000	EQUIPMENT RENTAL	227,724	(10,000)	217,724	REALLOCATION - PRISONER TRANSPORT
700-226-000	AUTO & LIABILITY INSURANCE	166,607	15,000	181,607	DEDUCTIBLE YTD
700-341-000	DEPARTMENTAL SUPPLIES	97,916	11,860	109,776	JJDP \$7,000; INSURANCE PROCEEDS
700-230-000	CONTRACTUAL SERVICES	97,916	10,000	107,916	REALLOCATION - PRISONER TRANSPORT
700-343-001	AUTO SUPPLIES - GASOLINE	135,000	500	135,500	REVISED ESTIMATE
700-459-000	CAPITAL OUTLAY - EQUIPMENT	233,968	<u>(5,404)</u>	228,564	ADJUSTMENT TO ACTUAL
			75,956		

**FIRE DEPARTMENT**

706-103-303	CAPTAINS SALARY	327,216	(55,177)	272,039	PERSONNEL RECLASSIFICATION
706-103-304	LIEUTENANTS SALARY	440,042	47,764	487,806	PERSONNEL RECLASSIFICATION
706-103-315	OTHER SALARIES	41,829	(29,763)	12,066	POSITION BUDGET REMOVAL
706-104-000	FICA EXPENSE	42,953	(2,277)	40,676	POSITION BUDGET REMOVAL
706-106-000	RETIREMENT EXPENSE	3,323,017	(3,274)	3,319,743	POSITION BUDGET REMOVAL
706-103-310	FIREMEN SALARY	1,680,520	(6,403)	1,674,117	PERSONNEL RECLASSIFICATION
706-215-000	MAINT & REPAIR - BUILDINGS	20,000	21,637	41,637	AFG GRANT \$21,637
706-226-000	AUTO & LIABILITY INSURANCE	88,342	3,600	91,942	DEDUCTIBLE YTD
706-226-005	WORKERS COMPENSATION	50,937	(545)	50,392	POSITION BUDGET REMOVAL
706-341-000	DEPARTMENTAL SUPPLIES	40,000	<u>17,940</u>	57,940	GEAR REPLACEMENTS
			(6,498)		

**FLOODWALL**

714-103-000	OVERTIME EXPENSE	1,600	3,000	4,600	REVISED ESTIMATE
714-219-000	EQUIPMENT RENTAL	1,500	100	1,600	REVISED ESTIMATE
714-225-000	LAUNDRY & DRY CLEANING	1,200	<u>1,000</u>	2,200	REVISED ESTIMATE
			4,100		

**STREET DEPARTMENT**

750-103-008	OVERTIME EXPENSE	4,000	1,000	5,000	REVISED ESTIMATE
750-211-000	TELEPHONE/COMM	1,167	533	1,700	REVISED ESTIMATE
750-212-000	OUTSIDE PRINTING	150	250	400	REVISED ESTIMATE
750-225-000	LAUNDRY & DRY CLEANING	5,500	2,300	7,800	REVISED ESTIMATE
750-226-000	AUTO & LIABILITY INSURANCE	35,528	1,300	36,828	DEDUCTIBLE YTD
750-341-000	DEPARTMENTAL SUPPLIES	100,000	<u>30,000</u>	130,000	REVISED ESTIMATE
			35,383		

**STREET LIGHTING**

751-225-000	LAUNDRY & DRY CLEANING	1,500	910	2,410	REVISED ESTIMATE
751-230-000	CONTRACTUAL SERVICES	1,500	1,500	3,000	REVISED ESTIMATE
751-341-000	DEPARTMENTAL SUPPLIES	30,000	2,793	32,793	INSURANCE PROCEEDS
751-459-000	CAPITAL OUTLAY - EQUIPMENT	85,000	<u>(13,608)</u>	71,392	ADJUSTMENT TO ACTUAL
			(8,405)		

**CENTRAL GARAGE**

754-343-005	AUTO REPAIR SUPPLIES	110,000	25,000	135,000	REVISED ESTIMATE
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**STREET CLEANING**

756-225-000	LAUNDRY & DRY CLEANING	3,200	1,700	4,900	REVISED ESTIMATE
756-641-000	DEPARTMENTAL SUPPLIES	40,000	<u>15,000</u>	55,000	REVISED ESTIMATE
			16,700		

**SANITATION**

800-213-000	UTILITIES - ELECTRIC	17,244	2,500	19,744	REVISED ESTIMATE
800-225-000	LAUNDRY & DRY CLEANING	8,000	7,750	15,750	REVISED ESTIMATE
800-226-000	AUTO & LIABILITY INSURANCE	55,402	2,700	58,102	DEDUCTIBLE YTD
800-230-000	CONTRACTUAL SERVICES	666,500	7,414	673,914	REVISED ESTIMATE - BACKFLOW SERVICE
800-341-000	DEPARTMENTAL SUPPLIES	30,000	10,000	40,000	REVISED ESTIMATE
800-343-001	AUTO SUPPLIES - GASOLINE	65,000	1,700	66,700	REVISED ESTIMATE
800-345-000	UNIFORM EXPENSE	11,000	160	11,160	REVISED ESTIMATE
800-459-000	CAPITAL OUTLAY - EQUIPMENT	170,000	<u>(17,414)</u>	152,586	ADJUSTMENT TO ACTUAL
			14,810		

**STORMWATER**

805-219-000	EQUIPMENT RENTAL	-	2,000	2,000	REVISED ESTIMATE
805-230-000	CONTRACTUAL SERVICES	-	10,000	10,000	REVISED ESTIMATE - REALLOCATION
805-458-000	CAPITAL OUTLAY - OTHER IMP	285,154	<u>(3,000)</u>	282,154	REVISED ESTIMATE - REALLOCATION
			9,000		

**PARKS & RECREATION**

900-103-008	OVERTIME EXPENSE	5,000	4,000	9,000	REVISED ESTIMATE
900-215-000	REPAIR & MAINT - BUILDINGS	6,000	(4,000)	2,000	PAVILION REPAIR REALLOCATION
900-225-000	LAUNDRY & DRY CLEANING	3,510	2,210	5,720	REVISED ESTIMATE
900-226-000	AUTO & LIABILITY INSURANCE	28,723	705	29,428	DEDUCTIBLE YTD
900-230-000	CONTRACTUAL SERVICES	30,000	20,000	50,000	ENVIRON - TRAIL \$15K; MISC
900-341-000	DEPARTMENTAL SUPPLIES	42,333	22,000	64,333	REVISED ESTIMATE, PAVILION SUPPLIES
900-343-001	AUTO SUPPLIES - GASOLINE	12,000	560	12,560	REVISED ESTIMATE
900-458-000	CAPITAL OUTLAY - OTHER IMP	225,000	<u>30,000</u>	255,000	LAND PURCHASE - TRAIL
			75,475		

<b>SUTOTAL - EXPENDITURES</b>		<u>546,477</u>			
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<b>GRAND TOTAL - MIDYEAR REVISION</b>		<u>-</u>			
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ARTICLE 545  
Streets and Sidewalks

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|---|---|
| 545.01 Depositing refuse on streets or private property.            | 545.10 Gratings or coverings for coal and other vaults.                             |
| 545.02 Excavation of streets and sidewalks; repair.                 | 545.11 Excavations from construction shall be fenced off and lighted.               |
| 545.03 Permission required to erect fence along street or sidewalk. | 545.12 Obstructing streets and sidewalks with boxes, barrels, etc.                  |
| 545.04 Obstructing gutters.   | 545.13 Excavations and obstructions to be lighted at night.                         |
| 545.05 Depositing or permitting materials to remain on sidewalks.   | 545.14 Auctions on streets.   |
| 545.06 Permitting ice or snow to remain on sidewalks.               | 545.15 Placing or mixing concrete, cement or mortar on public property.             |
| 545.07 Sidewalks to be swept weekly.                                | 545.16 Streets covered with water to be closed to public unless permit is obtained. |
| 545.08 Removal of obstructions and nuisances.                       | 545.17 Depositing dirt or other substance on street prohibited.                     |
| 545.09 Allowing water to run on streets or sidewalks.               | 545.18 Preservation of brick streets.   |
|   | 545.99 Penalty.   |

CROSS REFERENCES

See sectional histories for similar State law

Authority to regulate streets and sidewalks - see W. Va. Code 8-12-5(1) et seq.

Storage of junk vehicles - see GEN. OFF. 541.02

Permission for steps or cellarways - see S. U. & P. S. 901.01

Trees obstructing - see S. U. & P. S. 905.02

Littering on private and public property - see S. U. & P. S. 955.10, 955.11

**545.01 DEPOSITING REFUSE ON STREETS OR PRIVATE PROPERTY.**

No person shall place, deposit, dump or throw, or cause to be placed, deposited, dumped or thrown, any litter, garbage, refuse, trash, cans, bottles, papers, ashes, cigarette or cigar butts, carcass of any dead animal, offal or any other offensive or unsightly matter in or upon any public or private highway, road, street or alley, or upon the surface of any land within 100 yards thereof without the consent of the owner, or in or upon any private property into or upon which the public is admitted by easement or license, or upon any private property without the consent of the owner, or in or upon any public park or other public property other than in such place as may be set aside for such purpose by the governing body having charge thereof.

If any such materials are thrown, cast, dumped or discharged from a motor vehicle in violation of the provisions hereof, such action shall be deemed prima-facie evidence that the owner and driver of such motor vehicle intended to violate the provisions of this section. (WVaC 20-4-11)

#### 545.02 EXCAVATION OF STREETS AND SIDEWALKS; REPAIR.

(a) Permit Required. No person, firm, business entity, partnership, corporation, public utility or governmental agency may excavate or break into any street, alley or sidewalk within the City without first having obtained a permit therefor from the Director of Public Works. Subject to the provisions of this section, no permit for such excavation shall be denied any public utility company, so long as the company is in full compliance with all conditions imposed upon it by law.

(b) Drawings Required. Plans and specifications showing the location and extent of work (including the restoration of the streets, alleys and/or sidewalks affected thereby) shall be submitted with the permit application and shall become a part of the permit.

(c) Repairs to be Under Supervision of Director of Public Works and Completed Within Reasonable Time. All excavations of any street, sidewalk or alley shall be completed within such reasonable time as is determined by the Director of Public Works or his designee, taking into consideration the nature of the work to be performed, weather conditions and other relative factors. Upon completion of the excavation and the work to be performed, the street, sidewalk or alley shall be refilled, repaired and replaced in such manner and upon such conditions as may be imposed in such permit by the Director or his designee; provided however that the holder of such permit shall not be required to alter the as-built design of such street, alley or sidewalk as the same existed prior to the issuance of such permit. The Director or his designee shall have the right, and is hereby empowered to supervise and inspect any work during its progress.

(d) City Authorized to Complete Work and Obtain Reimbursement. In the event any person, firm, business entity, corporation, public utility or governmental agency fails to complete all work as specified in such permit, the City is authorized to complete the work and to be reimbursed therefor for the total costs thereof, including materials and labor, from the person, firm, business entity, corporation, public utility or governmental agency in whose name such permit was issued. An itemized and correct statement of the actual cost to the City of protecting the opening, relaying the pavement and such other work as was necessary to put the street, sidewalk or alley in as good a condition as before the opening was made, shall be provided to the permit holder. Such statement shall be due when rendered, bear interest at such rate as is authorized by law, and a civil action may be instituted thereon in an appropriate court of competent jurisdiction to secure payment of the same.



(e) Performance Bonds. The Director of Public Works is authorized to require any applicant for such permit to post with the City Clerk a performance bond in favor of the City with good and sufficient corporate surety by a corporation authorized to write such bonds in this State, in an amount not to exceed two times the sum which the City Engineer estimates the total cost to the City would be to complete the work in accordance with such permit.

(f) Emergency Excavation. Nothing in this section shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property or for the location of trouble in the conduit or pipe or for making urgent repairs, provided that the person, firm, business entity, partnership, corporation, public utility or governmental agency making such excavation shall notify the Director of Public Works not later than 4:30 p.m. its next business day following the commencement of such work, and shall apply for such permit within such time as may be required by the Director. (Ord. 0-623. Passed 7-23-91.)

#### 545.03 PERMISSION REQUIRED TO ERECT FENCE ALONG STREET OR SIDEWALK.

No person shall erect a fence upon or otherwise obstruct the free passage through or along any of the sidewalks, streets or public grounds of the City without the permission of the Director of Public Works and the City Engineer. (Ord. 0-1127. Passed 4-20-04.)

#### 545.04 OBSTRUCTING GUTTERS.

No person shall obstruct any gutter by building materials or otherwise so as to interfere with or prevent the free passage of water along the gutter. (1947 Code §25.7)

#### 545.05 DEPOSITING OR PERMITTING MATERIALS TO REMAIN ON SIDEWALKS.

No person shall cast or place any laths, brick, stone, lime, mortar, shavings, ashes, coal, cinders, straw, hay, mud, paper, manure, filth or rubbish or other obstruction into or on any street, sidewalk or public place in the City. No person shall permit any of the above-mentioned articles or materials to remain upon any sidewalk or pavement in front of any lot or premises owned or occupied by him for a period longer than two hours or after 10:00 a.m. of any day if such articles were cast upon such sidewalk or pavement during the nighttime. (1947 Code §25.8)

#### 545.06 PERMITTING ICE OR SNOW TO REMAIN ON SIDEWALKS.

No person shall permit any ice or snow to remain upon the sidewalk or pavement in front of any lot or premises owned or occupied by him for a period longer than two hours or after 10:00 a.m. of any day, if such snow fell upon such sidewalk or pavement during the nighttime. (1947 Code §25.9)

#### 545.07 SIDEWALKS TO BE SWEEPED WEEKLY.

The owner or occupant of any lot or premises in the City shall have the sidewalk or pavement in front of such lot or premises swept at least once a week. (1947 Code §25.10)

