

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, MAY 22, 2018, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, John Reed
- II. ROLL CALL
- III. MINUTES - regular Council meeting May 1, 2018
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 1. Resolution authorizing Mayor Tom Joyce to initiate a traffic impact study with Wood – Washington – Wirt Interstate Planning Commission to assess impact of proposed improvements from 24th Street to Lakeview Drive on Murdoch Avenue. (Sponsored by Councilmen Reed, Kuhl and Carpenter)
 2. Resolution authorizing Mayor Tom Joyce to apply for a litter control matching grant not to exceed \$10,000.00 from WVDEP to be used to fund a fence and recycling bins. The 50% match would come from Sanitation Dept. supplies. (Sponsored by Councilmen Reynolds, Reed, and Barber.)
 3. Resolution amending the CDBG Budget moving \$15,000.00 within the Wood County Library (ADA accessibility) activity line item to the young adult reading center line item. (Sponsored by Councilmen Mercer, Barber, and Kuhl)
 4. Resolution amending the CDBG Budget by moving \$50,000.00 from General Administration line item to Family Crisis Intervention Center for necessary repairs to the buildings' foundation. (Sponsored by Councilmen Barber, Kuhl, and Mercer)
 5. Resolution requesting approval from the State Auditor's Office for year-end revision within the general fund (most City departments). (Sponsored by Councilmen Stanley, Mercer, and Kuhl)
 6. Resolution requesting approval from the State Auditor's Office for year-end revision within the Coal Severance Tax fund, \$15,000.00. (Sponsored by Councilmen Stanley, Mercer, and Kuhl)
 7. Resolution requesting year-end revision – Memorial Bridge Fund, increase in telephone, office renovations, toll booth supplies, total \$36,800.00 moved from retrofit maintenance line item. (Sponsored by Councilmen Stanley, Mercer, and Kuhl)
 8. Resolution requesting year-end revision – user fee special revenue fund, increasing police and fire contributions, and street improvements. (Sponsored by Councilmen Stanley, Mercer, and Kuhl)

9. Resolution requesting approval from the State Auditor's Office to transfer funds from outside entities and accept donations for the splash park at the City Park, total \$55,000.00. (Sponsored by Councilmen McCrady, Kuhl, and Mercer)
10. Resolutions authorizing Mayor Tom Joyce to accept donations for the ADA splash park at City Park Pool, as follows: (Sponsored by Councilmen McCrady, Kuhl and Mercer)
 - A. Highmark Blue Cross Blue Shield, \$25,000.00;
 - B. Sisters Health Foundation, \$20,000.00;
 - C. Parkersburg Area Community Foundation, \$10,000.00

VIII. ORDINANCE, FIRST READING

11. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by re-classifying the Code Technician from H-6 to H-7 classification. (Sponsored by the Personnel Committee)
12. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by re-classifying the Memorial Bridge Office Manager from H-8 to S-1 classification. (Sponsored by the Personnel Committee)

IX. ADJOURNMENT

NOTE – City Council meetings for June are June 12th and 26th, 2018.

May 1, 2018

The Council of the City of Parkersburg met in regular session Tuesday, May 1, 2018 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV, 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, John Reed, who presided over the meeting.

The Clerk noted those members attending as Councilmen Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, Jeff Fox, and John Reed. Councilman Reynolds attended by telephone; Councilmen Dave McCrady and Zach Stanley were absent.

MINUTES – Mr. Fox moved, seconded by Ms. Kuhl to approve the City Council minutes from the special Council meeting held April 10, 2018; regular meeting held April 10, 2018; and special meeting held April 17, 2018, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Kuhl announced that there would be a Personnel Committee meeting May 9th at 5:45 to consider two reclassifications; and a Public Works Committee meeting May 10, 2018 at 4:00 PM for a presentation by Pickering on our city parks. Mr. Mercer announced that a form was being submitted to the newspaper for citizens to name their neighborhoods, recommended by the subcommittee. He said he hoped a lot of citizens would participate and the deadline is June 11th to get the form to the City Clerk.

Councilman Carpenter stated that the committee recommendation about naming the neighborhoods had not been approved by City Council, and were coming through the subcommittees under the Public Works committee.

President Reed reported that the "I Love My PKB" subcommittee would be meeting with Suddenlink tomorrow. Mr. Steve Hussey will donate the music and words to a jingle for a positive image of our City. He and Ms. Kuhl unveiled the I LOVE MY PKB logo hanging in Council Chambers. The logo is not patented and they hope other businesses will get behind it and use it also, either as stickers or tee shirts etc.

Ms. Kuhl added that businesses are volunteering and they have received positive feedback and participation from the community.

MESSAGE FROM THE EXECUTIVE – no message this evening.

PUBLIC FORUM – Ms. Jennifer Short, 2618 17th Avenue, thanked Ms. Kuhl for taking care of a parking issue in their neighborhood, and said Ms. Kuhl was doing a great job as Councilor.

ORDINANCE, FINAL READING:

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

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that Section IV, Employment Policies and Procedures, Subsection R, Workplace Violence Policy; and Section IX Benefits, be and they are hereby amended and re-enacted as follows:

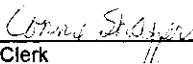
See ord. 0-1589 in full, all pages. NOTE, this ordinance was adopted on final reading April 17, 2018 with the EXCEPTION of the vacation portion. The vacation portion was amended that it was to be effective on July 1, 2018. All other portions of the ordinance were effective upon adoption and the Mayor's signature.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to adopt (the vacation portion) the ordinance on final reading, and the motion was adopted by unanimous vote.

MISCELLANEOUS – the clerk presented the annual required reporting from the Mid-Ohio Valley Health Department concerning their environmental health fees for services.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to receive and file the report, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:40 PM.



City Clerk

Council President

RESOLUTION AUTHORIZING MAYOR JOYCE TO INITIATE A TRAFFIC IMPACT STUDY WITH THE WOOD – WASHINGTON – WIRT (WWW) INTERSTATE PLANNING COMMISSION TO ASSESS TRAFFIC IMPACTS RESULTING FROM PROPOSED IMPROVEMENTS ALONG MURDOCH AVENUE (RT., 14), BETWEEN 24th STREET AND LAKEVIEW DRIVE CONSISTENT WITH WWW'S LONG RANGE TRANSPORTATION PLAN UPDATE FOR 2040

Whereas, the City of Parkersburg is committed to providing are residents and businesses with the best quality of life, and

Whereas, this includes assessing and making improvements to the City's transportation network, and

Whereas, several improvements have been proposed along Rt. 14, between 24th Street and Lakeview Avenue,

Whereas, said improvements could potentially reduce traffic congestion and mitigate safety issue relating to motorists traveling in the vicinity, and

Whereas, some proposed improvements are consistent with the Wood-Washington-Wirt Interstate Planning Commission's Long Range Transportation Plan Update for 2040, and

Whereas, the Wood-Washington-Wirt Interstate Planning Commission has agreed to commit \$40,000 toward a traffic study of the corridor, provided the City of Parkersburg contributes \$10,000, and

Whereas, the City's participation would be expensed from the Development Department's Contractual Services, Line Item #421-230-000.

Whereas, the City would collaborate with WWW to develop a scope of work and request for consultant proposals, as well as participate in the consultant selection process,

NOW THEREFORE IT BE RESOLVED, that the City Council of the City of Parkersburg hereby authorizes Mayor Joyce to initiate a traffic study, in conjunction with the Wood-Washington-Wirt Interstate Planning Commission to assess the impact of potential improvements along Route 14 consistent with WWW's Long Range Transportation Plan Update for 2040.

Sponsors: John Reed, Sharon Kuhl, JR Carpenter

**RESOLUTION AUTHORIZING AN APPLICATION FOR
A MATCHING FUND GRANT FOR LITTER CONTROL**

WHEREAS, the City of Parkersburg recognizes the existence of a litter problem within the boundaries of the City of Parkersburg, and

WHEREAS, the West Virginia Litter Control Program of 1985 provides matching grants of "litter control funds" through the West Virginia Department of Environmental Protection for the purpose of establishing local litter control programs, and

WHEREAS, having reviewed and considered West Virginia Administrative Regulations, Department of Environmental Protection, Title 33 Series 41.

BE IT RESOLVED that the City Council of the City of Parkersburg hereby endorses and supports such a program for the City of Parkersburg as is indicated in the Application; and

WHEREAS, the City Council of the City of Parkersburg authorizes Mayor Tom Joyce to plan, budget, and apply for a matching grant not to exceed \$10,000, 50% of which would come from the Public Works Department – Sanitation Division's Supplies Budget for Fiscal Year 2019 and the remaining 50% of which would come from the West Virginia Department of Environmental Protection if approved, which will be used to fund a fence and recycling bins for said program and being in accordance with the regulations governing use and expenditure of said funds.

Sponsored by

**TITLE 33
LEGISLATIVE RULE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WASTE MANAGEMENT**

**SERIES 41
AWARDING OF MATCHING GRANTS FOR LOCAL
LITTER CONTROL PROGRAMS**

§33-41-1. General.

1.1. Scope. – This rule sets out guidelines and procedures for providing matching assistance grants to counties and municipalities for the initiation and administration of litter control programs.

1.2. Authority. – W. Va. Code § 22-15A-3(f).

1.3. Filing Date. -- April 17, 2017.

1.4. Effective Date. -- June 1, 2017.

1.5. Former Rules. – This legislative rule replaces 58CSR6, “Awarding of Matching Grants for Local Litter Control Programs”, to reflect that responsibility for this program transferred from the Division of Natural Resources to the Department of Environmental Protection through W. Va. Code § 22-15-3.

§33-41-2. Definitions.

Unless the context dictates otherwise, the following words and their meanings as used in this rule are defined below.

2.1. “Applicant” means the local government applying for a grant.

2.2. “Application” means the written request submitted to the Secretary by the applicant on forms provided by the Secretary.

2.3. “Cooperative Program” means a program involving two or more local governments and coordinated by one of the participating local governments.

2.4. “Coordinator” means the individual who is responsible for coordinating the implementation and administration of a cooperative program.

2.5. “Department” means the West Virginia Department of Environmental Protection.

2.6. “Grant” means matching grant funds allocated to an approved program applicant by the Department pursuant to W. Va. Code § 22-15A-3(f).

2.7. “Grantee” means the entity to whom a grant has been awarded.

2.8. “Grant Period” means July 1 of one calendar year through June 30 of the subsequent calendar year.

2.9. “In-kind Services” means any personnel, equipment, supplies or other items for a local litter control

program supplied or obtained by the applicant with funds or by methods other than the use of any other grant moneys.

2.10. "Litter" means all waste material including, but not limited to, any garbage, refuse, trash, disposable package, container, can, bottle, paper, covered electronic devices, ashes, cigarette or cigar butt, carcass of any dead animal or any part thereof, or any other offensive or unsightly matter, but not including the wastes of primary processes of mining, logging, sawmilling, farming, or manufacturing.

2.11. "Litter Control Fund" means the fund created pursuant to W. Va. Code § 22-15A-4(c).

2.12. "Local Government" means any unit of local government within the State, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation or other instrumentality of a county, county board of education or municipality or any combination of two or more local governments.

2.13. "Local Litter Control Program" means a program sponsored by a local government for the purposes stated in its application.

2.14. "Recycle" means the process by which recovered products are transformed into new products and includes the collection, separation, recovery, processing, and marketing or reuse of that new product.

2.15. "Resolution" means a resolution adopted by a local government that authorizes the creation of a local litter control program.

2.16. "Secretary" means the Secretary of the Department of Environmental Protection or his or her designee.

§33-41-3. Applicability.

3.1. Grants may be used by eligible local governments, singly or in cooperative groups, in a local litter control program.

3.2. The Secretary shall award grants for a period not to exceed one year. Subsequent grants may be obtained by a grantee through submission of a revised application to the Department, so long as all objectives of the current grant have been completed to the satisfaction of the Secretary.

3.3. The Secretary shall award grants on a one-to-one matching basis. For each dollar budgeted by an applicant for a local litter control program, the Department shall award up to one dollar (\$1.00) in matching grant funds upon approval of the application. The Department reserves the right to limit the amount of a grant in accordance with the amount of money in the Litter Control Fund available for distribution as matching grants.

3.4. Grant awards are limited to a maximum amount of five thousand dollars (\$5,000).

3.5. Applications must be postmarked no later than May 31 for consideration in the next grant period.

§33-41-4. In-kind Services.

4.1. The Department shall give credit for in-kind services when determining the amount of local government funding to be matched by a grant.

4.2. The Department shall value volunteer services at the minimum hourly wage unless the applicant can demonstrate that the services would normally be valued above that wage in the area served by the applicant's program.

4.3. The Department shall value donated equipment at its fair market value prorated over the life of the grant.

§33-41-5. Authorized Uses Of Grant Funds.

5.1. A grantee may use a grant for the initiation, continuation or expansion of a local litter control program.

5.2. Authorized uses of grant funds in an approved local litter control program may include the following:

5.2.a. Enforcement of anti-litter statutes;

5.2.b. Expenses incurred in traveling to Department-sponsored or approved workshops, conferences or other meetings;

5.2.c. Implementation and administration of the approved litter control program;

5.2.d. Implementation of local litter cleanup campaigns;

5.2.e. Public informational and educational programs, such as those which increase public awareness or solicit public support in promoting citizen responsibility toward reducing litter;

5.2.f. Purchase of equipment which will specifically serve to fulfill litter control program objectives;

5.2.g. Research or development of local solid waste recycling programs;

5.2.h. Surveys and evaluation studies made for the purpose of identifying and prioritizing local littering problems;

5.2.i. Costs associated with razing abandoned buildings or other structures which are unsightly or offensive and promote possible health hazards; and

5.2.j. Other relevant items upon the approval of the Secretary.

§33-41-6. Unauthorized Uses of Grant Funds.

6.1. Grants shall not be used in any way to replace local funds currently budgeted or being used to maintain and operate a local litter control program during the grant period.

6.2. Grants shall not be used for expenditures not related to litter prevention, elimination or control.

6.3. Grants shall not be used for the following:

6.3.a. To fund beautification projects such as landscaping (tree or shrub purchases) or the removal of roadside vegetation;

6.3.b. To purchase lawn, tree or shrub maintenance equipment;

6.3.c. To purchase equipment routinely used to collect or transport solid waste;

6.3.d. To fund landfill operations or management;

6.3.e. To buy office furniture or equipment or to decorate or renovate an office; or

6.3.f. To pay for professional consultation or production in the development of litter control films, slide shows or similar programs.

§33-41-7. Reporting Requirements.

7.1. The grantee shall submit a final performance and accounting report for approval on or before July 31 of the year the grant ends. The report shall include the following:

7.1.a. An evaluation of accomplishments in implementing the original proposal's work tasks;

7.1.b. An accounting of in-kind services provided;

7.1.c. An accounting of grant funds expended;

7.1.d. Evidence supporting in-kind services and grant expenditures; and

7.1.e. An analysis of and evidence supporting the amount of litter collected or material recycled during the period.

§33-41-8. Grant Withdrawal and Penalty.

8.1. The Department reserves the right to withdraw a grant upon determination of the grantee's unsatisfactory compliance with either this rule or the specifications in the application.

8.2. The Department may cancel a grant in the event a grantee fails to commence litter control program activities within 90 days after receiving a notice of award from the Department.

8.3. A grantee is responsible for the reimbursement to the Department the total sum of a grant not properly used or accounted for pursuant to this rule. The total sum constitutes a debt owed by the applicant or its successors or assignees by appropriate legal action. At its option, the Department may proceed against any local government participating in a cooperative program for the total sum owed by the applicant or its successors or assignees, or may hold each local government participating in a cooperative program individually liable to the State of West Virginia for its pro rata share of the total liability.

8.4. The Department reserves the right to conduct an on-site inspection or audit of a grantee's litter control program records during or after the grant period for a period of three years.

8.5. Applicants and grantees shall be in compliance with all federal, State, and local laws, codes, ordinances, rules, and regulations in order to be eligible for a grant. The Department reserves the right to deny applications or withhold funding from grantees failing to comply with this subsection.

§33-41-9. Unexpended Funds.

9.1. All unexpended funds remaining at the end of the grant period shall be returned to the Department.

OS

Parkersburg Community Development Block Grant Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's Community Development Block Grant (CDBG) Program Annual Action Plan and Budget for the year 2014 be hereby amended as follows:

2014 CDBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
Wood County Library (ADA accessibility)	\$ 15,000.00	\$ -	\$ (15,000.00)
Wood County Library (young adult reading center enhancements)	\$ -	\$ 15,000.00	\$ 15,000.00
Totals	\$ 15,000.00	\$ 15,000.00	\$ -

Notes:

Parkersburg City Council had previously allocated \$15,000 in FY14 Community Development Block Grant (CDBG) funds to the Parkersburg-Wood County Library to assist with ADA improvements during the construction of the South Parkersburg Branch at 1807 Blizzard Dr. These funds were not utilized. More recently, the Parkersburg-Wood County Library intended to repurpose these funds to assist in the renovations of their library at 3100 Emerson Ave. These funds were intended to make ADA improvements to the building. Again, this project never materialized due to strict construction schedules. Upon completion of the libraries renovations, funding limitations did not allow important improvements to the young adult reading area. Furniture and technology equipment to this area of the library will qualify as an eligible activity through the CDBG Program because the library is located in a low-moderate income census

Sponsored by:

PKS
Parkersburg Community Development Block Grant Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's Community Development Block Grant (CDBG) Program Annual Action Plan and Budget for the year 2016 be hereby amended as follows:

2016 CDBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
1059 General Administration - CDBG	\$ 153,887.18	\$ 103,887.18	\$ (50,000.00)
Family Crisis Intervention Center - Facility Improvements	\$ -	\$ 50,000.00	\$ 50,000.00
Totals	\$ 153,887.18	\$ 153,887.18	\$ -

Notes:

Activity #1059 General Administration – CDBG - 2016

This activity is for administration costs associated with running the CDBG Program. The original budget amount for this activity was \$153,887.18, and proposed to amend to \$103,887.18 to fund other activities. This revision will have no adverse impact on the administration of the CDBG programs.

Family Crisis Intervention Center – Facility Improvements

FCIC is one of 14 licensed domestic violence shelters in West Virginia. A necessary repair must be made to the buildings foundation to correct longstanding leaks. Repairs are necessary to continue providing life-saving emergency services to victims/survivors of domestic and sexual violence.

Please note; this project would qualify under CDBG activity *Public Facilities & improvements 570.201(c)* Code 03C Homeless

Sponsored by:

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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
301-002-000	PROPERTY TAX - PRIOR YEAR	115,205	25,872	141,077	REVISED ESTIMATE
314-000-000	MUNICIPAL SALES TAX	5,622,707	40,988	5,663,695	REVISED ESTIMATE
330-000-000	IRP TRUCK FEES	135,713	25,000	160,713	REVISED ESTIMATE
352-000-000	FIRE PROTECTION FEES	1,620,000	20,000	1,640,000	REVISED ESTIMATE
361-000-015	PROCESS FEES	30,000	6,000	36,000	REVISED ESTIMATE
361-000-020	CHARGES - DEMOLITIONS	12,000	171,000	183,000	DEMO PROGRAM - REVISED ESTIMATE
361-000-030	CHARGES - POLICE REPORTS	2,950	2,300	5,250	REVISED ESTIMATE
361-000-035	CHARGES - FIRE CLEAN UP	7,800	1,500	9,300	REVISED ESTIMATE
361-000-045	CHARGES - POLICE OFF DUTY	45,000	2,400	47,400	REVISED ESTIMATE
361-000-050	CHARGES - FIRE OFF DUTY	800	(800)	-	REVISED ESTIMATE
365-000-001	FEDERAL GRANTS - JAG	30,000	(30,000)	-	JAG GRANT NOT AWARDED
366-000-000	STATE GRANTS	137,392	(100,000)	37,392	LWCG BUDGETED IN FY2019
368-000-000	CONTRIB - OUTSIDE AGENCIES		3,040	3,040	FIRE PREVENTION GRANT
369-000-000	TRANSFERS IN - OTHER FUNDS	2,593,745	(120,288)	2,473,457	REVISED ESTIMATE
380-000-000	INTEREST EARNED	25,000	15,000	40,000	REVISED ESTIMATE
381-000-000	REIMBURSEMENTS	348,803	10,327	359,130	REVISED ESTIMATE
383-000-000	SALE OF FIXED ASSETS	2,000	(1,699)	301	REVISED ESTIMATE
386-000-000	INSURANCE CLAIMS	11,777	51,861	63,638	ADJUSTMENT TO ACTUAL
399-000-000	MISCELLANEOUS REVENUE	25,074	16,500	41,574	REVISED ESTIMATE
399-750-001	SIDEWALK PROJECT REVENUE	-	9,000	9,000	REVISED ESTIMATE
			148,001		
COUNCIL					
410-220-000	ADVERTISING & LEGAL PUB	-	150	150	REVISED ESTIMATE
FINANCE					
414-212-000	OUTSIDE PRINTING	3,200	150	3,350	REVISED ESTIMATE
414-220-000	ADVERTISING & LEGAL PUB	5,000	2,500	7,500	REVISED ESTIMATE
414-226-004	FIDELITY & SURETY BONDS	1,900	230	2,130	ADJUSTMENT TO ACTUAL
414-229-000	COURT COSTS	22,000	6,000	28,000	REVISED ESTIMATE - AMOUNTS BILLED
414-230-000	CONTRACTUAL SERVICES	105,500	5,000	110,500	REVISED ESTIMATE
414-459-000	CAPITAL OUTLAY - EQUIP	-	10,500	10,500	CITY-WIDE SERVER REPLACEMENT
414-676-000	BAD DEBT EXPENSE	225,000	155,000	380,000	REVISED - DEMO PROGRAM BILLINGS
			179,380		
CITY CLERK					
415-211-000	TELEPHONE/COMM EXPENSE	1,116	25	1,141	REVISED ESTIMATE
415-222-000	DUES & SUBSCRIPTIONS	275	50	325	REVISED ESTIMATE
			75		
MUNICIPAL JUDGE					
416-240-000	REFUNDS	750	200	950	REVISED ESTIMATE

CITY ATTORNEY

417-220-000	ADVERTISING & LEGAL PUB	250	(250)	-	REALLOCATION TO SUPPLIES
417-341-000	DEPARTMENTAL SUPPLIES	1,700	<u>250</u>	1,950	REALLOCATION TO SUPPLIES

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ENGINEERING

420-211-000	TELEPHONE/COMM EXPENSE	4,994	200	5,194	REVISED ESTIMATE
420-219-000	EQUIPMENT RENTAL	3,150	500	3,650	REVISED ESTIMATE
420-226-005	WORKERS COMP PREMIUM	4,010	300	4,310	REVISED ESTIMATE
420-341-000	DEPARTMENTAL SUPPLIES	2,000	1,000	3,000	REVISED ESTIMATE
420-343-001	GASOLINE	1,800	290	2,090	REVISED ESTIMATE
420-345-000	UNIFORM EXPENSE	1,500	<u>500</u>	2,000	REVISED ESTIMATE

2,790

DEVELOPMENT

421-222-000	DUES & SUBSCRIPTIONS	2,000	210	2,210	ADJUSTMENT TO ACTUAL
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PERSONNEL

422-211-000	TELEPHONE/COMM EXPENSE	2,199	10	2,209	REVISED ESTIMATE
422-226-005	WORKERS COMP PREMIUM	1,792	<u>305</u>	2,097	REVISED ESTIMATE

315

CONTRIBUTIONS TO OUTSIDE AGENCIES

424-567-015	CONTRIB - SHERIFF	20,000	(20,000)	-	JAG GRANT NOT AWARDED
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CODE ADMINISTRATION

436-226-005	WORKERS COMP PREMIUM	4,925	200	5,125	REVISED ESTIMATE
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MUNICIPAL BUILDING

440-228-000	FREIGHT	-	500	500	REVISED ESTIMATE
440-230-000	CONTRACTUAL SERVICES	5,000	<u>1,500</u>	6,500	REVISED ESTIMATE

2,000

PUBLIC WORKS ADMIN

566-222-000	DUES & SUBSCRIPTIONS	-	110	110	ADJUSTMENT TO ACTUAL
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MARKETPLACE

590-213-000	UTILITIES - NATURAL GAS	2,760	1,000	3,760	REVISED ESTIMATE
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POLICE

700-211-000	TELEPHONE/COMM EXPENSE	40,955	2,200	43,155	REVISED ESTIMATE
700-213-000	UTILITIES - NATURAL GAS	402	150	552	REVISED ESTIMATE
700-213-200	UTILITIES - WATER	294	700	994	REVISED ESTIMATE
700-226-004	FIDELITY & SURETY BONDS	800	230	1,030	REVISED ESTIMATE
700-343-001	GASOLINE	135,500	700	136,200	REVISED ESTIMATE
700-459-001	CAPITAL OUTLAY - JAG GRANT	30,000	<u>(30,000)</u>	-	JAG GRANT NOT AWARDED

(26,020)

FIRE

706-213-000	UTILITIES - NATURAL GAS	8,631	9,000	17,631	REVISED ESTIMATE
706-226-005	WORKERS COMP PREMIUM	50,392	880	51,272	REVISED ESTIMATE
706-341-000	DEPARTMENTAL SUPPLIES	57,940	8,040	65,980	FIRE PREV GRANT/TOWER REPEATER
706-343-001	GASOLINE	40,000	<u>(5,000)</u>	35,000	REALLOCATION FOR TOWER REPEATER

12,920

FLOODWALL

714-103-008	OVERTIME EXPENSE	4,600	8,500	13,100	REVISED ESTIMATE - FLOOD CLEANUP
714-213-100	UTILITIES - ELECTRIC	13,177	10,000	23,177	REVISED ESTIMATE
714-219-000	EQUIPMENT RENTAL	1,600	2,000	3,600	REVISED ESTIMATE - 34TH ST PUMP
714-222-000	DUES & SUBSCRIPTIONS	-	45	45	ADJUSTMENT TO ACTUAL
714-230-000	CONTRACTUAL SERVICES	500	21,350	21,850	REVISED ESTIMATE - 34TH ST PUMP
714-341-000	DEPARTMENTAL SUPPLIES	3,000	5,000	8,000	REVISED ESTIMATE - 34TH ST PUMP
714-345-000	UNIFORM EXPENSE	900	200	1,100	REVISED ESTIMATE
714-459-000	CAPITAL OUTLAY - EQUIP	30,000	(25,415)	4,585	REVISED - MOWER DEFERRED TO FY19
			<u>21,680</u>		

STREETS

750-103-008	OVERTIME EXPENSE	5,000	3,000	8,000	REVISED ESTIMATE
750-211-000	TELEPHONE/COMM EXPENSE	1,700	200	1,900	REVISED ESTIMATE
750-341-003	SUPPLIES - SIDEWALKS	-	20,000	20,000	REVISED ESTIMATE - BILLED TO OWNER
750-345-000	UNIFORM EXPENSE	7,500	1,500	9,000	REVISED ESTIMATE
			<u>24,700</u>		

STREET LIGHTING

751-213-100	UTILITIES - ELECTRIC	515,754	5,000	520,754	REVISED ESTIMATE
751-343-001	GASOLINE	6,500	35	6,535	REVISED ESTIMATE
751-345-000	UNIFORM EXPENSE	1,700	250	1,950	REVISED ESTIMATE
			<u>5,285</u>		

CENTRAL GARAGE

754-213-100	UTILITIES - ELECTRIC	9,639	6,000	15,639	REVISED ESTIMATE
754-216-000	MAINT & REPAIR - EQUIP	2,500	1,600	4,100	REVISED ESTIMATE
754-222-000	DUES & SUBSCRIPTIONS	-	1,500	1,500	DIAGNOSTIC SOFTWARE LICENSE
754-225-000	LAUNDRY & DRY CLEANING	1,800	800	2,600	REVISED ESTIMATE
754-228-000	FREIGHT	50	1,500	1,550	REVISED ESTIMATE
754-343-005	AUTO REPAIR SUPPLIES	135,000	25,000	160,000	REVISED ESTIMATE
			<u>36,400</u>		

STREET CLEANING

756-103-008	OVERTIME EXPENSE	14,000	4,000	18,000	REVISED ESTIMATE
756-215-000	MAINT & REPAIR - BUILDING	7,000	4,000	11,000	REVISED - SALT DOME REPAIR REIMB
756-219-000	EQUIPMENT RENTAL	21,218	2,000	23,218	REVISED ESTIMATE
756-226-000	AUTO & LIAB INSURANCE	21,885	250	22,135	REVISED ESTIMATE
756-345-000	UNIFORM EXPENSE	4,750	100	4,850	REVISED ESTIMATE
756-459-000	CAPITAL OUTLAY - EQUIP	96,991	6,466	103,457	ADJUSTMENT TO ACTUAL
			<u>16,816</u>		

SANITATION

800-103-008	OVERTIME EXPENSE	25,000	15,000	40,000	REVISED ESTIMATE
800-211-000	TELEPHONE/COMM EXPENSE	2,064	150	2,214	REVISED ESTIMATE
800-213-000	UTILITIES - NATURAL GAS	11,536	5,000	16,536	REVISED ESTIMATE
800-213-100	UTILITIES - ELECTRIC	19,744	150	19,894	REVISED ESTIMATE
800-215-000	MAINT & REPAIR - BUILDING	2,000	5,000	7,000	REVISED ESTIMATE - BAY DOOR REPAIR
800-226-005	WORKERS COMP PREMIUM	13,369	500	13,869	REVISED ESTIMATE
800-341-000	DEPARTMENTAL SUPPLIES	40,000	6,000	46,000	REVISED ESTIMATE - BACKFLOW
800-345-000	UNIFORM EXPENSE	11,160	3,600	14,760	REVISED ESTIMATE
			<u>35,400</u>		

SANITATION GRANTS

809-240-000	REFUNDS	-	448	448	CLOSE OUT OF REAP GRANT
809-341-000	DEPARTMENTAL SUPPLIES	-	(3,003)	(3,003)	CLOSE OUT OF REAP GRANT
809-458-000	CAPITAL OUTLAY - OTHER	49,000	1,241	50,241	CLOSE OUT OF REAP GRANT
809-459-000	CAPITAL OUTLAY - EQUIP	-	1,439	1,439	CLOSE OUT OF REAP GRANT
			<u>125</u>		

PARKS & RECREATION

900-103-008	OVERTIME EXPENSE	9,000	3,000	12,000	REVISED ESTIMATE
900-222-000	DUES & SUBSCRIPTIONS	-	150	150	ADJUSTMENT TO ACTUAL
900-230-000	CONTRACTUAL SERVICES	50,000	40,000	90,000	A&E FOR PARKS PLAN/PT PK CLEAN
900-341-000	DEPARTMENTAL SUPPLIES	64,333	7,000	71,333	REVISED ESTIMATE
900-341-042	SUPPLIES - WHARTON TRUST	1,000	30	1,030	ADJUSTMENT TO ACTUAL
900-343-001	GASOLINE	12,560	5,500	18,060	REVISED ESTIMATE
900-458-000	CAPITAL OUTLAY - OTHER	255,000	(200,000)	55,000	LWCG BUDGETED IN FY2019
900-459-000	CAPITAL OUTLAY - EQUIP	50,000	(1,415)	48,585	ADJUSTMENT TO ACTUAL
			<u>(145,735)</u>		
			<u>148,001</u>		
			<u>-</u>		

The above resolution proposes to revise the General Fund budget with updated estimates expected to finalize the 2018 fiscal year.

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:

COAL SEVERANCE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
310-000-000	COAL SEVERANCE TAX	60,000	15,000	75,000	REVISED ESTIMATE
TRANSFERS TO OTHER FUNDS					
444-566-002	CONTRIB - USER FEE FUND	60,000	<u>15,000</u>	75,000	REVISED ESTIMATE
			<u>-</u>		

The above resolution proposes to revise the Coal Severance Fund budget with updated estimates expected to finalize the 2018 fiscal year.

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RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for 2017-2018 Fiscal Year to reflect the following changes:

MEMORIAL BRIDGE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
BRIDGE EXPENDITURES					
570-211-000	TELEPHONE/COMM EXPENSE	1,826	1,800	3,626	REVISED ESTIMATE
570-230-000	CONTRACTUAL SERVICES	52,000	10,000	62,000	REVISED - OFFICE RENOVATIONS
570-341-000	DEPARTMENTAL SUPPLIES	8,000	25,000	33,000	REVISED - TOLL BOOTH SUPPLIES
570-458-006	RETROFIT MAINTENANCE	382,004	<u>(36,800)</u>	345,204	REVISED ESTIMATE

The above resolution proposes to revise the Memorial Bridge Fund budget with updated estimates expected to finalize the 2018 fiscal year.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for 2017-2018 Fiscal Year to reflect the following changes:

USER FEE SPECIAL REVENUE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
369-000-000	TRANSFERS IN - OTHER FUNDS	1,650,000	15,000	1,665,000	COAL SEVERANCE TRANSFER IN
TRANSFERS TO OTHER FUNDS					
700-566-005	CONTRIB - PD GF SUPPLEMENT	539,612	(52,644)	486,968	REVISED ESTIMATE
706-566-010	CONTRIB - FD GF SUPPLEMENT	539,611	(52,644)	486,967	REVISED ESTIMATE
			(105,288)		
CAPITAL OUTLAY - IMPROVEMENTS					
750-458-005	STREET IMPROVEMENTS	2,079,348	120,288	2,199,636	REVISED ESTIMATE
			15,000		
			-		

The above resolution proposes to revise the User Fee Special Revenue Fund budget with updated estimates expected to finalize the 2018 fiscal year.

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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
368-000-000	CONTRIB - OTHER ENTITIES	588,185	55,000	643,185	OUTSIDE ENTITY DONATION/GRANTS
TRANSFERS TO OTHER FUNDS					
444-566-207	CONTRIB - SPLASH PARK FUND	1,105,000	<u>55,000</u>	1,160,000	XFER TO SPLASH PARK FUND
			<u>-</u>		

The above resolution proposes to revise the FY18 General Fund budget to reflect a \$25,000 donation from Highmark West Virginia, a \$20,000 grant from the Sisters Health Foundation, and a \$10,000 grant from the Parkersburg Area Community Foundation for the purposes of providing resources for the City Park Splash Pad project.



RESOLUTION AUTHORIZING MAYOR JOYCE TO ACCEPT A DONATION FROM HIGHMARK BLUE CROSS BLUE SHIELD WEST VIRGINIA FOR THE ADA SPLASH PARK AT CITY PARK POOL

Whereas, the City of Parkersburg is committed to providing area residents with the best quality of life, and

Whereas, City Park is a destination for outdoor recreation in the community and greater Mid-Ohio Valley, and

Whereas, the City intends to enhance its pool facility at City Park by constructing an ADA Splash Pad, and

Whereas, said Splash Pad will encourage young people and their families to engage in physical and social activity, and

Whereas, said Splash Pad will be accessible to all users including those with physical and cognitive disabilities, and

Whereas, Highmark Blue Cross Blue Shield West Virginia (Highmark West Virginia) is committed to providing its customers with a good healthcare experience, and

Whereas, Highmark West Virginia is headquartered in Parkersburg and committed to providing its team members with a good quality of life, and

Whereas, Highmark West Virginia is graciously willing to contribute \$25,000 for the purpose of installing an aquaflex (cushioned) surface for the aforementioned project,

NOW, THEREFORE IT BE RESOLVED that the City Council of the City of Parkersburg hereby authorizes Mayor Joyce to accept a \$25,000 grant from the Highmark West Virginia for the purpose of installing a cushioned surface for the ADA Splash Park at City Park Pool.

Sponsors:

RESOLUTION AUTHORIZING MAYOR JOYCE TO ACCEPT A GRANT FROM THE SISTERS HEALTH FOUNDATION FOR THE ADA SPLASH PARK AT CITY PARK POOL

Whereas, the City of Parkersburg is committed to providing area residents with the best quality of life, and

Whereas, City Park is a destination for outdoor recreation in the community and greater Mid-Ohio Valley, and

Whereas, the City intends to enhance its pool facility at City Park by constructing an ADA Splash Pad, and

Whereas, said Splash Pad will encourage young people and their families to engage in physical and social activity, and

Whereas, said Splash Pad will be accessible to all users including those with physical and cognitive disabilities, and

Whereas, the Sisters Health Foundation has long and rich tradition of supporting projects that improve the health and general well-being of areas residents, and

Whereas, the Sisters Health Foundation has awarded the City of Parkersburg a \$20,000 grant for the purpose of installing an aquaflex (cushioned) surface for the aforementioned project,

NOW, THEREFORE IT BE RESOLVED that the City Council of the City of Parkersburg hereby authorizes Mayor Joyce to accept a \$20,000 grant from the Sisters Health Foundation for the purpose of installing a cushioned surface for the ADA Splash Park at City Park Pool.

Sponsors:



**RESOLUTION AUTHORIZING MAYOR JOYCE TO ACCEPT A GRANT FROM THE PARKERSBURG
AREA COMMUNITY FOUNDATION FOR THE ADA SPLASH PARK AT CITY PARK POOL**

Whereas, the City of Parkersburg is committed to providing area residents with the best quality of life, and

Whereas, City Park is a destination for outdoor recreation in the community and greater Mid-Ohio Valley, and

Whereas, the City intends to enhance its pool facility at City Park by constructing an ADA Splash Pad, and

Whereas, said Splash Pad will encourage young people and their families to engage in physical and social activity, and

Whereas, said Splash Pad will be accessible to all users including those with physical and cognitive disabilities, and

Whereas, the Parkersburg Area Community Foundations has long and rich tradition of supporting projects that improve the quality of life and general well-being of areas residents, and

Whereas, PACF has awarded the City of Parkersburg a \$10,000 grant for the purpose of installing an aquaflex (cushioned) surface for the aforementioned project,

NOW, THEREFORE IT BE RESOLVED that the City Council of the City of Parkersburg hereby authorizes Mayor Joyce to accept a \$10,000 grant from the Parkersburg Area Community Foundation for the purpose of installing a cushioned surface for the ADA Splash Park at City Park Pool.

Sponsors:

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 effective July 1, 2018, Table I, position classifications, 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:

<u>Reclassifications</u>	<u>Current</u>	<u>Reclassified Grade</u>
Code Technician	H-6	H-7



New

POSITION TITLE: Code Technician
DEPARTMENT: Public Works

GRADE: H-7
DIVISION: Code

GENERAL STATEMENT OF DUTIES: Performs highly responsible, specialized and confidential administrative tasks. Requires some independent decision-making, based upon general work experience and knowledge of relevant laws, ordinances, policies, and procedures that affect the position. Duties include, but are not limited to the following:

- 1) Administers programs and services for division with minimal direction;
- 2) Composes, types and maintains letters, memoranda, reports and files;
- 3) Organizes and maintains highly confidential files/records for the office and verifies status on pending matters;
- 4) Answers routine correspondence not needing management attention and refers more complex or sensitive issues to the Chief Code Official;
- 5) Schedules appointments and inspections for code officers and chief fire inspector;
- 6) Receives and investigates complaints and problems;
- 7) Serves as first contact with the public;
- 8) Attends Building Enforcement Agency (BEA) meetings and records minutes.
- 9) Prepares a variety of legal documents upon direction;
- 10) Processes construction permit applications;
- 11) Provides relevant information printouts from codes to residential contractors or owners;
- 12) Processes demolition activity including: ordering title opinions; notification to owners; filing violations at courthouse; recording liens; prepares billing for demolitions;
- 13) Maintains cash drawer;
- 14) Resolves action requests of visitors or persons calling on the telephone when possible;
- 15) Refers other action requests to supervisor, department head or other responsible employee for follow-up action;
- 16) Maintains a variety of records and prepares a variety of reports;
- 17) Assigned large volumes of work on a wide variety of subjects to complete within a limited time period;
- 18) Prepares violation letters and bid requests for Development Department Housing Projects.
- 19) Receives and prepares vehicle violation records for Police Department as well as Code Department.
- 20) Maintains data base of vacant property registrations for the Development Department;
- 21) Maintains data base for the billing of grass and weeds mowing;
- 19) Handles confidential matters; and
- 20) Performs related work as required.
- 21) Reports directly to the Chief Code Official.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern office practices, procedures, and equipment; business English and vocabulary; federal, state, and local laws and regulations affecting work; respective departmental programs and services; functions of the City's departments/divisions. Skills: planning, scheduling, and implementing multiple projects at the same time; setting priorities to meet established as well as changing deadlines; working within a fast-paced work environment. Abilities: plan and implement successfully a variety of responsible para-professional administrative assignments with only general direction; make decisions about assigned duties in conformance with federal and state laws, local ordinances, and departmental policies and procedures; communicate effectively and diplomatically, orally and in writing in keeping with assigned duties; 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 from a community and/or technical college in the field of office administration or related field; two (2) years experience in a responsible office support position, including performance of administrative duties, preferably in a public service environment; or an equivalent combination of experience and training.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; prolonged sitting; close vision; eye-hand coordination; receiving and giving instructions; long term memory; abstract reasoning; mathematical calculations; working with the public; performing a variety of duties; decision making.

PHYSICAL DEMAND LEVEL: Sedentary

FLSA CLASSIFICATION: Non-exempt

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

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BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2018, Table II, Salary exempt position classifications, 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-classification:

<u>Reclassification</u>	<u>Current</u>	<u>Reclassified Grade</u>
Memorial Bridge Office Manager	H-8	S-1

NEW



POSITION TITLE: Memorial Bridge Office Manager
DEPARTMENT: Public Works

GRADE: S-1
DIVISION: Memorial Bridge

GENERAL STATEMENT OF DUTIES: Manages and supervises the Memorial Bridge Division of the Public Works Department. Requires initiative and independent judgment in carrying out the duties of the position within established policies, regulations and procedures. Duties include, but are not limited to the following:

- 1) Plans, organizes, schedules, and implements activities relating to the Memorial Bridge;
 - 2) Schedules and coordinates training for toll collectors;
 - 3) Handles inquiries, requests, and complaints received and meets with the Public Works Director to resolve issues if necessary.
 - 4) Enters payroll time entry for toll collectors and approves payroll records; participates in the hiring process, scheduling leave and handling performance/disciplinary issues. Periodically reviews the work of subordinates;
 - 5) Counsels subordinates orally and in writing;
 - 6) Reviews procedures for conformance with municipal, state and federal regulations;
 - 7) Enforces work safety rules and regulations;
 - 8) Reviews, recommends, and implements office procedures;
 - 9) Exercises initiative and independent judgment in resolving operational problems and policy matters that may arise;
 - 10) Supervises the maintenance of the computer system;
 - 11) Oversees the purchasing of equipment, supplies and materials necessary for the operation of the division;
 - 12) Assists in the preparation of and monitors the divisions budget;
 - 13) Prepares and maintains a variety of complex reports and records;
 - 14) Balances receipts and prepares deposits; and
 - 15) Performs related work as required.
 - 16) Available for after-hours call outs.
- Reports directly to the Public Works Director.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the following: laws, ordinances, policies, and procedures applicable to the work assigned; methods and techniques of effective supervision and management. Skills: planning, organizing and directing through subordinate staff, the efficient and effective delivery of services; evaluating operations, procedures, and policies and implementing improvements; promoting and enforcing safe work practices; using a personal computer and software applications appropriate for work assignments; ensuring that information is properly identified and/or accurately reported. Abilities: plan, schedule, and implement assigned activities in a timely and effective manner; supervise employees; make decisions about assigned activities independently within the confines of the laws, ordinances, policies, and procedures impacting the department; communicate effectively and diplomatically, orally and in writing; establish and maintain effective working relationships with fellow employees, representatives of other organizations and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school, preferably supplemented by relevant formal and continuing education in related areas; or an equivalent combination of experience and training. Supervisory experience, preferably at the local government level; excellent computer skills.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; decision making; directing others; receiving and giving instructions; mathematical calculations; working with the public; long term memory; abstract reasoning; leadership skills.

PHYSICAL DEMAND LEVEL: Sedentary

FLSA CLASSIFICATION: Exempt