

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, JUNE 12, 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 22, 2018
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
 - A. Communication from Mayor Tom Joyce appointing Mackenzie Macintyre, 1122 Juliana Street, to the Julia Ann ARB through April 12, 2019. (requires Council's approval)
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 - 1. Resolution adopting the CDBG and HOME budget for 2018-2019. (Sponsored by the Finance Committee of City Council.)
 - 2. Resolution amending the CDBG budget to move \$35,000.00 from general administration line item, to Family Crisis Intervention for drainage repairs. (Sponsored by the Finance Committee of City Council)
 - 3. Resolution authorizing Mayor Tom Joyce to accept a donation for \$50,000.00 from the Ross Foundation for the splash park at City Park Pool. (Sponsored by Councilmen Stanley, McCrady, and Reynolds)
 - 4. Resolution requesting approval from the State Auditor's Office for a budget revision for \$50,000.00 as a contribution to the splash park fund. (Sponsored by Councilmen Stanley, McCrady and Reynolds)
 - 5. Resolution appointing Mr. Dave Poling, 26 Meadowcrest Drive, Parkersburg, WV to the Wood County Recreation Commission for a term to expire June 12, 2021. (Sponsored by Councilmen Reed, McCrady, and Reynolds)
 - 6. Resolution amending City Council Rule XI, to include after the Public Forum, a Councilperson's Forum, to limit two minutes per council person to express their appreciation, gratitude or recognition of a group, an individual, or make a public service announcement or positive message of general public interest. (Sponsored by Councilmen Reed, Carpenter, and Stanley)
 - 7. Resolution adopting the Logo, "I Love My PKB" and generally endorsing the overall program associated with it. (Sponsored by Councilmen Reed, McCrady, and Kuhl)

VIII. ORDINANCE, FINAL READING

8. 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. ORDINANCE, FIRST READING:

9. An ordinance to rezone 1217 Blizzard Drive, from R-3 to B-2. (Sponsored by the Municipal Planning Commission)
10. An ordinance to change, by election, the City Charter for non-partisan elections in the City of Parkersburg, for City Councilmembers. (Sponsored by Councilmen Stanley, Reed, and Kuhl)
11. An ordinance to change, by election, the City Charter for Councilmen to be elected at-large, for City Councilmembers, but keep their districts. (Sponsored by Councilmen Stanley, Reed, and Kuhl)

IX. ADJOURNMENT

May 22, 2018

The Council of the City of Parkersburg met in regular session Tuesday, May 22, 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 Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, Mike Reynolds, Zach Stanley, Jeff Fox, and John Reed.

MINUTES – With no additions or corrections, the minutes from the Council meeting held May 1, 2018 were approved by unanimous consent.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce introduced a new member of the Mayor's Youth Advisory Commission, Ms. Gretchen Dowler from PHS. He also commended students from the Caperton Center and Wood County Technical Center who designed and built a new shelter at Southwood Park, close to the waterslide. City employees helped with the project also.

Mayor Joyce distributed maps to City Council showing our paving and slab replacement projects for this season.

DEVELOPMENT DEPARTMENT REPORT – the 2017 Annual Report from the Parkersburg Development Department was received and filed by Council, upon motion made by Mr. Barber and seconded by Mr. Mercer, and adopted by unanimous vote.

PUBLIC FORUM – Ms. Emily Suzanne Larking, Executive Director of the Family Crisis Intervention Center, told Council they have tried for a very long time to raise funds to fix a major water leak in their basement, but this winter the water came through the wall into their basement, and shop vacs are not doing the job, she said. They have received an estimate of \$30,000.00.

Ms. Debbie Jeffrey, 4012 10th Avenue, Parkersburg, WV announced the 3rd Annual National Night Out on Tuesday, August 7, 2018, a free event at Point Park for the community and police departments to mingle with safety services, and invited everyone to attend.

Councilman Carpenter asked to speak, and President Reed announced this was a time for the public to speak.

MOTION – Mr. Barber moved, seconded by Mr. Fox, to allow Mr. Carpenter to speak and the motion was adopted by unanimous vote.

Councilman Carpenter stated that citizens are participating in the application process in the code and housing divisions, and it seems like a lot of people are taking advantage of our programs.

RESOLUTION

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 our 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 issues 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,

May 22, 2018

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.

MOTION – Mr. Reynolds moved, seconded by Mr. Mercer, to adopt the resolution.

When Mr. Carpenter asked how this study would improve Parkersburg, Mayor Joyce stated that parts of the lanes would be widened. The State DOH agrees there can be improvements, but they will not proceed with significant widening of lanes on Murdoch without a traffic study, and the DOH does not pay for traffic studies. There are private people who have paid in the past and the work was not done. The improvements would mean less traffic through the Beechwood area.

Mr. Yeager said it would impact how people move around that area, and does not know if it will include the traffic circle, since it will depend on the cost.

VOTE – the motion was adopted by unanimous vote.

**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.

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

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

MOTION – Mr. Stanley moved, seconded by Mr. Mercer, to adopt the resolution, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Barber and Mr. Reynolds, who voted "no".

May 22, 2018

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

MOTION - Ms. Kuhl moved, seconded by Mr. Mercer, to adopt the resolution.

Ms. Kuhl asked why we had budgeted \$50,000.00 when an estimate had been \$30,000.00. Development Director, Rickie Yeager, stated that the estimate did not include David/Bacon wages, which have to be used with federal funds, and out of an abundance of caution, he is asking for \$50,000.00 to be sure. Bidding procedures will be followed, he said.

Mr. McCrady said he would like to see engineering studies before we spend that much, and also thought the public works department could help. Mayor Joyce assured Council that this is not water coming from the street - it is coming through the ground, and not a public works problem.

We should be working with better numbers, Mr. Reynolds stated. Mr. Yeager said this was an emergency request, and Mr. Santer said the money had to be in place before we ask for bids. There are no other CD funds to assist with this problem.

MOTION - Mr. Carpenter moved, seconded by Mr. Reynolds, to refer the revision to the Finance Committee, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Kuhl, Mr. Barber and Mr. Reed, who voted "no".

RESOLUTION (AMENDED)

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	75,343	5,698,050	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

May 22, 2018

368-000-000	CONTRIB - OUTSIDE AGENCIES	588,185	3,040	591,225	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
				182,356	
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	1,500	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	250	1,950	REALLOCATION TO SUPPLIES
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	500	2,000	REVISED ESTIMATE
			2,790		
DEVELOPMENT					
421-222-000	DUES & SUBSCRIPTIONS	2,000	210	2,210	ADJUSTMENT TO ACTUAL
PERSONNEL					
422-211-000	TELEPHONE/COMM EXPENSE	2,199	10	2,209	REVISED ESTIMATE
422-226-005	WORKERS COMP PREMIUM	1,792	305	2,097	REVISED ESTIMATE
422-230-000	CONTRACTUAL SERVICES	16,650	5,388	22,038	COMPLIANCE CONSULTING SVS
			5,703		
CONTRIBUTIONS TO OUTSIDE AGENCIES					
424-567-015	CONTRIB - SHERIFF	20,000	(20,000)	-	JAG GRANT NOT AWARDED
CODE ADMINISTRATION					
436-226-005	WORKERS COMP PREMIUM	4,925	200	5,125	REVISED ESTIMATE
MUNICIPAL BUILDING					
440-228-000	FREIGHT	-	500	500	REVISED ESTIMATE
440-230-000	CONTRACTUAL SERVICES	5,000	1,500	6,500	REVISED ESTIMATE
440-341-000	DEPARTMENTAL SUPPLIES	31,000	5,000	36,000	COUNCIL CHAMBER A/V SUPPLIE
			7,000		
PUBLIC WORKS ADMIN					
566-222-000	DUES & SUBSCRIPTIONS	-	110	110	ADJUSTMENT TO ACTUAL
MARKETPLACE					
590-213-000	UTILITIES - NATURAL GAS	2,760	1,000	3,760	REVISED ESTIMATE
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
700-459-000	CAPITAL OUTLAY - EQUIPMENT	228,564	23,967	252,531	INSURANCE REIMB - REPLACE VEHICLES
700-459-001	CAPITAL OUTLAY - JAG GRANT	30,000	(30,000)	-	JAG GRANT NOT AWARDED
			(2,053)		

May 22, 2018

BE that the 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	15,000	75,000	REVISED ESTIMATE

RESOLUTION

IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to

BE

11
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	(36,800)	345,204	REVISED ESTIMATE

RESOLUTION

IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to

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11
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	0	15,000	1,666	000 COAL SEVERANCE TRANSFER IN
TRANSFERS TO OTHER FUNDS					
00-566-005	CONTRIB - 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
CAPITAL OUTLAY - IMPROVEMENTS					
750-458-005	STREET IMPROVEMENTS	2,079,348	120,288	2,199,636	REVISED ESTIMATE
		(105,288)			
		15,000			

MOTION – Mr. Reynolds moved, seconded by Ms. Kuhl, to combine the above four budget revisions, and the motion was adopted by unanimous vote.

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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	<u>(25,415)</u>	4,585	REVISED - MOWER DEFERRED TO FY19
			21,680		
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	<u>1,500</u>	9,000	REVISED ESTIMATE
			24,700		
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	<u>250</u>	1,950	REVISED ESTIMATE
			5,285		
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	<u>25,000</u>	160,000	REVISED ESTIMATE
			36,400		
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	<u>6,466</u>	103,457	ADJUSTMENT TO ACTUAL
			16,816		
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	<u>3,600</u>	14,760	REVISED ESTIMATE
			35,400		
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	-	<u>1,439</u>	1,439	CLOSE OUT OF REAP GRANT
			125		
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	<u>(200,000)</u>	55,000	1WCG BUDGETED IN FY2019
900-459-000	CAPITAL OUTLAY - EQUIP	50,000	<u>(1,415)</u>	48,585	ADJUSTMENT TO ACTUAL
			<u>(145,735)</u>		
			182,356		

MOTION TO AMEND -- Mr. Reynolds moved, seconded by Mr. Stanley, to amend the first resolution with corrections included in the resolution this evening, and the amendment was adopted by unanimous vote.

MOTION -- Mr. Stanley moved, seconded by Mr. Reynolds, to approve the four resolutions above, and the motion was adopted by unanimous vote.

RESOLUTION

IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to

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BE 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	55,000	1,160,000	XFER TO SPLASH PARK FUND

RESOLUTION AUTHORIZING THE 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.

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

May 22, 2018

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.

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.

MOTION – Mr. Stanley moved, seconded by Ms. Kuhl, to combine and adopt the previous four resolutions, 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
(re-classification H-6 to H-7)

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

Councilman Reynolds asked how this re-classification came through the steps to get to this first reading. Mayor Tom Joyce stated that it had always been the practice that employees can request the administration to review their job description for re-classification. This request went through the department, it is a highly clerical position and named incorrectly. Anyone can fill out a request and it goes through the steps, he said. It is for 52 cents per hour increase.

Personnel Director, Ms. Wallace, pointed out the additional duties this employee has performed for a while, when asked by Mr. Carpenter.

The Personnel Director had all the employees review their job descriptions, Mayor Joyce stated. Jobs evolve and it is not uncommon.

Mr. Barber asked where we were on doing a new study for the employees, and Ms. Wallace said we were getting quotes.

President Reed stated this was nothing personal, but we had said we would be doing a comprehensive study, and we should not single an employee out. We should wait for the study, he said.

May 22, 2018

Mr. Stanley asked if this employee was not classified correctly, and Ms. Wallace said it was a mis-classification. Mr. Stanley said when we know it is wrong, we should not delay. Mr. Reed said there were other discrepancies in other departments.

Mayor Joyce said we were in the process of doing the study, but this one is easy to reclassify. The duties are out of line. There will be no guarantees that when we do the study that we will have the ability to fix them, but we will know where we stand. He suspects we will find we can't afford to bring them up to market rate. This reclassification is needed, he said.

VOTE – the motion failed, as follows:

VOTING 'YES'	VOTING 'NO'
Mr. McCrady	Mr. Barber
Ms. Kuhl	Mr. Carpenter
Mr. Mercer	Mr. Reynolds
Mr. Stanley	Mr. Fox
	Mr. Reed

ORDINANCE, FIRST READING

Ms. Kuhl left the room on this matter as she has a conflict in the vote.

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(reclassification H-8 to S-1)

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

Mr. Reynolds asked about the increase in pay, and Ms. Wallace said it would be \$5,734.00 more per year. This is the only supervisor who is not in a salary position, and the overtime will be more than \$7,200.00 this fiscal year. We would save money to make her salary, she said.

The employee gets 3 hours overtime when called out, even for working 30 minutes. This is an employee at the Memorial Bridge and the system has to work, and this is the audit check for traffic going across the bridge. Other employees are part time, and cannot assume those duties.

Mayor Joyce said the biggest part is re-setting the system, which cannot wait until the next day. The audit is clear and very important that the system is working to generate a good report. If we are not counting cars every shift, we are non-compliant. This is a management position and should have been looked at before. There is no abuse of the overtime, he said.

VOTE – the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Fox, who voted "no". (Ms. Kuhl absent and not voting on this ordinance)

The meeting adjourned at 9:00 PM.

Connie Stapp

City Clerk

Council President



Mayor Tom Joyce

CITY OF PARKERSBURG
ONE GOVERNMENT SQUARE
P.O. BOX 1627
PARKERSBURG, WV 26102

MEMORANDUM

TO: Members of Parkersburg City Council
FROM: Mayor Tom Joyce *TJcs*
DATE: June 4, 2018
SUBJECT: Member, Julia Ann Square ARB

Council, I have been informed that there is a vacancy on the Julia Ann Square Architectural Review Board due to the resignation of Mr. John Nicholson.

I am pleased to appoint Mackenzie Macintyre, 1122 Juliana Street, Parkersburg, WV to fill this unexpired term through April 12, 2019. I have talked with Ms. Macintyre and I believe that she will make an excellent member of that Board.

I ask for your favorable consideration of this appointment when you meet during the regular Council meeting of June 12, 2018.

Thank you.

TJ:cs

RESOLUTION

Be it resolved by the City Council of the City of Parkersburg that the 2018-2019 Consolidated One Year Action Plan for the use of Community Development Block Grant (CDBG) and HOME Investment Partnership Grant funds be approved as follows:

City of Parkersburg - Community Development Block Grant Program	
FY 18-19 CDBG Allocation from HUD (Projected)	\$ 847,944
Actual FY17-18 CDBG Program Income	\$ 7,500.00
Total	\$ 855,444.00

CDBG Projects and Activities

<i>I. Improvements to Community Infrastructure and Public Facilities</i>	
a. Section 108 Loan Repayment - Riverfront Park Project	\$ 70,030.00
b. Section 108 Loan Repayment - 16th and Covert Fire Station Project	\$ 22,500.00
c. Code Enforcement Program (Officer)	\$ 49,000.00
d. St. Mary's/Dudley Avenue Streetscape Enhancement Project	\$ 130,000.00
e. Community Tool Shed	\$ 30,000.00
f. Fitness Park - Quincy Hill	\$ 50,000.00
g. Latrobe Street Mission	\$ 8,250.00
h. Mid-Ohio Valley Fellowship Home	\$ 7,500.00
i. Schools to Pools Pass Program	\$ 1,000.00
 <i>II. Enhancement of Public Services</i>	
a. COPE Police Program	\$ 70,000.00
b. Family Crisis Intervention Center	\$ 1,000.00
c. Circles Campaign of the Mid-Ohio Valley	\$ 10,000.00
d. Consumer Credit Counseling Services	\$ 6,000.00
 <i>III. Housing Programs</i>	
a. Minor Home Repair Program	\$ 175,750.00
b. Emergency Home Repair Program	\$ 60,000.00
 <i>IV. Economic Development</i>	
 <i>V. General Administration</i>	\$ 164,414.00
Total	\$ 855,444.00

Parkersburg-Wood County HOME Consortium Program	
FY 18-19 HOME Allocation from HUD (Projected)	\$ 347,641.00
Actual FY 17-18 Program Income	\$ 220,000.00
Total	\$ 567,641.00

HOME Investment Partnership Grant Fund Project and Activities

<i>I. First-time Homebuyers Program (SHOP)</i>		\$0.00
<i>II. Owner-Occupied Rehabilitation Program</i>		\$0.00
<i>III. Community Housing Development Organization</i>	\$	44,095.00
<i>IV. Down Payment Assistance Program</i>	\$	20,000.00
<i>V. Children's Home Society - Tenant Based Rental Assistance (TBRA) Program</i>	\$	20,000.00
<i>VI. General Administration</i>	\$	53,000.00
<i>VII. New Construction and/or Rehab Projects in Targeted Neighborhood</i>	\$	430,546.00
Total	\$	567,641.00

Total HUD Allocation	\$	1,195,585.00
Total CDBG/HOME Budget (includes Program Income)	\$	1,423,085.00

Sponsored by: Parkersburg City Council - Finance Committee

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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 2016 be hereby amended as follows:

2016 CDBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
1059 General Administration - CDBG	\$ 153,887.18	\$ 118,887.18	\$ (35,000.00)
Family Crisis Intervention Center - Facility Improvements	\$ -	\$ 35,000.00	\$ 35,000.00
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 \$118,887.18 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 building and grounds 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: Parkersburg City Council - Finance Committee

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**RESOLUTION AUTHORIZING MAYOR JOYCE TO ACCEPT A GRANT FROM THE ROSS
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 Ross Foundation has awarded the City of Parkersburg a \$50,000 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 \$50,000 grant from the Ross Foundation for the purpose of installing a cushioned surface for the ADA Splash Park at City Park Pool.

Sponsors: McCrady, Stanley,

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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 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	643,185	50,000	693,185	OUTSIDE ENTITY DONATION/GRANTS
TRANSFERS TO OTHER FUNDS					
444-566-207	CONTRIB - SPLASH PARK FUND	1,160,000	<u>50,000</u>	1,210,000	XFER TO SPLASH PARK FUND

The above resolution proposes to revise the FY18 General Fund budget to reflect a \$50,000 donation from Ross Foundation for the purposes of providing resources for the City Park Splash Pad project.

RESOLUTION APPOINTING A MEMBER TO
THE WOOD COUNTY RECREATION COMMISSION


WHEREAS, the City of Parkersburg is authorized to appoint three members to the Board for the Wood County Recreation Commission; and

WHEREAS, there is a vacancy due to the resignation of one of their members; and

WHEREAS, Mr. Dave Poling, 26 Meadowcrest Drive, Parkersburg, WV is willing to serve in this capacity, and is qualified to do so; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Dave Poling, 26 Meadowcrest Drive, Parkersburg, WV, be appointed to serve as a member of the Wood County Recreation Commission for a three year term to expire June 12, 2021.

Sponsored by Councilmen Reed



Resolution Amending Rule XI,
Open Meetings, Order Of Business
Of The Rules And Regulations
Of Parkersburg City Council

Be It Resolved By The Council Of The City Of Parkersburg that Rule XI of the Rules and Regulations of Parkersburg City Council be and it is hereby amended to include, immediately after the Public Forum, the following:

Councilperson's Forum: Limit two (2) minutes per council person permitting a member of council to express their appreciation, gratitude or recognition of a group, an individual, an endeavor or the like or to make a public service announcement or some positive message of general public interest. This forum may not be used to comment on any item on the meeting's agenda for action by the Council.

Sponsored By Councilmembers: Reed, Carpenter and Stanley.

Resolution Adopting The
Logo, I Love My PKB,
And Generally Endorsing
The Overall Program
Associated With It

Whereas City Council desires to promote and encourage the positive expression, of appreciation for our City by those living or working in Parkersburg; and

Whereas to assist in and encourage such expression City Council wishes to select and approve of a logo which visually catches the eye, and states simply the fact that Parkersburg is a good, and positive community in which to live and work.

Now Therefore Be It Resolved By The Council Of The City Of Parkersburg that it endorses and adopts the logo- I ♥

My PKB

And further generally approves and endorses the overall program concept and effort to promote our City through this campaign of positive expression.

Sponsored By Councilmembers: _____, _____,
_____.

MS

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

**AN ORDINANCE TO REZONE
PARKERSBURG CORPORATION TAX MAP 104, PART OF
PARCEL O4.1, FROM EXISTING R-3 TO A B-2 ZONE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the following parcel of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Business (B-2) Zone:

Being situated in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:


The intent of this description is to rezone the portion of property conveyed to Brett M. Wolfe in Deed Book 1271, Page 733 recorded in the office of the Clerk of the County Commission of Wood County, West Virginia, currently zoned R-3 to B-2. Thus making the entire property a B-2 Zone.

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

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcel shall be designated as C-218 and shall be set forth verbatim as adopted and approved by the Ordinance in the bound book entitled, "Official Zoning Map Changes" kept by the City Clerk.

Sponsored by: Municipal Planning Commission

**An Ordinance Providing For An
Election To Consider A City Charter
Amendment Concerning The
Election Of City Council Members
And The Filling Of Vacancies
In Council**



Be It Ordained By The Council Of The City Of Parkersburg that in accordance with the provisions of West Virginia Code Chapter 8, Article 4, Section 7, an election shall be held on Tuesday, November 6, 2018, to consider the proposed amendment of Section 7.101, Primary Elections; Time, Place and Certificates of Candidacy; Section 7.103, General Elections; Time and Place; and Section 2.206, Vacancies In Council of the Charter of the City of Parkersburg as follows:

Article VII

Nominations And Elections

SECTION 7.101 PRIMARY ELECTIONS; TIME, PLACE AND CERTIFICATES OF CANDIDACY.

Except as otherwise herein provided respecting the first officers to be elected under this Charter, primary elections shall be held at the voting places in each of the election districts of the City for the purpose of nominating Mayoral candidates for the ensuing general Municipal election on the first Tuesday after the second Monday in October in the year 1973 and in each fourth year thereafter.

In the year two thousand and eight and each fourth year thereafter the primary election shall be held on the second Tuesday in May.

Any eligible person desiring such nomination for Mayor or election to the office of City Council shall file with the City Clerk a certificate declaring himself or herself to be a candidate for the nomination for such office or election as member of City Council, which certificate must be received by the Clerk as set forth and

prescribed by State Law (W.Va. Code Chapter 3-5-7), and which certificate shall be in form or effect as follows:

CERTIFICATE OF CANDIDACY (MAYOR)

I, _____ hereby certify that I am a candidate for (the nomination for) (election to) the office of _____ to represent the _____ party, and desire my name printed on the official ballot of said party to be voted at the primary election to be held on the _____ day of _____, 20____; that I am a legally qualified voter of The City of Parkersburg, Wood County, West Virginia; that my residence is _____ in said City; that I am eligible to hold the said office; that I am a member of and affiliated with said political party; and that I am a candidate for said office in good faith.

Candidate

Signed and acknowledged before me this _____ day of _____, 20____.

Notary Public in and for Wood
County, West Virginia

(or some other officer qualified to
administer oaths)

CERTIFICATE OF CANDIDACY (City Council)

I, _____ hereby certify that I am a candidate for election to the office of City Council, and desire my name printed on the official ballot to be voted at the general election to be held on the _____ day of _____, 20____; that I am a legally qualified voter of The City of Parkersburg, Wood County, West Virginia; that my residence is _____

in said City; that I am eligible to hold the said office; and that I am a candidate for said office in good faith.

Candidate

Signed and acknowledged before me this _____ day of _____,
20____.

Notary Public in and for Wood
County, West Virginia

(or some other officer qualified to
administer oaths)

SECTION 7.103 GENERAL ELECTIONS; TIME AND PLACE.

(A) Except as otherwise herein provided respecting the election of the first officers to be elected under this Charter, general elections for the offices of Mayor and members of Council shall be held at such voting places on the first Tuesday after the first Monday in November in the year 2008 and in each fourth year thereafter, the officers elected thereat to assume office on the first Monday in January of the year immediately following their election, the terms thereof to expire as soon as their successors are elected and qualified.

(B) The names of all eligible persons who have properly filed the requisite Certificate of Candidacy (City Council) with the City Clerk declaring him or herself to be a candidate for City Council, except for those who have withdrawn, died or otherwise become ineligible, shall be placed on the official ballot in accordance with the general statutory law, and all such candidates names shall appear without party designation or symbol, and stating the district in which such candidate resides. If there are two or more candidates from the same district the voter shall be instructed to vote for only one of them. The candidate in each district who receives the greatest number of total votes cast by the qualified voters shall be declared elected. All ties between the candidates receiving the

highest number of votes cast for that office shall be decided by lot, in the presence of the candidates concerned, by the persons under whom the supervision of the election is held.

Article II Legislative Branch

Section 2.206 Vacancies In Council, Subsection (2)

A vacancy occurring in the Office of any Councilman shall be filled as follows: Within thirty (30) days after the occurrence of the vacancy, City Council shall submit a list of three (3) citizens with requisite qualifications to the Mayor. Within five (5) days of the submission of the list of candidates, the Mayor shall appoint one of the candidates to fill the vacancy for the unexpired term or until the next general election, whichever occurs first.

BE IT FURTHER ORDAINED AS FOLLOWS:

- (A) The question of whether the Charter shall be amended shall be submitted to the voters of The City of Parkersburg at an election to be held in said City on Tuesday November 6, 2018, in accordance with the election laws of the State of West Virginia.
- (B) The registration of voters and the use of registration books shall be governed by the permanent registration law of the State of West Virginia, and the registration list of Wood County, West Virginia, as amended and corrected according to law, shall be the official registration list for such election.
- (C) It appearing that portions of the provisions of West Virginia Code Section 3-3-5 relating to absentee voting are clearly not adaptable to this election, therefore under the authority vested by the provisions of West Virginia Code Section 3-3-13, a person desiring to vote an absent voter's ballot by mail may, not earlier than seventy (70) days prior to the date of election, make application by mail for an official absent voter's ballot.

(D) The notice of calling such election shall be given by publication of this Ordinance as a Class II-0 legal advertisement in compliance with the provisions of West Virginia Code Chapter 59, Article 3.

(E) The form of the ballot for such election shall be as follows:

**ELECTION TO DETERMINE WHETHER THE
CHARTER OF THE CITY OF PARKERSBURG
SHALL BE AMENDED**

The purpose of the amendments is to provide for the election and appointment of City Council members without consideration of any political party affiliation (nonpartisan) that the candidate may or may not have, all as hereby proposed and amended:

Article VII

Nominations And Elections

SECTION 7.101 PRIMARY ELECTIONS; TIME, PLACE AND CERTIFICATES
OF CANDIDACY.

Except as otherwise herein provided respecting the first officers to be elected under this Charter, primary elections shall be held at the voting places in each of the election districts of the City for the purpose of nominating Mayoral candidates for the ensuing general Municipal election on the first Tuesday after the second Monday in October in the year 1973 and in each fourth year thereafter.

In the year two thousand and eight and each fourth year thereafter the primary election shall be held on the second Tuesday in May.

Any eligible person desiring such nomination for Mayor or election to the office of City Council shall file with the City Clerk a certificate declaring himself or herself to be a candidate for the nomination for such office or election as member of City Council, which certificate must be received by the Clerk as set forth and prescribed by State Law (W.Va. Code Chapter 3-5-7), and which certificate shall be in form or effect as follows:

CERTIFICATE OF CANDIDACY (MAYOR)

I, _____ hereby certify that I am a candidate for (the nomination for) (election to) the office of _____ to represent the _____ party, and desire my name printed on the official ballot of said party to be voted at the primary election to be held on the _____ day of _____, 20____; that I am a legally qualified voter of The City of Parkersburg, Wood County, West Virginia; that my residence is _____ in said City; that I am eligible to hold the said office; that I am a member of and affiliated with said political party; and that I am a candidate for said office in good faith.

Candidate

Signed and acknowledged before me this _____ day of _____, 20____.

Notary Public in and for Wood
County, West Virginia

(or some other officer qualified to
administer oaths)

CERTIFICATE OF CANDIDACY (City Council)

I, _____ hereby certify that I am a candidate for election to the office of City Council, and desire my name printed on the official ballot to be voted at the general election to be held on the _____ day of _____, 20____; that I am a legally qualified voter of The City of Parkersburg, Wood County, West Virginia; that my residence is _____ in said City; that I am eligible to hold the said office; and that I am a candidate for said office in good faith.

Candidate

Signed and acknowledged before me this _____ day of _____,
20____.

Notary Public in and for Wood
County, West Virginia

(or some other officer qualified to
administer oaths)

SECTION 7.103 GENERAL ELECTIONS; TIME AND PLACE.

(A) Except as otherwise herein provided respecting the election of the first officers to be elected under this Charter, general elections for the offices of Mayor and members of Council shall be held at such voting places on the first Tuesday after the first Monday in November in the year 2008 and in each fourth year thereafter, the officers elected thereat to assume office on the first Monday in January of the year immediately following their election, the terms thereof to expire as soon as their successors are elected and qualified.

(B) The names of all eligible persons who have properly filed the requisite Certificate of Candidacy (City Council) with the City Clerk declaring him or herself to be a candidate for City Council, except for those who have withdrawn, died or otherwise become ineligible, shall be placed on the official ballot in accordance with the general statutory law, and all such candidates names shall appear without party designation or symbol, and stating the district in which such candidate resides. If there are two or more candidates from the same district the voter shall be instructed to vote for only one of them. The candidate in each district who receives the greatest number of total votes cast by the qualified voters shall be declared elected. All ties between the candidates receiving the highest number of votes cast for that office shall be decided by lot, in the

presence of the candidates concerned, by the persons under whom the supervisor of the election is held.

Article II Legislative Branch

Section 2.206 Vacancies In Council, Subsection (2)

A vacancy occurring in the Office of any Councilman shall be filled as follows: Within thirty (30) days after the occurrence of the vacancy, City Council shall submit a list of three (3) citizens with requisite qualifications to the Mayor. Within five (5) days of the submission of the list of candidates, the Mayor shall appoint one of the candidates to fill the vacancy for the unexpired term or until the next general election, whichever occurs first.


() For the Amendments

() Against the Amendments

Sponsored By: Councilmembers Stanley, Kuhl and Reed

Note: W.V. Code Section 8-4-7 requires an affirmative vote of at least 6 members of Council for passage of this Ordinance.

**An Ordinance Providing For An
Election To Consider A City
Charter Amendment Concerning
The Election Of City Council Members**



Be It Ordained By The Council Of The City Of Parkersburg that in accordance with the provisions of West Virginia Code Chapter 8, Article 4, Section 7, an election shall be held on Tuesday, November 6, 2018, to consider the proposed amendment of Section 2.101, Number, Selection and Terms of Councilmen of the Charter of the City of Parkersburg as follows:

**Article II Legislative Branch
CHAPTER 1. THE COUNCIL.**

SECTION 2.101 NUMBER, SELECTION AND TERMS OF COUNCILMEN.

The Council shall consist of nine members, one to be elected from each of the municipal election districts, hereinafter described, to serve for a term of four years, in the manner provided in this Charter. Each Councilman shall be elected by the qualified voters of the City at large.

BE IT FURTHER ORDAINED AS FOLLOWS:

- (A) The question of whether the Charter shall be amended shall be submitted to the voters of The City of Parkersburg at an election to be held in said City on Tuesday November 6, 2018, in accordance with the election laws of the State of West Virginia.
- (B) The registration of voters and the use of registration books shall be governed by the permanent registration law of the State of West Virginia, and the registration list of Wood County, West Virginia, as amended and corrected according to law, shall be the official registration list for such election.
- (C) It appearing that portions of the provisions of West Virginia Code Section 3-3-5 relating to absentee voting are clearly not adaptable to this election,

therefore under the authority vested by the provisions of West Virginia Code Section 3-3-13, a person desiring to vote an absent voter's ballot by mail may, not earlier than seventy (70) days prior to the date of election, make application by mail for an official absent voter's ballot.

(D) The notice of calling such election shall be given by publication of this Ordinance as a Class II-0 legal advertisement in compliance with the provisions of West Virginia Code Chapter 59, Article 3.

(E) The form of the ballot for such election shall be as follows:

**ELECTION TO DETERMINE WHETHER THE
CHARTER OF THE CITY OF PARKERSBURG
SHALL BE AMENDED**

The purpose of the amendment is to provide for City Council members to be elected at large. If the amendment passes then, although residents of the City will remain represented by nine (9) councilmen, one (1) each from the nine (9) City districts, each councilman will be elected by the citizens of the entire City rather than merely by the citizens residing in a councilman's individual district all as hereby proposed and amended:

**Article II Legislative Branch
CHAPTER 1. THE COUNCIL.**

SECTION 2.101 NUMBER, SELECTION AND TERMS OF COUNCILMEN.

The Council shall consist of nine members, one to be elected from each of the municipal election districts, hereinafter described, to serve for a term of four years, in the manner provided in this Charter. Each Councilman shall be elected by the qualified voters of the City at large.

For the Amendment

Against the Amendment

Sponsored By: Council Members Stanley, Kuhl and Reed

Note: W.V. Code Section 8-4-7 requires an affirmative vote of at least 6 members of Council for passage of this Ordinance.