

AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, FEBRUARY 12, 2019, 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, Mike Reynolds
- II. ROLL CALL
- III. MINUTES – Regular Council meeting January 22, 2019
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
  - A. Presentation from Mr. Wayne Waldeck concerning future downtown Improvements
  - B. Communication from Mayor Tom Joyce re-appointing Patsy McClure to the Mid-Ohio Valley Transit Authority Board for a term to expire January 25, 2022.
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTIONS
  1. Resolution approving a Memorandum of Agreement between the City and the Julia-Ann Square Historical Community Association, Inc. and it's Neighborhood Watch Group to permit low-speed vehicles during various special events. (Sponsored by Councilmen Carpenter, McCrady, and Mercer)
  2. Resolution declaring the nonbinding intent of City Council to consider a 3.2% pay increase for City employees, excluding elected officials, for fiscal year 19/20; subsequent 3.2% annual increases through fiscal year 23/24; cost of living adjustment for each fiscal year thereafter – if adequate funding is available. (Committee of the Whole)
- IX. ORDINANCE, FIRST READING:
  3. An ordinance amending Table 1, Hourly non-exempt positions; and Table II, salary exempt positions, of Section VIII Compensation Plan, of the Personnel Policy and Procedure Manual. (Committee of the Whole)
  4. An ordinance amending the Grade/Salary Classification Plan for Medium Equipment Operator in the Sanitation, Street and Street Cleaning departments; Heavy Equipment Operator, Floodwall Foreman, Public Works Fireman II; and Assistant City Engineer. (Committee of the Whole)

5. An ordinance amending the Personnel Policy and Procedure Manual concerning the Public Works Training Rate for those who do not have a CDL when they are hired. (Sponsored by the Personnel Committee of City Council)

IX. ORDINANCE, FINAL READING:

6. An ordinance amending and re-enacting Article 1350.06, Design and Façade Committee, to include the Executive Director of Main Street PKB. (Sponsored by Councilmen Reynolds, Reed, and McCrady)

X. ADJOURNMENT

January 22, 2019

Prior to the regular meeting of Parkersburg City Council on Tuesday, January 22, 2019, Attorney John Stump from Steptoe & Johnson PLLC, gave a presentation on Opportunity Zones in Wood County, WV.

The Program, he explained, was part of the 2017 Tax Act, as a drive for new investment into distressed areas to spur development. "Opportunity Zones provide capital gains tax relief to investors who invest gains from prior investments into a Qualified Opportunity Fund, which uses the invested cash to invest in a Qualified Opportunity Zone Business operating in or Qualified Opportunity Zone Property located in any of approximately 8,700 Qualified Opportunity Zones. (nationwide)"

These zones are in low income census tracts, selected by each Governor, and there are two Opportunity Zones in Wood County.

The Council of the City of Parkersburg met in regular session Tuesday, January 22, 2019 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg.

The meeting was called to order by Council President, Mike Reynolds, who presided over the meeting.

The Clerk noted those members attending as Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, John Reed, Zach Stanley, Jeff Fox, and Mike Reynolds.

MINUTES – the minutes for the meetings held December 18, 2018 and January 8, 2019 were approved as previously distributed with no additions or corrections.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Mr. Stanley stated that the Finance Committee met and recommended that eight (8) budget revisions on the agenda this evening be adopted.

President Reynolds reported that the URA met this evening and discussed a program to purchase homes for \$1.00 each, similar to a program in Gary, Indiana. There will be future discussion and no action was taken.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce distributed a 61-page Comprehensive Salary/Market Review from HR Consulting Services, LLC, consultants Rhonda Poling and Sherry Long Stevens. He said he was pleased with the report, and that it verified what we thought was the case. He encouraged Council to act quickly on some recommendations, and consider others at a later time.

PUBLIC FORUM – Kim VanRijn, 13<sup>th</sup> Street, complimented Mayor Joyce and City Council for our plans to repair the Jackson Fountain at City Park, which is a symbol of Parkersburg that was damaged during a wind storm. She reported that there was a Pride skating party attended by about 150 people, with another one scheduled for March 10<sup>th</sup> at 7:00 PM. She also appreciated the efforts of URA trying to get the \$1.00 homes.

Patty Godfrey, 20<sup>th</sup> Avenue, stated that Mayor Joyce showed his integrity concerning removing a sign in Council Chambers; and said that prayer was not our enemy.

Matt Dodrill, Oak Ridge Drive, spoke to Council about tiny homes and lot sizes, and distributed sample ordinances for their review.

Jennifer Bryant, Market Street, told Council she has lived here for two years and has had 5 occurrences of theft around her home, and asked if they could step up patrols there. Also, there is still no social media policy, she said.

COUNCIL FORUM – Ms. Kuhl stated that she would not be addressing a social media policy as chairman of the Personnel Committee. City Council is not part of the personnel of the City, she said, as they are elected. You cannot regulate what Council says, just like you can't regulate what the public says. If Council wants to address it with sponsorship, they may if there is interest with three sponsors.

Mr. Stanley stated that he thought that our outreach could have been better last week-end, when there was a boil water message from the Parkersburg Utility Board for 3-4 days.

#### 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 Years 2018-2019 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					
303-001-000	GAS & OIL SEVERANCE TAX	40,500	25,649	66,149	ADJUST TO ACTUAL
305-000-000	BUSINESS & OCCUPATION TAX	8,115,000	35,000	8,150,000	REVISED ESTIMATE

308-000-000	HOTEL OCCUPANCY TAX	325,500	74,500	400,000	REVISED ESTIMATE
314-000-000	MUNICIPAL SALES TAX	5,515,000	420,052	5,935,052	REVISED ESTIMATE
325-000-000	BUSINESS LICENSES	67,500	(1,483)	66,017	ADJUST TO ACTUAL
330-000-000	IRP TRUCK FEES	130,513	25,000	155,513	REVISED ESTIMATE
359-000-000	FLOODWALL FEES	82,800	(40,094)	42,706	ELIMINATION OF FEE
361-000-010	FEE PENALTIES & INTEREST	168,300	(25,000)	143,300	REVISED ESTIMATE
361-000-015	PROCESS FEES	33,000	10,000	43,000	REVISED ESTIMATE
361-000-020	CHARGES - DEMOLITIONS	16,000	87,711	103,711	ADJUST TO ACTUAL
365-000-000	FEDERAL GRANTS	177,036	91,790	268,826	HIDTA GRANT AWARD
366-557-000	STATE GRANTS - REAP	3,000	119,000	122,000	2019 REAP GRANT AWARD
369-000-000	TRANSFERS IN - OTHER FUNDS	800,000	(60,000)	740,000	REVISED ESTIMATE
380-000-000	INTEREST EARNED	23,284	20,000	43,284	REVISED ESTIMATE
381-000-000	REIMBURSEMENTS	497,929	711	498,640	REVISED ESTIMATE
386-000-000	INSURANCE CLAIMS	-	1,503	1,503	ADJUST TO ACTUAL
399-000-000	MISCELLANEOUS	25,000	10,000	35,000	REVISED ESTIMATE
	<b>SUBTOTAL - REVENUE</b>		<b>794,339</b>		
<b>CIVIL SERVICE</b>					
407-220-000	ADVERTISING & LEGAL PUB	3,000	6,000	9,000	REVISED ESTIMATE
407-223-000	PROFESSIONAL SERVICES	20,000	(6,000)	14,000	REVISED ESTIMATE
<b>MAYOR</b>					
409-212-000	OUTSIDE PRINTING	300	700	1,000	REVISED ESTIMATE
409-216-000	MAINT & REPAIR - EQUIPMENT	200	11	211	REVISED ESTIMATE
409-220-000	ADVERTISING & LEGAL PUB	-	200	200	REVISED ESTIMATE
409-226-000	AUTO & LIAB INSURANCE	3,231	1,000	4,231	REVISED ESTIMATE
409-341-000	DEPARTMENTAL SUPPLIES	2,000	3,000	5,000	REVISED ESTIMATE
			<b>4,911</b>		
<b>COUNCIL</b>					
410-211-000	TELEPHONE/COMM EXPENSE	260	6	266	REVISED ESTIMATE
<b>FINANCE</b>					
414-216-000	MAINT & REPAIR - EQUIPMENT	2,500	1,000	3,500	REVISED ESTIMATE
414-219-000	BUILD/EQUIP RENTAL	780	1,000	1,780	REVISED ESTIMATE
414-222-050	LICENSES & SUBS - IT	80,650	(5,000)	75,650	REALLOCATION TO 341
414-229-000	COURT COSTS	25,000	10,000	35,000	REVISED ESTIMATE
414-230-000	CONTRACTUAL SERVICES	40,000	12,000	52,000	REVISED ESTIMATE
414-341-050	DEPARTMENTAL SUPPLIES - IT	62,000	5,000	67,000	REALLOCATION FROM 222
414-676-000	BAD DEBT EXPENSE	385,000	80,000	465,000	REV ESTIMATE - DEMO BILLING
			<b>104,000</b>		
<b>CITY CLERK</b>					
415-216-000	MAINT & REPAIR - EQUIPMENT	800	100	900	REVISED ESTIMATE
<b>MUNICIPAL JUDGE</b>					
416-240-000	REFUNDS	-	450	450	REVISED ESTIMATE
<b>CITY ATTORNEY</b>					
417-230-000	CONTRACTUAL SERVICES	750	15,000	15,750	REV ESTIMATE - LEGAL SVS
<b>ENGINEERING</b>					
420-216-000	MAINT & REPAIR - EQUIPMENT	1,000	1,200	2,200	REVISED ESTIMATE - COPIER
420-219-000	BUILD/EQUIP RENTAL	150	2,500	2,650	REVISED ESTIMATE
			<b>3,700</b>		
<b>DEVELOPMENT</b>					
421-216-000	MAINT & REPAIR - EQUIPMENT	-	500	500	REVISED ESTIMATE
421-219-000	BUILD/EQUIP RENTAL	-	3,162	3,162	REVISED ESTIMATE - COPIER
421-240-000	REFUNDS	-	1,000	1,000	ADJUST TO ACTUAL
			<b>4,662</b>		
<b>PERSONNEL</b>					
422-228-000	FREIGHT	-	50	50	REVISED ESTIMATE
<b>CONTRIBUTIONS TO OUTSIDE AGENCIES</b>					
424-567-030	CONTRIB - PNTF	-	37,790	37,790	HIDTA GRANT PASS THROUGH
<b>CODE ADMINISTRATION</b>					
436-216-000	MAINT & REPAIR - EQUIPMENT	900	500	1,400	REVISED ESTIMATE
436-219-000	BUILD/EQUIP RENTAL	150	1,500	1,650	REVISED ESTIMATE - COPIER
436-226-000	AUTO & LIAB INSURANCE	12,560	15,000	27,560	REV ESTIMATE - DEDUCTIBLE
436-345-000	UNIFORM EXPENSE	1,200	500	1,700	REVISED ESTIMATE
			<b>17,500</b>		
<b>MUNICIPAL BUILDING</b>					
440-221-000	TRAINING & EDUCATION	-	150	150	REVISED ESTIMATE
440-226-000	AUTO & LIAB INSURANCE	22,041	3,000	25,041	REVISED ESTIMATE
			<b>3,150</b>		
<b>TRANSFERS TO OTHER FUNDS</b>					
444-566-001	CONTRIB - CAPITAL RESERVE	2,447,935	30,000	2,477,935	CITY PARK/SOUTHWOOD PARK IMPROV
444-566-039	CONTRIB - DEMO FUND	50,000	60,000	110,000	DEMO OF 2 PROPERTIES
444-566-090	CONTRIB - SANITATION FUND	-	23,000	23,000	REAP GRANT SALARY REIMB
444-566-207	CONTRIB - P&R PROJECT FUND	500,000	175,000	675,000	JACKSON FOUNTAIN; CITY PK POND
			<b>288,000</b>		

<b>PUBLIC WORKS ADMINISTRATION</b>					
566-221-000	TRAINING & EDUCATION	-	75	75	REVISED ESTIMATE
566-222-000	DUES & SUBSCRIPTIONS	-	35	35	REVISED ESTIMATE
			<u>110</u>		
<b>MARKETPLACE</b>					
590-211-000	TELEPHONE/COMM EXPENSE	1,036	711	1,747	REV ESTIMATE - BILLED
590-226-000	AUTO & LIAB INSURANCE	2,351	380	2,731	REVISED ESTIMATE
			<u>1,091</u>		
<b>CONTINGENCY</b>					
699-226-000	AUTO & LIAB INSURANCE	38,623	(38,623)	-	REALLOC FOR DEDUCTIBLES
<b>POLICE</b>					
700-219-000	BUILD/EQUIP RENTAL	470,084	2,500	472,584	REVISED ESTIMATE
700-226-000	AUTO & LIAB INSURANCE	187,992	25,662	213,654	REV ESTIMATE - DEDUCTIBLES
700-226-004	FIDELITY & SURETY BONDS	800	226	1,026	ADJUST TO ACTUAL
700-459-001	GRANT CAPITAL OUTLAY	17,975	1,320	19,295	ADJUST TO ACTUAL
			<u>29,708</u>		
<b>FIRE</b>					
706-341-000	DEPARTMENTAL SUPPLIES	50,000	12,000	62,000	STATION 2 FURNITURE/EQUIP
706-345-000	UNIFORM EXPENSE	-	3,500	3,500	REV ESTIMATE - NEW HIRES
			<u>15,500</u>		
<b>FLOODWALL</b>					
714-103-008	OVERTIME EXPENSE	2,000	3,000	5,000	REVISED ESTIMATE
714-219-000	BUILD/EQUIP RENTAL	1,500	150	1,650	REVISED ESTIMATE
714-226-000	AUTO & LIAB INSURANCE	13,833	1,412	15,245	REVISED ESTIMATE
714-230-000	CONTRACTUAL SERVICES	500	25,000	25,500	UNDERWATER INSPECTIONS
			<u>29,562</u>		
<b>STREET DEPARTMENT</b>					
750-211-000	TELEPHONE/COMM EXPENSE	1,069	131	1,200	REVISED ESTIMATE
750-219-000	BUILD/EQUIP RENTAL	445,429	1,305	446,734	REVISED ESTIMATE
750-230-000	CONTRACTUAL SERVICES	31,603	2,470	34,073	REVISED ESTIMATE
750-341-000	DEPARTMENTAL SUPPLIES	172,439	20,000	192,439	REVISED ESTIMATE
750-341-003	SIDEWALK SUPPLIES	-	15,256	15,256	ADJUST TO ACTUAL
750-345-000	UNIFORM EXPENSE	7,500	500	8,000	REVISED ESTIMATE
			<u>39,662</u>		
<b>STREET LIGHTING</b>					
751-211-000	TELEPHONE/COMM EXPENSE	1,282	748	2,030	REVISED ESTIMATE
751-345-000	UNIFORM EXPENSE	1,700	300	2,000	REVISED ESTIMATE
			<u>1,048</u>		
<b>CENTRAL GARAGE</b>					
754-219-000	BUILD/EQUIP RENTAL	1,000	2,500	3,500	REVISED ESTIMATE
754-228-000	FREIGHT	500	1,500	2,000	REVISED ESTIMATE
754-341-000	DEPARTMENTAL SUPPLIES	12,500	3,000	15,500	REVISED ESTIMATE
754-343-005	AUTO REPAIR SUPPLIES	125,000	15,000	140,000	REVISED ESTIMATE
			<u>22,000</u>		
<b>STREET CLEANING</b>					
756-220-000	ADVERTISING & LEGAL PUB	100	50	150	REVISED ESTIMATE
756-222-000	DUES & SUBSCRIPTIONS	200	700	900	SIGN SOFTWARE LICENSE
756-228-000	FREIGHT	1,000	50	1,050	SIGN SOFTWARE LICENSE
			<u>800</u>		
<b>STORMWATER</b>					
805-230-000	CONTRACTUAL SERVICES	-	40,000	40,000	DRAINAGE PIPE CLEANING
<b>SANITATION GRANTS</b>					
809-230-000	CONTRACTUAL SERVICES	-	3,000	3,000	REAP GRANT - FENCING
809-341-000	DEPARTMENTAL SUPPLIES	3,000	28,000	31,000	REAP GRANT - SUPPLIES
809-459-000	CAPITAL OUTLA - EQUIPMENT	-	65,000	65,000	REAP GRANT - EQUIPMENT
			<u>96,000</u>		
<b>PARKS &amp; RECREATION</b>					
900-103-008	OVERTIME EXPENSE	5,000	4,500	9,500	REVISED ESTIMATE
900-222-000	DUES & SUBSCRIPTIONS	-	100	100	REVISED ESTIMATE
900-226-000	AUTO & LIAB INSURANCE	33,802	6,312	40,114	REV ESTIMATE - DEDUCTIBLE
900-230-000	CONTRACTUAL SERVICES	97,741	15,000	112,741	REV ESTIMATE
900-341-000	DEPARTMENTAL SUPPLIES	65,770	15,000	80,770	REV ESTIMATE
			<u>40,912</u>		
<b>VISITOR'S BUREAU</b>					
901-568-020	CONTRIB - VISITORS BUREAU	162,750	37,250	200,000	REV ESTIMATE - 50% OF REV
	<b>SUBTOTAL - EXPENDITURES</b>		<u>794,339</u>		
	<b>GRAND TOTAL</b>		<u>-</u>		

The above resolutions proposes to revise the FY19 General Fund Budget to reflect revised estimates as a result of analysis performed on revenue and expenditures to date through the first six months of the fiscal year.

January 22, 2019

## 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 2018-2019 Fiscal Year to reflect the following changes:

## USER FEE SPECIAL REVENUE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
341-000-000	CITY SERVICE USER FEE	2,320,000	(60,000)	2,260,000	REVISED ESTIMATE
<b>TRANSFERS TO OTHER FUNDS</b>					
700-566-005	CONTRIB - GF PD SUPPLEMENT	400,000	(30,000)	370,000	REVISED ESTIMATE
706-566-010	CONTRIB - GF FD SUPPLEMENT	400,000	(30,000)	370,000	REVISED ESTIMATE
			(60,000)		

The above resolutions proposes to revise the FY19 User Fee Special Revenue Fund Budget to reflect revised estimates as a result of analysis performed on revenue and expenditures to date through the first six months of the 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 2018-2019 Fiscal Year to reflect the following changes:

## CAPITAL RESERVE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
380-000-000	TRANSFERS IN - OTHER FUND	2,797,935	30,000	2,827,935	GENERAL FUND XFER IN
380-000-000	INTEREST EARNED	-	10,000	10,000	REVISED ESTIMATE
383-000-000	SALE OF FIXED ASSETS	-	150,500	150,500	AUCTION PROCEEDS
			190,500		
<b>CAPITAL OUTLAY - EQUIPMENT</b>					
900-758-000	IMPROVEMENTS - PARKS	25,000	30,000	55,000	CITY PARK/SOUTHWOOD PARK IMPROV
700-759-000	EQUIPMENT - POLICE DEPT	234,000	59,827	293,827	CORRECTION; ADJ TO ACTUAL
			89,827		
			100,673		

The above resolutions proposes to revise the FY19 Capital Reserve Fund Budget to reflect revised estimates as a result of analysis performed on revenue and expenditures to date through the first six months of the fiscal year as well as correct an appropriation omitted from the FY18 surplus revision related to the purchase of a vehicle in process at June 30, 2018 in the amount of \$23,827. Additionally, the revision reflects a \$30,000 transfer in from the General Fund for the purposes of City Park and Southwood Park improvements

## 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 2018-2019 Fiscal Year to reflect the following changes:

## DEMOLITION PROJECTS FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
369-000-000	TRANSFERS IN - OTHER FUNDS	50,000	60,000	110,000	TRANSFER IN - GENERAL FUND
<b>DEMOLITION</b>					
436-230-000	CONTRACTUAL SERVICES	56,441	45,000	101,441	EST DEMO FOR 2 STRUCTURES
436-458-000	CAPITAL OUTLAY - OTHER	-	15,000	15,000	EST ACQUISITION COST
			60,000		

The above resolutions proposes to revise the FY19 Demolition Projects Fund Budget to reflect the transfer in of \$60,000 from the General Fund for the purposes of acquiring and demolishing two structures. The properties in question are 1400 and 1705 St. Mary's Avenue.

## 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 2018-2019 Fiscal Year to reflect the following changes:

## PARKING FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
321-000-000	PARKING VIOLATIONS	20,000	10,000	30,000	REVISED ESTIMATE
368-000-000	CONTRIBUTIONS	-	5,500	5,500	ADJUST TO ACTUAL - PNTF
380-000-000	INTEREST EARNED	700	1,000	1,700	REVISED ESTIMATE
			<u>16,500</u>		
<b>TRANSFERS TO OTHER FUNDS</b>					
571-226-000	AUTO & LIABILITY INSURANCE	7,139	300	7,439	REVISED ESTIMATE
571-230-000	CONTRACTUAL SERVICES	10,000	10,000	20,000	LOT REHAB; DATABASE CONV
			<u>10,300</u>		
			<u>6,200</u>		

The above resolutions proposes to revise the FY19 Parking Fund Budget to reflect revised revenue and expenditure estimates and to accommodate parking lot rehabilitation (sealing & striping) needs and the conversion of the Parking database to correspond with the PD records management system.

## 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 2018-2019 Fiscal Year to reflect the following changes:

## SANITATION FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
350-000-000	SANITATION FEES	2,364,000	(30,000)	2,334,000	REVISED ESTIMATE
369-000-000	TRANSFERS IN - OTHER FUNDS	150,000	23,000	173,000	REAP GRANT - SALARY REIMB
			<u>(7,000)</u>		
<b>TRANSFERS TO OTHER FUNDS</b>					
800-103-008	OVERTIME EXPENSE	25,000	20,000	45,000	REVISED ESTIMATE
800-103-315	OTHER SALARIES & WAGES	667,514	20,800	688,314	REV ESTIMATE; REAP GRANT
800-104-000	FICA EXPENSE	54,595	3,122	57,717	REV ESTIMATE; REAP GRANT
800-106-000	RETIREMENT EXPENSE	71,596	2,000	73,596	REVISED ESTIMATE
800-226-005	WORKERS COMP	17,037	960	17,997	REV ESTIMATE; REAP GRANT
800-341-000	DEPARTMENTAL SUPPLIES	30,000	5,000	35,000	REVISED ESTIMATE
			<u>51,882</u>		
			<u>(58,882)</u>		

The above resolution proposes to revise the FY19 Sanitation Fund Budget to reflect revised estimates of revenues and expenditures as well as the transfer in of REAP grant funds from the General Fund in the amount of \$23,000 to be used to fund two part-time personnel for the Sanitation Department.

## 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 2018-2019 Fiscal Year to reflect the following changes:

## MEMORIAL BRIDGE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
380-000-000	INTEREST EARNED	20,000	<u>20,000</u>	40,000	REVISED ESTIMATE
			20,000		
<b>TRANSFERS TO OTHER FUNDS</b>					
570-226-000	AUTO & LIABILITY INSURANCE	74,707	2,700	77,407	REVISED ESTIMATE
570-240-000	REFUNDS	-	<u>20</u>	20	ADJUST TO ACTUAL
			2,720		
			<u>17,280</u>		

The above resolution proposes to revise the FY19 Memorial Bridge Fund budget to reflect revised revenue and expenditure estimates for the remainder of the 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 2018-2019 Fiscal Year to reflect the following changes:

## PARKS &amp; RECREATION CAPITAL PROJECTS

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUE</b>					
369-000-000	TRANSFERS IN - OTHER FUNDS	750,000	175,000	925,000	TRANSFER IN - GENERAL FUND
386-000-000	INSURANCE CLAIMS	-	<u>58,830</u>	58,830	JACKSON FOUNTAIN REIMBURSEMENT
			233,830		
<b>CAPITAL OUTLAY - EQUIPMENT</b>					
900-458-020	CAPITAL - CITY PARK POND	-	25,000	25,000	CITY PARK POND BEAUTIFICATION
900-458-025	CAPITAL - JACKSON FOUNTAIN	-	<u>208,830</u>	208,830	JACKSON FOUNTAIN RESTORATION
			233,830		

The above resolution proposes to revise the FY19 Parks & Recreation Capital Projects Fund to reflect the insurance reimbursement for the damage to Jackson Fountain and a transfer in from the General Fund for the purposes of restoring portions of the fountain that can be restored and replacing the portions which cannot be restored. Additionally, \$25,000 is proposed toward the beautification of the City Park Pond.

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

## RESOLUTION

**RESOLUTION AUTHORIZING MAYOR JOYCE TO SUBMIT AN ASSISTANCE TO FIREFIGHTERS GRANT TO THE U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY**

WHEREAS, the Assistance to Firefighters Grant (AFG) provides financial assistance directly to fire departments to enhance their abilities to meet emergency response needs; and

WHEREAS, the AFG supports fire departments with the necessary tools to more effectively protect the health and safety of the public; and

WHEREAS, the Parkersburg Fire Department desires to purchase six multi-gas monitors and a calibration station, one new cascade system (air compressor fill station), five personal protective equipment (PPE) gear washers for Fire Stations 2,3,4,5, and 6, and one complete set of extrication equipment (cutter, ram, and spreader); and

WHEREAS, the operation and safety equipment described above are a high priority for 2018 Assistance to Firefighters Grant administered by the U. S. Department of Homeland Security; and

WHEREAS, the City would be required to provide a 10 percent cash match if awarded grant funds;

NOW THEREFORE BE IT RESOLVED by the City Council of The City of Parkersburg that Mayor Tom Joyce be and is hereby authorized to submit a AFC/ in the amount of \$102,638, which requires a 10



percent match of \$9,330, to the U.S. Department of Homeland Security to purchase six multi-gas monitors and a calibration station, one new cascade system, five PPE gear washers for Fire Stations 2, 3, 4, 5, and 6, and one complete set of extrication equipment (cutter, ram, and spreader).

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

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND REENACTING SECTION 1350.06, DESIGN AND FAÇADE COMMITTEE MEMBERS, TO INCLUDE THE EXECUTIVE DIRECTOR OF MAIN STREET PKB

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

MOTION TO AMEND – Mr. Fox moved, seconded by Mr. Stanley, to amend the ordinance to include the executive director of Main Street PKB, plus another resident whose primary occupancy is in the central business district.

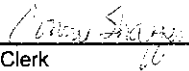
VOTE – the amendment failed as follows:

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

MOTION TO TABLE – Mr. Carpenter moved to table the ordinance, but there was no second.

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

The meeting adjourned at 8:05 PM.

  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President



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

January 25, 2019

Parkersburg City Council  
Parkersburg WV 26101

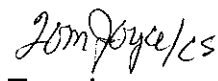
Dear Council:

The term for Patsy McClure will expire this month on the Mid-Ohio Valley Transit Authority Board, and she desires to serve another term.

Therefore, I hereby reappoint Mrs. McClure to the Transit Authority for a three year term to expire January 25, 2022, and I ask for your favorable confirmation of this re-appointment.

Thank you.

Sincerely,

  
Tom Joyce  
Mayor

TJ:cs

Resolution Approving  
And Adopting The Memorandum  
Of Agreement By And  
Between The City Of Parkersburg  
And The Julia-Ann Square  
Historical Community Association, Inc.  
And It's Neighborhood Watch Group

KS

Be It Resolved By The Council Of The City Of Parkersburg That The Memorandum Of Agreement By And Between The City And The Julia-Ann Square Historical Community Association, Inc., and The District's Neighborhood Watch Group Regarding the historical use of low-speed vehicles, commonly called golf carts, on City streets and alleyways within said District be and it is hereby adopted and approved all as specifically set forth in said Memorandum attached hereto and made a part hereof.

Sponsored By Councilpersons: \_\_\_\_\_,  
\_\_\_\_\_.

Memorandum Of Agreement  
Between The City Of Parkersburg  
And The  
Julia-Ann Square Historical  
Community Association, Inc. And  
The District's Neighborhood Watch Group  
Regarding The Use of Low-Speed  
Vehicles on City Streets And  
Alleyways Within The District

Whereas residents of the Julia-Ann Square Historic District wish to use a low-speed vehicle(s), commonly called golf carts, over and upon the City streets and alleyways within their district,

Whereas said residents desire to utilize said low-speed vehicle(s) as part of the District's Neighborhood Watch Group as well as during and in furtherance of the District's various official events; and

Whereas the City believes that such limited permitted use of low-speed vehicle(s) will benefit the District by increasing the safety and security of the residents and further promoting and enhancing the District through the various events held within the District.

Now Therefore The City Of Parkersburg and the Julia-Ann Square Historical Association, Incorporated and the District Neighborhood Watch Group agree as follows:

Low-speed vehicle(s) as defined herein shall be permitted and limited to use upon all City streets and alley ways within the Julia-Ann Square Historic District by approved and qualified residents of the District for and in furtherance of the District's official events and as part of and as needed by the District's authorized Neighborhood Watch Group.

All such drivers of said low-speed vehicles shall be authorized and approved by the President of the District's Historical Community Association and the Captain of the District's Neighborhood Watch Group.

Said low-speed vehicle means a four-wheeled motor vehicle whose attainable speed in one (1) mile on a paved level surface is more than twenty (20) miles per hour but not more than twenty-five (25) miles per hour. [WV Code 17A-1-1(uu)].

Further said low-speed vehicle's use shall comply with WV Code 17A-3-2(c) as well as meet the requirements of 49C.F.R. §571.500 (a) and (b). Said sections of the W.V. Code and the Code of Federal Regulations are attached hereto and made a part hereof as Exhibits A and B.

This agreement shall be effective for a period of one (1) year from and after its execution. The term may be extended by the City from year to year if it is found to be of continuing benefit to the City and the District.

The City may suspend or terminate this agreement at any time by written notice to the Historical Community Association and the District Watch Group if the City determines in its sole discretion that the Association or the Watch Group fails to comply with any term of this MOA.

Said notice shall be mailed to the following address:

P.O. Box 966  
Parkersburg, WV 26102-0966

Dated: \_\_\_\_\_

City of Parkersburg:

\_\_\_\_\_  
By Its Mayor Tom Joyce

Julia-Ann Square Historical Community Assoc.

\_\_\_\_\_  
By Its President

District Neighborhood Watch Group:

\_\_\_\_\_  
By Its Captain

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**§17A-3-2. Every motor vehicle, etc., subject to registration and certificate of title provisions; exceptions.**

(c) The division shall title and register low-speed vehicles if the manufacturer's certificate of origin clearly identifies the vehicle as a low-speed vehicle. The division may not title or register homemade low-speed vehicles or retrofitted golf carts and such vehicles do not qualify as low-speed vehicles in this state. In addition to all other motor vehicle laws and regulations, except as specifically exempted below, low-speed vehicles are subject to the following restrictions and requirements:

- (1) Low-speed vehicles shall only be operated on private roads and on public roads and streets within the corporate limits of a municipality where the speed limit is not more than twenty-five miles per hour;
- (2) Notwithstanding any provisions in this code to the contrary, low-speed vehicles shall meet the requirements of 49 C.F.R. §571.500 (2003);
- (3) In lieu of annual inspection, the owner of a low-speed vehicle shall, upon initial application for registration and each renewal thereafter, certify under penalty of false swearing, that all lights, brakes, tires and seat belts are in good working condition; and
- (4) Any person operating a low-speed vehicle must hold a valid driver's license, not an instruction permit.

EXHIBIT "A"

# 49 CFR 571.500 - Standard No. 500; Low-speed vehicles.

## **§ 571.500 Standard No. 500; Low-speed vehicles.**

Link to an amendment published at 81 FR 90521, Dec. 14, 2016.

This amendment was delayed until Mar. 21, 2017, at 81 FR 9366, Feb. 6, 2017.

This amendment was further delayed until May 22, 2017, at 82 FR 14477, Mar. 21, 2017.

This amendment was further delayed until June 5, 2017, at 82 FR 23150, May 22, 2017.

This amendment was further delayed until Sept. 5, 2017, at 82 FR 26360, June 7, 2017.

S1. *Scope.* This standard specifies requirements for low-speed vehicles.

S2. *Purpose.* The purpose of this standard is to ensure that low-speed vehicles operated on the public streets, roads, and highways are equipped with the minimum motor vehicle equipment appropriate for motor vehicle safety.

S3. *Applicability.* This standard applies to low-speed vehicles.

S4. [Reserved.]

S5. *Requirements.*

(a) When tested in accordance with test conditions in S6 and test procedures in S7, the maximum speed attainable in 1.6 km (1 mile) by each low-speed vehicle shall not more than 40 kilometers per hour (25 miles per hour).

(b) Each low-speed vehicle shall be equipped with:

(1) Headlamps,

(2) Front and rear turn signal lamps,

(3) Taillamps,

(4) Stop lamps,

(5) Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,

(6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,

(7) A parking brake,

(8) A windshield that conforms to the Federal motor vehicle safety standard on glazing materials ( 49 CFR 571.205).

(9) A VIN that conforms to the requirements of part 565 *Vehicle Identification Number* of this chapter, and

(10) A Type 1 or Type 2 seat belt assembly conforming to Sec. 571.209 of this part, Federal Motor Vehicle Safety Standard No. 209, Seat belt assemblies, installed at each designated seating position.

(11) Low-speed vehicles shall comply with the rear visibility requirements specified in paragraphs S6.2 of FMVSS No. 111.

EXHIBIT "B"

Resolution

Whereas Parkersburg City Council has had the opportunity to study and discuss, through the Committee of the Whole, the Comprehensive Salary/Market Review prepared for the City by HR Consulting; and

Whereas City Council agrees with certain recommendations contained in said Review relative to annual pay increases and cost of living adjustments for City employees.

Now Therefore Be It Resolved By The Council Of The City Of Parkersburg that it is its intent, subject always, however, to the availability of adequate funding for all City services and operations, to consider the following:

Provide for a 3.2% pay increase for all City employees (exclusive of any and all elected officials) for the fiscal year 2019-2020;

Provide for subsequent 3.2% annual pay increases for all such City employees through the fiscal year 2023-24; and


Provide for a cost of living adjustment (COLA) for all such City employees for each fiscal year thereafter.

Be It Further Resolved that this is merely a statement of Council's hope and desire to consider the above but is in no fashion a promise or obligation on its part so to do.

Sponsored By City Council Committee of The Whole.



An Ordinance Amending Table I,  
Hourly Non-Exempt Positions, And Table II,  
Salary Exempt Positions, Of Section VIII,  
Compensation Plan, Of The Personnel Policy  
And Procedure Manual Of The City  
Of Parkersburg.



Now Be It Ordained By The Council Of The City Of Parkersburg that Table I, Hourly Non-Exempt Positions, the "H" classifications, and Table II, Salary Exempt Positions, the "S" classifications, of Section VIII, Compensation Plan, of the City's Personnel Policy and Procedure Manual be and they are hereby amended to include and follow the Grade/Salary Classification Schedule attached hereto and made a part hereof and including the addition of Grade 7A therein.

Sponsored By The Committee Of The Whole of City Council.

<b>Pay Grade</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
H-3	\$ 23,816.00	\$ 28,579.20	\$ 34,295.04
H-4	\$ 24,918.40	\$ 29,902.08	\$ 35,882.50
H-5	\$ 26,020.80	\$ 31,224.96	\$ 37,469.95
H-6	\$ 27,102.40	\$ 32,522.88	\$ 39,027.46
H-7	\$ 28,184.00	\$ 33,820.80	\$ 40,584.96
H-7A (\$14.08)	\$ 29,286.40	\$ 35,143.68	\$ 42,172.42
H-8	\$ 30,388.00	\$ 36,465.60	\$ 43,758.72
H-9	\$ 31,470.40	\$ 37,764.48	\$ 45,317.38
H-10	\$ 32,552.00	\$ 39,062.40	\$ 46,874.88
H-11	\$ 33,654.00	\$ 40,384.80	\$ 48,461.76
H-11A	\$ 34,756.80	\$ 41,708.16	\$ 50,049.79
H-12	\$ 36,504.00	\$ 43,804.80	\$ 52,565.76
S-1	\$ 36,123.00	\$ 43,347.60	\$ 52,017.12
S-2	\$ 37,172.00	\$ 44,606.40	\$ 53,527.68
S-3	\$ 45,100.00	\$ 54,120.00	\$ 64,944.00
S-4	\$ 39,270.00	\$ 47,124.00	\$ 56,548.80
S-5	\$ 43,554.00	\$ 52,264.80	\$ 62,717.76
S-6	\$ 46,613.00	\$ 55,935.60	\$ 67,122.72
S-6A	\$ 50,738.00	\$ 60,885.60	\$ 73,062.72
S-7	\$ 58,064.00	\$ 69,676.80	\$ 83,612.16
S-8	\$ 69,700.00	\$ 83,640.00	\$ 100,368.00
S-9	\$ 72,000.00	\$ 86,400.00	\$ 103,680.00

An Ordinance Amending  
The Grade/Salary Classification  
Of Certain Positions In The  
City Of Parkersburg's  
Compensation Plan,  
Section VIII, Of The City's  
Personnel Policy And Procedure  
Manual

Now Be It Ordained By The Council Of The City Of Parkersburg that the grade/salary classifications of the following positions in Section VIII, the Compensation Plan, of the City's Personnel Policy and Procedure Manual be and they are hereby amended as follows:

Table I: Hourly Non-Exempt Positions:

- Medium Equipment Operator (Sanitation) – H-7
- Medium Equipment Operator (Street) – H-7A
- Medium Equipment Operator (Street Cleaning) – H-7A
- Heavy Equipment Operator – H-8
- Floodwall Foreman – H-9
- Public Works Foreman II – H-9

Table II: Salary Exempt Positions:

- Assistant City Engineer – S-7

Be It Further Ordained that said Grade/Classification changes shall take effect on March 11, 2019 that being the beginning of the first full pay period following adoption of this Ordinance.

Sponsored By Committee of the Whole of City Council.

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 upon passage of this ordinance, Table I of the Compensation Plan contained in Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted in its entirety as follows:

**Public Works Training Rate –**

For the following positions within Public Works, employees will be hired in at a Training Rate of \$1.00/hour less than the full base rate:

- Medium Equipment Operator
- Heavy Equipment Operator

Employees hired as Medium or Heavy Equipment Operators who do not have a Commercial Driver's License (CDL), will be paid a training rate of \$1.00/hour less than the full base rate for the position.

Such employee will be on probation for six months and must attain their CDL during this period. Upon receiving the CDL, the employee will be moved to the full base rate. If they do not receive the CDL within the six-month period the employee will be terminated.

For internal employees, if their base rate is already at or above the base rate for the new position, the training rate will be waived.

SPONSORED BY:

An Ordinance Amending And  
Re-enacting Section 1350.06, Design  
And Facade Committee Members,  
To Include The Executive  
Director Of Main Street PKB

Whereas Main Street PKB (formerly Downtown PKB) is an important part of the overall effort to promote and revitalize downtown Parkersburg; and

Whereas the City's Design and Facade Committee is a significant and integral part of the community's overall efforts in this regard.

Now Therefore Be It Ordained By The Council Of The City Of Parkersburg that Section 1350.06, Design and Facade Committee Members, Of The Codified Ordinances Of The City Of Parkersburg be and it is hereby amended and re-enacted to increase the number of committee members to 6 with the addition of the Executive Director of Main Street PKB and as follows:

1350.06 DESIGN AND FACADE COMMITTEE MEMBERS.

The Parkersburg Downtown Design and Facade Committee shall consist of six members, all of whom shall be qualified by knowledge and experience in matters pertaining to the development of the Central Business District and who shall include one representative of a local design firm; one member of Parkersburg City Council appointed by the President; a resident whose primary occupancy is within the Central Business District; two (2) representatives of businesses which own real property and operate a business within the Central Downtown Business District boundaries and the Executive Director of Main Street PKB. The Planning Director and Code Enforcement Director of the City of Parkersburg shall serve as nonvoting staff members.

Nominations to the Committee shall be made by the Mayor and confirmed by the City Council with the exception of the Council member, who shall be appointed by Council President, and the Executive Director of Main Street PKB.

The terms of the first four mayorally-appointed representatives shall be for the following periods of time: one for a period of one year; one for a period of two years; and two for a period of three years. The terms shall expire on the first day of January of the first, second and third year respectively, following their appointment. Thereafter, as their terms expire, each new appointment shall be for a term of three years. Each appointee may succeed himself by

one time re-appointment to one additional three (3) year term. If a vacancy occurs, by resignation or otherwise, the new member of the Committee shall be nominated by the Mayor and confirmed by Council to fulfill the unexpired term. Thereafter, the position appointment would conform with the regulations of this same article of the City Ordinance. The term of the Council representative shall coincide with his/her Council term, at the discretion of the Council president.

Sponsored By Councilpersons:

A copy of Section 1350.06 a presently enacted is attached.