

AGENDA FOR PARKERSBURG CITY COUNCIL
TUESDAY, APRIL 20, 2021, 7:30 PM
CITY COUNCIL CHAMBERS,
SECOND FLOOR, MUNICIPAL BUILDING

6' SOCIAL DISTANCING AND MASKS REQUIRED

- I. CALL TO ORDER – Council President, Zach Stanley
- II. ROLL CALL
- III. MINUTES – Council meeting held April 13, 2021
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
 1. Mayor Tom Joyce nominates Mr. Ryan Barber as Development Director for the City of Parkersburg
 2. Proclamation for Arbor Day, April 30, 2021
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. OLD BUSINESS
 - A. **PUBLIC HEARING** – to hear and consider any objections to the budget estimate for fiscal year 2021-2022.
 - B. To receive, file and approve the State Auditor's approval of the Levy Estimate.
 - C. To lay the levy rates.
- IX. RESOLUTION
 1. Resolution requesting approval for a budget revision due to increased revenue in the municipal sales tax, \$231,974.00. (Sponsored by Councilmen Stanley, Mercer, Cottrille, Kuhl and Rexroad)
 2. Resolution re-appointing Mr. Paul Hoblitzell, #1 Fairway Acres, to the Parkersburg Utility Board for a four-year term to expire May 22, 2025. (Sponsored by Councilmen Mercer, Carpenter, and Kuhl)

X. ORDINANCE, FIRST READING:

3. An ordinance amending the Personnel Policy and Procedure Manual, Table II, Section VII to add a Street Superintendent position, Grade S-5. (Sponsored by Personnel Committee of City Council)
4. An ordinance refinancing the City of Parkersburg's Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2015A. The Parkersburg Utility Board selected Crews and Associates as the Purchaser of the Series 2021A Bonds. (Sponsored by Councilmen Kuhl, Reynolds, Mercer, and Cottrille.)

XI. RESOLVE INTO THE COMMITTEE OF THE WHOLE and recess until Thursday, April 29, 2021, 7:00 PM

NOTE – May meetings the 11th and 25th
June meetings the 8th and 22nd

April 13, 2021

The Council of the City of Parkersburg met in regular session Tuesday, April 13, 2021, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg WV 26101

The meeting was called to order by Council President, Zach Stanley, who presided over the meeting. The Clerk noted the attendance and those present included Councilmen Jesse Cottrille, Sharon Kuhl, Wendy Tuck, JR Carpenter, Mike Reynolds, Chris Rexroad, Austin Richards, and Zach Stanley. Councilman Bob Mercer was absent.

MINUTES – the minutes from the budget meetings held March 9, 2021 and March 11; and the council meeting held March 23, 2021 were approved as previously distributed with no amendments or corrections, upon motion by Mr. Reynolds, and second by Mr. Carpenter.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – None.

MESSAGE FROM THE EXECUTIVE – No message from Mayor Joyce.

City Clerk, Connie Shaffer, announced that pursuant to Section 2.208 of the City Charter and WV code, the 2021 supplements to the City Code are available to the public, and an ordinance will be submitted to Council in ninety (90) days.

PUBLIC FORUM

Mr. Roy Hayhurst, 1730 Covert Street, told Council it has been two years during which he has asked the City for a solution of a basketball problem in his neighborhood, and he is still asking.

Ms. Cynthia Lockney, 1706 20th Street, updated Council as the City's appointment to the Wood County/Parkersburg Public Library. She said the Library has hired an assistant for the Director, that they have been following COVID rules, and they are open again although somewhat limited, but meeting rooms are not open yet. They plan to extend their hours.

Receiving a standing ovation, Parkersburg High School junior, Yuan Uy, appeared before City Council, as being recently recognized as WV Youth of the Year through the Boys and Girls Club. He said that five (5) years ago, he came to the US from the Philippines, his language was terrible and he was homesick and scared. His stepfather took him to our Boys and Girls Club where he made new friends, and he said they accepted him even though he was different. As he participated in club activities, he moved into the Teen program and leadership roles in junior staff, also the Keystone Club and UPS Roadcode. He said the younger members look up to him, and he feels loved.

He said that he did not know that America had some of the problems that his third world country has, but they do with hunger and homelessness.

Because of all the programs he has been through, he was made WV Youth of the Year in WV. He plans to volunteer, and he wants to study city planning and business and/or political science to make a positive impact in addressing these problems.

Another standing ovation with well wishes from City Council, Mayor Tom Joyce, and all attending.

Mr. Kim VanRijn, 13th Street, had several questions about the money the City was receiving for affordable housing, and funds to landlords to make their properties better for residents. She also wants to know the guidelines and who will be administering these programs.

CITY COUNCIL FORUM – Ms. Kuhl announced that this Saturday there will be a fishing derby at the City Park and Southwood Park beginning at 9:00 a.m. They will be stocking the ponds tomorrow and no fishing will be allowed until Saturday. Fishing poles will be provided for those who may not have a pole.

Ms. Tuck announced a meeting April 26, 2021 from 4:00 PM – 6:00 PM on the second floor of the Municipal Building to discuss our housing programs, and for those who don't qualify, there are other funds available. Also, on April 17th, there will be another clean-up from 9:00 a.m. until noon at the Good Sheppard Church, and she thanked the City for their assistance in these neighborhood projects.

April 13, 2021

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 2020-2021 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
383-000-000	SALE OF FIXED ASSETS	5,000	36,351	41,351	PROCEEDS OF TOTALED VEHICLE
CAPITAL EQUIPMENT					
420-459-000	EQUIPMENT - ENGINEERING	-	41,068	41,068	NEW TRUCK W/INS PROCEEDS
706-459-000	EQUIPMENT - FIRE DEPARTMENT	550,000	<u>11,500</u>	561,500	PURCHASE OF PICKUP TRUCK
			<u>52,568</u>		
			<u>(16,217)</u>		

The above resolution proposes to revise the FY21 Capital Reserve Fund budget to appropriate the proceeds of the sale of a totaled vehicle in the amount of \$36,351 as well as expenditures for a replacement truck in the amount of \$41,068 and \$11,500 toward the purchase of an emergency equipped pickup truck in the Fire Department. The \$16,217 difference is an appropriation from the current unencumbered fund balance in the fund.

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

The meeting adjourned at 7:47 PM.

Corrie Shapir
City Clerk

Council President

ARBOR DAY PROCLAMATION

WHEREAS: In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS: this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS: Arbor Day is now observed throughout the nation and the world, and

WHEREAS: trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling cost, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and


WHEREAS: trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS: trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS: trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I, Tom Joyce, Mayor of Parkersburg, do hereby proclaim April 30 2021, as **ARBOR DAY** in the City of Parkersburg and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.



Tom Joyce, Mayor
City of Parkersburg



RECEIVED

APR 08 2021

FINANCE DEPT

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301



State of West Virginia
John B. McCuskey
State Auditor

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

April 5, 2021

NOTICE OF A CONDITIONAL APPROVAL OF THE LEVY ESTIMATE
(BUDGET)

To: Municipality of Parkersburg

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby conditionally approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2021.

I find that any levy rates to be imposed in excess of those prescribed by the West Virginia Constitution were legally authorized by a vote of the people.

HOWEVER, THE FOLLOWING COMMENTS ARE MADE BASED ON AN
AUDIT AND REVIEW OF THE BUDGET DOCUMENT BY THIS OFFICE.

In processing your budget, we have noted that you allocated \$600,000 to account 299 which appears to be an understated amount. The proposed budget is published to inform the citizens of the financial position of your entity. Withholding or under estimating revenues is understating the financial condition of your county. You should reflect the actual amount that you can conservatively expect to carry over and include that amount in fund balance accounts as well as in the expenditure account to which the funds should be allocated.

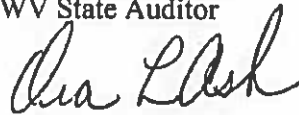
Please take whatever corrective action is necessary to remedy these problems and notify this office of your intentions. **Your immediate attention to this matter will be greatly appreciated.**

Parkersburg
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With this written conditional approval, the levying body shall meet on the third Tuesday in April (April 20) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Rebecca Clise extension 5101.

Sincerely,
John B. McCuskey
WV State Auditor



By: Ora L. Ash, Deputy State Auditor
Local Government Services Division

**MUNICIPALITY OF PARKERSBURG, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2021 - 2022**

The following is a true copy from the record of orders entered by this entity
on the 20 day of April, 2021.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____ 0	12.500	\$ _____ 0
Public Utility	_____ 0		_____ 0
Total Class I	\$ _____ 0		\$ _____ 0
Class II			
Real Estate	\$ _____ 503,226,560	25.000	\$ _____ 1,258,066
Personal Property	_____ 129,312		_____ 323
Total Class II	\$ _____ 503,355,872		\$ _____ 1,258,389
Class IV			
Real Estate	\$ _____ 339,970,830	50.000	\$ _____ 1,699,854
Personal Property	_____ 223,239,769		_____ 1,116,199
Public Utility	_____ 53,931,875		_____ 269,659
Total Class IV	\$ _____ 617,142,474		\$ _____ 3,085,712
Total Value & Projected Revenue	\$ _____ 1,120,498,346		\$ _____ 4,344,101
Less Delinquencies, Exonerations & Uncollectable Taxes		4.75%	206,345
Less Tax Discounts		2.00%	82,755
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			6,464
Total Projected Property Tax Collection			4,048,537
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	80,971
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ _____ 3,967,566

**MUNICIPALITY OF PARKERSBURG, WEST VIRGINIA
LEVY ORDER AND RATE SHEET SUPPLEMENT
MASS TRANSIT
2021 - 2022**

The following is a true copy from the record of orders entered by this entity on the 20 day of April, 2021.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E		
	Certificate of Valuation	Levy	Taxes
	<u>Assessed Value for Tax Purposes</u>	<u>Rate/\$100</u>	<u>Levied</u>
Current Year			
Class I			
Personal Property	\$ _____ 0	6.248	\$ _____ 0
Public Utility	_____ 0		_____ 0
Total Class I	\$ _____ 0		\$ _____ 0
Class II			
Real Estate	\$ _____ 503,226,560	12.496	\$ _____ 628,832
Personal Property	_____ 129,312		_____ 162
Total Class II	\$ _____ 503,355,872		\$ _____ 628,994
Class IV			
Real Estate	\$ _____ 339,970,830	24.992	\$ _____ 849,655
Personal Property	_____ 223,239,769		_____ 557,921
Public Utility	_____ 53,931,875		_____ 134,787
Total Class IV	\$ _____ 617,142,474		\$ _____ 1,542,363
Total Value & Projected Rev.	\$ _____ 1,120,498,346		\$ _____ 2,171,357
Less Delinquencies, Exonerations & Uncollectable Taxes		4.75% . . .	103,139
Less Tax Discounts		2.00% . . .	41,364
Net Amount to be Raised by Levy For Budget Purposes:			\$ 2,026,854

Eric Jiles

From: Eric Jiles
Sent: Friday, April 9, 2021 11:52 AM
To: Shellie Humphrey (shellie.humphrey@wvsao.gov)
Cc: Tina Hughes; Angie Smith; Tom Joyce; Eric Jiles
Subject: FY22 CONDITIONAL APPROVAL LETTER

Importance: High

Shellie –

I am in receipt of a NOTICE OF CONIDTIONAL APPROVAL OF THE LEVY ESTIMATE (BUDGET), dated April 5, 2021, noting the following comment:

"In processing your budget, we have noted that you allocated \$600,000 to account 299 which appears to be an understated amount. The proposed budget is published to inform the citizens of the financial position of your entity. Withholding or under estimating revenues is understating the financial condition of your county [sic]. You should reflect the actual amount that you can conservatively expect to carry over and include that amount in fund balance accounts as well as in the expenditure account to which the funds should be allocated."

I am of the understanding that the source of the comment and reason for the conditional approval status is from a review of our FY21 originally adopted budget allocating \$500,000 to account 299, which is only 14% of the revised FY21 fund balance amount of \$3,701,496. On the surface, this does appear as though the FY21 \$500,000 was understated amount and, therefore, the FY22 amount of \$600,000 is potentially understated as well. However, this is not the case.

When the City Council adopted the FY21 budget with the \$500,000 surplus carryover in March of 2020, it was not known at that time what financial impact the pandemic and CARES Act would have on the budget. In fact, Council adopted the budget days before pandemic shutdowns began occurring. Ultimately, the City received \$3,540,066 in CARES Act reimbursements in a very short period of time through the end of June of 2020, creating the surplus which was \$3.2 million in excess of the original estimate of \$500,000.

All of the surplus as of June 30, 2020 and subsequent CARES Act receipts in FY21 have been appropriated. No further general fund reimbursements are expected at this time and no official guidance has been issued on American Rescue Plan funding other than the bank account and fund 073 reporting requirements issued by the Auditor. Therefore, it is our position that the \$600,000 budgeted fund balance adequately reflects the actual amount that we can conservatively expect to carry over as noted in the conditional approval letter.

After consideration of the explanation in this response, please acknowledge receipt and acceptance at your earliest convenience.

Thanks,

Eric S. Jiles, CPA, MPA
Director of Finance



City of Parkersburg, Finance Department
Divisions of Accounting, Purchasing, and Information Technology
One Government Square, P.O. Box 1627, Parkersburg, WV 26102
Direct: (304) 424-8489 | Cell: (304) 488-2388 | Fax: (304) 424-8403

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 2020-2021 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					
314-000-000	MUNICIPAL SALES TAX	6,019,997	231,974	6,251,971	REVISED ESTIMATE
361-000-040	SIDEWALK SUPPLIES	-	<u>18,526</u>	18,526	ADJUSTMENT TO ACTUAL
	SUBTOTAL - REVENUE		250,500		
ENGINEERING					
420-230-000	CONTRACTUAL SERVICES	133,000	120,000	253,000	EMER. DEMOS/A&E SERVICES
DEVELOPMENT					
421-220-000	ADVERTISING & LEGAL PUBL	2,400	8,500	10,900	BEA LEGAL NOTICES
POLICE					
700-103-309	PATROLMEN SALARY	2,544,040	(65,000)	2,479,040	REALLOCATE TO GARAGE SERVICE
FIRE					
706-103-008	OVERTIME EXPENSE	149,000	40,000	189,000	REVISED ESTIMATE
706-230-000	CONTRACTUAL SERVICES	20,000	<u>7,000</u>	27,000	REVISED ESTIMATE
			47,000		
STREET DEPARTMENT					
750-230-000	CONTRACTUAL SERVICES	78,000	50,000	128,000	SIDEWALK PROJECT REV. ESTIMATE
CENTRAL GARAGE					
754-217-000	MAINT & REPAIR - AUTO/TRUCK	40,000	65,000	105,000	REVISED EST. REALLOCATION FROM PD
754-341-000	DEPARTMENTAL SUPPLIES	27,500	5,000	32,500	REVISED ESTIMATE
754-343-005	AUTO REPAIR SUPPLIES	125,000	<u>10,000</u>	135,000	REVISED ESTIMATE
			80,000		
PARKS & RECREATION					
900-341-000	DEPARTMENTAL SUPPLIES	84,500	15,000	99,500	REVISED ESTIMATE
FAIRS & FESTIVALS					
903-568-030	CONTRIB - MULTICULTURAL FEST	5,000	<u>(5,000)</u>	-	EVENT CANCELED
	SUBTOTAL - EXPENDITURES		<u>250,500</u>		
	GRAND TOTAL		<u>-</u>		

The above resolution proposes to revise the FY21 General Fund budget to account for the receipts associated with the sidewalk program in the amount of \$18,526 and a Sales Tax increase in the amount of \$231,974. The additional revenue is appropriated toward an increase in the estimate of the sidewalk project and various other operational activities as outlined above.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Paul Hoblitzell, #1 Fairway Acres, Parkersburg WV, be re-appointed as a member of the Parkersburg Utility Board for a four year term to expire May 22, 2025.

Sponsored by Councilmen

**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
Table II, 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
add the following position:**

Street Superintendent S-5

SPONSORED BY PERSONNEL COMMITTEE OF CITY COUNCIL



POSITION TITLE: Street Superintendent

GRADE: S-5 (Exempt)

DEPARTMENT: Public Works

DIVISIONS: Street Department and the Street Maintenance and Sign

Reports Directly to the Public Works Director

JOB SUMMARY:

This position is responsible for managing both the Street Department and the Street Maintenance and Sign Divisions of the Public Works Department. The incumbent is responsible for the planning and budgeting, assigning and supervising activities of several crews engaged in the maintenance and repair of city streets, sidewalks, alleys, and storm drains within the Street Department(s). The incumbent is also responsible for the management of street cleaning and upkeep for general safety and sanitization purposes, to include the sweeping and flushing of streets, various aspects of traffic sign maintenance; and removal and control of snow/ice accumulations during the winter season. The position is responsible for the oversight of all employees within the Street and Street Maintenance and Sign Departments.

GENERAL STATEMENT OF RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1.) Plans, coordinates, and directs the activities and repair operations in the Street/Street Cleaning Department(s), including planning and prioritizing work/projects, the assignment of work to employees, ordering needed materials/supplies, equipment rentals, providing general work instructions for staff and reviewing and ensuring satisfactory work during and upon completion;
- 2.) Provides management, guidance and support to employees within the department;
- 3.) Directs, coordinates and oversees a large number of employees from other divisions during the winter season in the removal and control of snow and ice;
- 4.) Supervises and directs employees in the creation, repair, installation, and design of signs based on Uniform Traffic Control Maintenance laws;
- 5.) Inspects work sites before, during and after completion of work to ensure satisfactory work performed by employees;
- 6.) Ensures services performed and delivered by employees meets quality and timeliness standards, and which meets safety and sanitary conditions;
- 7.) Oversees timely and accurate payroll time entry approvals, participates in the hiring process, completes performance evaluations, schedules time-off and addresses employee performance and corrective actions; works in partnership with the Personnel Department to ensure all employee services and issues are timely resolved;

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.

- 8.) Directs the maintenance, repairs, improvements and replacement of equipment within the department's authority;
- 9.) Oversees the purchasing of equipment, supplies, inventory and materials necessary for the operation of the division; working with the Finance Department to ensure budgets are met;
- 10.) Assists in the preparation and monitoring of the division's budget;
- 11.) Receives, investigates and resolves complaints from the general public and meets with the Public Works Director to resolve issues and complaints on a timely and professional basis;
- 12.) Exemplifies and enforces work safety rules, policies and regulations are followed by employees;
- 13.) Investigates injuries and vehicle accidents on a timely basis, keeping the Personnel Department informed;
- 14.) Provides leadership and direction in the development of short-term and long-range goals and objectives;
- 15.) Coordinates activities with other divisions within the Public Works Department;
- 16.) Develops and oversees a comprehensive preventative maintenance program;
- 17.) Exercises initiative and independent judgement in resolving operational problems and policy matters that may arise, bringing serious matters to the immediate attention of the Personnel Department;
- 18.) Maintains a variety of records and prepares a variety of reports;
- 19.) Performs technical and other administrative duties related to assigned activities;
- 20.) Attends staff and other meetings as assigned;
- 21.) Performs other related duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

- Bachelor's Degree or an equivalent combination of experience and training
- Minimum of three (3) years of demonstrated, successful professional work experience; possessing the advanced knowledge/expertise in street planning, repair/maintenance, signage rules, cleaning, weatherization, etc.
- Minimum two (2) years of demonstrated strong managerial and leadership skills, with abilities to mentor and train employees
- Possession of a valid Commercial Driver's License
- Demonstrated satisfactory computer skills (Microsoft Word, Excel, Email)
- Demonstrated excellent ability to successfully multi-task, using strong organizational skills, and excellent analytical and problem-solving skills
- Demonstrated ability to prioritize tasks and to delegate them to staff members as appropriate
- Thorough understanding of or the ability to quickly learn about the project being developed
- Demonstrated professional demeanor, satisfactory verbal and written communication skills
- Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependable
- Ability to maintain a regular and routine attendance and be punctual for work
- Ability to be available and willing to work evenings, week-ends and holidays as needed
- The following physical demands are requirements and must be met in order for the successful performance of the job position: walking, lifting, reaching, carrying; stooping, bending, squatting; climbing. The employee is exposed to a variety of extreme weather conditions. The noise level in the work environment can be loud.

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.