

**AGENDA FOR A SPECIAL CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 28, 2021, 6:00 PM
SECOND FLOOR, MUNICIPAL BUILDING
ONE GOVERNMENT SQUARE,
PARKERSBURG WV**

- I. CALL TO ORDER – Council President, Zach Stanley
- II. ROLL CALL
- III. RESOLVE INTO THE COMMITTEE OF THE WHOLE to discuss water rates.
- IV. RISE AND REPORT TO CITY COUNCIL
- V. ADJOURN

AGENDA FOR PARKERSBURG CITY COUNCIL
TUESDAY, SEPTEMBER 28, 2021, 7:30 PM
CITY COUNCIL CHAMBERS,
SECOND FLOOR, MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, Zach Stanley
- II. ROLL CALL
- III. MINUTES – Regular Council meeting September 14, 2021
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. ORDINANCE, FINAL READING:
 1. An ordinance granting civil service employees retention pay of 50 cents per hour. (Sponsored by Councilmen Kuhl, Mercer, and Richards)
 2. An ordinance vacating a portion of 17th Avenue lying east of South Hills Drive, and adjacent to lot 1 of Stallings Addition. (Sponsored by Municipal Planning Commission)
- IX. ORDINANCE, FIRST READING:
 3. An ordinance granting an exemption of five hundred dollars (\$500.00) in B & O taxes for the third and fourth quarters of 2021, and setting due dates accordingly. (Sponsored by Councilmen Mercer, Richards, Kuhl and Stanley)
- X. ADJOURNMENT

Next meetings October 12th & 26th

AN ORDINANCE AMENDING AND RE-ENACTING
THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY
OF PARKERSBURG, TABLE III, CIVIL SERVICE NON-EXEMPT POSITION
CLASSIFICATIONS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective on passage of this Ordinance, Table III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and reenacted to reflect a civil service retention pay increase of \$0.50/hr on employment anniversary dates of 10, 15, and 20 years of service. See table attached.

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CIVIL SERVICE NON-EXEMPT POSITION CLASSIFICATIONS

GRADE	POSITION TITLE	HOURLY	HOURS WORKED
CS-1	Firefighter	\$14.27	2808 hours
	Firefighter First Class (\$0.75/hr after 3 years and testing)	\$15.02	2808 hours
CS-2	Police Officer	\$20.81	
	Police Officer First Class (\$0.50/hr after 5 years of service)	\$21.31	
CS-4	Fire Lieutenant	\$16.36	2808 hours
CS-5	Police Sergeant	\$22.91	
CS-6	Fire Captain	\$17.68	2808 hour
CS-7	Chief Fire Inspector	\$23.87	2080 hours
CS-8	Police Lieutenant	\$24.48	
CS-9	Police Captain	\$26.06	

Retention Pay Civil Service

10-year retention pay	\$0.50/hr
15-year retention pay	\$0.50/hr
20-year retention pay	\$0.50/hr

College Incentive Police Department

Associates Degree	\$0.15/hr
Bachelor's Degree	\$0.30/hr
Master's Degree	\$0.45/hr

Fire Department EMT incentive	\$0.50/hr
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City of Parkersburg
Police/Fire Estimated Payroll Increase
As of July 1, 2021

This calculation uses the staffing composition of each department to determine what impact the pay adjustments would have on the budget as of July 1, 2021.

	Police Per Hour	POLICE	Fire Per Hour	FIRE	TOTAL
10 YEAR	0.50	11,440	0.50	8,424	19,865
15 YEAR	0.50	14,560	0.50	25,272	39,833
20 YEAR	0.50	28,080	0.50	66,300	94,381
GROSS PAY AMOUNT		54,080		99,996	154,076
TAXES & BENEFITS		2,055		3,800	5,855
TOTAL PAY		56,135		103,796	159,931

NOTES:

- 1) The PD currently provides for a 50 cent increase in pay at 5 years with a 1st class promotion.
- 2) The FD currently provides for a 75 cent apprenticeship and 1st class promotion after meeting minimum qualifications at 3 years. Additionally, a firefighter qualifies for a 50 cent adjustment at 5 years for obtaining and maintaining an EMT license.

**City of Parkersburg
 Long-Term Pension Estimate Scenario for
 \$1 Retention Pay at 10, 15, and 20 Years**

NOTE: Below is a calculation estimating the long-term impact of a \$1/hour at 10, 15 and 20 year retention pay adjustment on the Police and Fire pension plans. THIS IS A CONSERVATIVE ESTIMATE THAT DOES NOT FACTOR IN FUTURE COST OF LIVING AND OTHER POSSIBLE PAY ADJUSTMENTS, AND DOES NOT INCLUDE AN ESTIMATE OF OVERTIME HOURS THAT WOULD INCREASE THE IMPACT. THE ACTUAL IMPACT WOULD LIKE BE SIGNIFICANTLY HIGHER OVER THE LIFE OF THE PLAN.

	<u>Police</u>	<u>Fire</u>	<u>Total</u>
Cost of 20 year pay adjustment per employee	6,240.00	8,424.00	14,664.00
70% pension benefit at 20 years - annually	4,368.00	5,896.80	10,264.80
Multiply: Average retirement lifespan - 30 years - this is additional per retiree	131,040.00	176,904.00	307,944.00
Number of active participants in plan	<u>47.00</u>	<u>42.00</u>	<u>89.00</u>
Multiply: Average retirement lifespan x active members	<u>6,158,880.00</u>	<u>7,429,968.00</u>	<u>13,588,848.00</u> *

* This is the conservative estimate of the impact over the life of the plan, in today's dollars. The actual impact will be significantly higher.

**City of Parkersburg
Police/Fire Estimated Payroll Increase
As of July 1, 2021**

This calculation uses the staffing composition of each department to determine what impact the pay adjustments would have on the budget as of July 1, 2021.

	Police Per Hour	POLICE	employees impacted	Fire Per Hour	FIRE	employees impacted	TOTAL
10 YEAR	1.00	22,880	11	1.00	16,848	6	39,728
15 YEAR	1.00	29,120	14	1.00	50,544	9	79,664
20 YEAR	1.00	56,160	9	1.00	132,600	16	188,760
GROSS PAY AMOUNT		108,160	34		199,992	31	308,152
TAXES & BENEFITS		4,110			7,600		11,710
TOTAL PAY		112,270			207,592		319,862

NOTES:

- 1) The PD currently provides for a 50 cent increase in pay at 5 years with a 1st class promotion.
- 2) The FD currently provides for a 75 cent apprenticeship and 1st class promotion after meeting minimum qualifications at 3 years. Additionally, a firefighter qualifies for a 50 cent adjustment at 5 years for obtaining and maintaining an EMT license.

City of Parkersburg
Police/Fire Estimated Payroll Increase
5 Year Projection of Possible Impact of Pay Adjustments

This calculation uses the staffing composition of each department to determine what impact the pay adjustments would have on the budget as of July 1, 2026 given the assumptions below.

	Police Per Hour	POLICE	employees impacted	Fire Per Hour	FIRE	employees impacted	TOTAL
10 YEAR	1.00	31,200	15	1.00	22,464	8	53,664
15 YEAR	1.00	45,760	11	1.00	33,696	6	79,456
20 YEAR	1.00	43,680	7	1.00	75,816	9	119,496
GROSS PAY AMOUNT		120,640	33		131,976	23	252,616
TAXES & BENEFITS		4,584			5,015		9,599
TOTAL PAY		125,224			136,991		262,215

ASSUMPTIONS:

- 1) An assumption is made that any officer or firefighter with 25 years will retire.
- 2) The above calculation does NOT factor in potential future pay adjustments and cost of living adjustments.

AN ORDINANCE VACATING A PORTION OF 17TH AVENUE LYING EAST OF SOUTH HILLS DRIVE, AND ADJACENT TO LOT 1 OF STALLINGS ADDITION

The Municipal Planning Commission of the City of Parkersburg has recommended that approximately 20' x 154.9' lying adjacent to Lot 1 of the Stallings Addition; be vacated.

WHEREAS, the City believes it proper to do so and,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the following described property is hereby vacated and closed as a public thoroughfare.

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

Beginning at the northwest corner of lot 1 of Stallings Addition, recorded in plat book 11, page 41, in the office of the Clerk of the County Commission of Wood County, West Virginia; thence with the extension of the west line of said lot 1, in a northeasterly direction, 20 feet more or less, to the northerly line of 17th avenue; thence with the northerly line of 17th Avenue, in a southeasterly direction, to the intersection of the easterly line of said Lot 1 extended in a northeasterly direction; thence with the said extension in a southwesterly direction, to the northeasterly corner of said lot 1; thence with the northerly lines of said lot 1, in a northwesterly direction, 154.9 feet more or less to the place of Beginning.

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 that the City shall retain a permanent easement for the benefit of the City of Parkersburg, the Parkersburg Utility Board, and all other public utility companies, for ingress and egress over, along and under said portion of right-of-way for the installation, maintenance, location, relocation, and removal of public utilities of any kind, and

Mayor Tom Joyce is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owner.

SPONSORED BY: MUNICIPAL PLANNING COMMISSION



TYGART DISTRICT MAP 60
PARCEL E

SOUTH HILLS DRIVE

20.0' PLAT
P/O 17TH AVENUE TO BE VACATED

154.9' PLAT
PC 136
PARCEL 1

17TH AVENUE

STALLINGS ADDITION
PLAT BOOK 11, PAGE 41

PC 136
PARCEL 3

PC 136
PARCEL 2

PC 136
PARCEL 3.1

LAKE HILLS DRIVE



SCALE = 1 INCH = 50 FEET
DATE: 08/23/21
DRAWN BY: R.S.
CHECKED BY: ---
MAP P.C. 136 STALLINGS ADDITION PLAT BOOK 11, PAGE 41

CITY OF PARKERSBURG, W.VA.
 DEPARTMENT OF PUBLIC WORKS
 DIVISION OF ENGINEERING
 PLAT OF A PORTION OF
 17TH AVENUE
 TO BE VACATED

AN ORDINANCE GRANTING AN EXEMPTION OF FIVE-HUNDRED DOLLARS (\$500.00) IN THE AMOUNT OF TAX COMPUTED FOR THE THIRD QUARTER OF 2021 THROUGH THE FOURTH QUARTER OF 2021 UNDER ARTICLE 779, BUSINESS AND OCCUPATION TAX FOR CERTAIN RETAIL SALES, SERVICE BUSINESSES, AND LANDLORDS AND FURTHER EXTENDING THE TIME FOR SUCH BUSINESSES TO FILE THEIR TAX RETURN AND PAY ANY TAX DUE UNTIL THE LAST DAY OF **NOVEMBER** 2021 FOR THE THIRD QUARTER; AND **FEBRUARY** 2022 FOR THE FOURTH QUARTER

WHEREAS, the steps taken to limit the spread of the novel coronavirus (COVID-19) required and continues to require many businesses to temporarily close or reduce services; and

WHEREAS, such steps have dramatically and negatively affected many businesses and their employees in the City of Parkersburg and throughout the larger community; and

WHEREAS, the City desires to continue to aid those businesses and individuals most vulnerable to such negative financial impacts; and

WHEREAS, the City of Parkersburg has determined that one measure of relief to such businesses is to grant a second temporary and limited exemption in the sum of tax due and payable by certain businesses.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Article 779, Business and Occupation Tax, and the Codified Ordinances of the City of Parkersburg be and it is hereby amended as follows:

Section 779.13 EXEMPTIONS.

There is hereby granted a one-time exemption applicable only to the tax due and payable for the third quarter of 2021 (July through September), and the fourth quarter of 2021 (October through December), of five-hundred dollars (\$500.00) for each quarter for the following businesses:

1. Business of Selling Tangible Property (Section 779.05) Said exemption shall however only apply to personal property sales and including the sale of food and the services incidental to such food sales.
2. Service, Business, or Calling (Section 779.09)
3. Business of Furnishing Property for Hire (Section 779.10) Said exemption shall only apply to real property rentals or leases.

Said exemption is applicable only to the B&O tax due and payable from said businesses for the gross proceeds of the sale or gross income of said business, trade, or calling for the third quarter of 2021, and the fourth quarter of 2021, and may not be carried over or utilized for any other quarter.

Section 779.15 COMPUTATION OF TAX; PAYMENT

The taxpayers described and listed above and to whom the \$500.00 per quarter exemption is applicable shall be granted an extension in the date due for the filing of the B&O tax return and payment of the quarterly installment of said tax to the last day of **November** 2021 for the third quarter; and **February** 2022 for the fourth quarter.

Said \$500.00 per quarter exemption and extension in time to file and pay any B&O tax shall not affect any other category of or type of business in Article 779.

Sponsored by Councilmen Mercer, Richards, Kuhl and Stanley