

AGENDA FOR PARKERSBURG CITY COUNCIL
TUESDAY, OCTOBER 12, 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 28, 2021
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
 1. Proclamation for National Disability Employment Awareness Month
 2. Communication from Mayor Tom Joyce nominating Mr. Bart Schumacher as a member of the Municipal Planning Commission for a term to expire October 12, 2024, and requesting approval.
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTIONS
 3. Resolutions requesting budget revisions for FY21 carryover purposes. (pending approval of the Finance Committee)
- IX. ORDINANCE, FINAL READING:
 4. 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 Oct. 26th; then Nov 9th and 23rd, 2021

The Council of the City of Parkersburg met in regular session Tuesday, September 28, 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, Chris Rexroad, Austin Richards, and Zach Stanley. Councilman Mercer was absent.

MINUTES – the minutes from the meeting held September 14, 2021 were approved as previously distributed by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – No reports.

MESSAGE FROM THE EXECUTIVE – No message.

PUBLIC FORUM – Ms. Jennifer Bryant, Market Street, voiced her dissatisfaction with information that was not provided for a Committee of the Whole meeting earlier this evening concerning a proposed water rate increase. There were technical problems with the audio/visual portion of the presentation.

Mr. Don Rhodes, 1515 Lake Hills Drive, spoke in opposition to the vacating of a portion of 17th Avenue to allow those property owners to build a driveway by their home due to handicap reasons, and he fears this will cause water runoff to his property. He was not notified during the last Planning Commission meeting because he is more than 150' away from the location.

CITY COUNCIL FORUM – Councilman Austin Richards stated that a friend of his passed away recently from COVID-19, who was 30 years old, young and generally healthy. He wanted the public to know that there are resources out there to get yourself vaccinated, and if you can't, follow the guidelines to keep yourself from spreading to others.

ORDINANCE, FINAL READING:

**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 re-enacted 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.

MOTION – Mr. Richards moved, seconded by Mr. Reynolds, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING:

**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 I 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 I, 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 I extended in a northeasterly direction; thence with the said extension in a southwesterly direction, to the northeasterly corner of said lot I; thence with the northerly lines of said lot I, 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.

MOTION – Mr. Reynolds moved, seconded by Ms. Kuhl, to adopt the ordinance on final reading, and the motion was adopted by majority vote with all members voting “yes” with the exception of Mr. Carpenter, who voted “no”.

ORDINANCE, FIRST READING:

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.

Councilman JR Carpenter left the room and does not vote on this ordinance as he is a business owner downtown and it could affect him.

MOTION – Mr. Reynolds moved, seconded by Ms. Kuhl, to adopt the ordinance on first reading, and the motion was adopted by unanimous vote of those present, Mr. Carpenter not in the room.

The meeting adjourned at 7:45 PM.

City Clerk

Council President

October 2021 is National Disability Employment Awareness Month

A Proclamation

Whereas, the City of Parkersburg has a commitment to being an inclusive community for people with and without disabilities.

Whereas, workplaces welcoming the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and a strong economy.

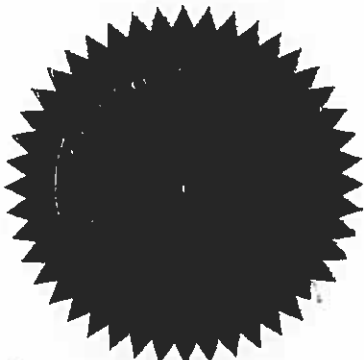
In this spirit, the City of Parkersburg, West Virginia recognizes October as National Disability Employment Awareness Month to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities. Activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm Parkersburg's commitment to an inclusive community.

Whereas, The Arc of the Mid Ohio Valley, has established a cafe to provide an inclusive venue for employment and vocational training for people with and without disabilities, to foster full inclusion and participation for all, and to enhance our community and to recognize the valuable contributions people with disabilities provide in the workplace and in our community every day.

Whereas, The Arc of the Mid Ohio Valley has collaborated with SW Resources for vocational and employment supports at the café,

Therefore we, the City of Parkersburg, West Virginia does hereby proclaim October 2021 as National Disability Employment Awareness Month. In doing so, we call upon employers, schools and other community organizations in Parkersburg, West Virginia to observe this month with appropriate programs and activities, and to advance its important message that people with disabilities are equal to the task throughout the year.

Tom Joyce
Mayor of the City of Parkersburg





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

October 5, 2021

Members of Parkersburg City Council
Parkersburg WV 26101

Dear Council:

As of May, 2021, Mr. James Green has resigned from the Municipal Planning Commission.

We have received the name of Mr. Bart Schumacher, 2900 Elm Street, who is willing and qualified to fill this vacancy. Mr. Schumacher has 26 years' experience in design services for transportation and roadway improvement projects, and experience with sidewalks, ADA ramps, drainage, and intersection improvements.

Therefore, I request approval of Mr. Schumacher as a member of the Municipal Planning Commission for a term to expire October 12, 2024. Do not hesitate to call me if you have any questions concerning this appointment.

Thank you.

Sincerely,



Tom Joyce
Mayor

TJ:cs

City of Parkersburg
 FY21 Fund Balance Carryover
 Summary of Balances & Requested Uses

GENERAL FUND

Beginning Fund Balance, 7/1/20	3,701,496
FY21 Total Revenue	35,757,732
FY21 Total Expenditures	<u>(35,932,497)</u>
Operating Surplus (Deficit)	<u>(174,765)</u>
Ending Fund Balance, 6/30/21	3,526,731
FY21 Outstanding PO's	(844,184)
FY22 Appropriated Fund Balance	<u>(600,000)</u>
FY21 Unencumbered Fund Balance	<u>2,082,547</u>

Proposed Fund Balance Uses:

Fire Department:

706-341-000	Station 6 gear washer	4,499	Currently no gear washer at station 6
706-341-000	5 sets of turnout gear	12,710	Supplementing the annual replacement of turnout gear
706-341-002	3 AED's	5,685	Replacement of AED's, used units will be re-purposed
706-341-000	Rapid Intervention Team pack	5,165	Retrofitted 2 packs currently in use
444-566-001	Duty Officer Pickup Truck w/ Emergency provisions	40,000	Cycling Departmental vehicles
706-341-000	2 treadmills	4,403	Replacement of unusable equipment

72,462

Police Department:

444-566-001	Use of force training simulator	135,000	New training equipment
444-566-001	Tasers	179,125	Department wide replacement of 'out of support' tasers
700-341-000	14 portable radios	20,000	Replacing 14 radios in disrepair

334,125

Finance/IT:

444-566-001	IT hardware replacements	55,000	Network equipment refresh/replacements
414-230-050	Cybersecurity active event monitoring	62,000	Active cybersecurity monitoring service
444-566-001	Used compact SUV (replace 2005 Trailblazer)	20,000	Current vehicle I unreliable and breaks down often
414-341-050	IT supplies	10,000	Replenish supplies after purchasing new core switches
414-218-000	Postage rate increase	6,000	Postage increase effective August 2021

153,000

Code Department:

436-230-000	Litter mitigation	25,000	Court-ordered clean-ups
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Development Department:

421-230-000	Regional housing assessment	25,000	Analysis of future housing needs
424-567-025	Ohio River Trail project estimate	160,343	Revised estimate of trail construction

185,343

Personnel Department:

422-341-000	Replacement of water damaged furniture	1,000	Replace furniture damaged by water leak
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Public Works:

444-566-001	Floodwall joint sealant extension	125,000	Continued maintenance per Army Corps of Engineers
444-566-001	Used compact SUV (replace 2005 Trailblazer)	20,000	Current vehicle I unreliable and breaks down often
444-566-001	Beechwood retention updated estimate	175,000	Additional funds per bid response, total budget \$375,000
444-566-001	City Park shelter 1 updated concrete estimate	33,000	Replacement of entire pad under shelter 1
444-566-001	City Park pickle ball 3 court expansion	60,000	Matching funds pledged by local charitable foundation
751-341-000	Electric supplies (city-wide)/Christmas decorations	35,000	Rev. est. of operating supplies, Christmas decorations

City of Parkersburg
 FY21 Fund Balance Carryover
 Summary of Balances & Requested Uses

444-566-001	South elevator	170,000	Estimate to rebuild controls and hoist for south elevator
444-566-001	SW Park Pool rehabilitation /replacement	673,617	Reserve amt for replacement of Southwood pool/features
754-217-000	Increase in outside vehicle repair	10,000	Revised operating estimate for the fiscal year
756-216-000	Street sweeper repairs	10,000	Electronic control service on street sweepers
		<u>1,311,617</u>	
	TOTAL REQUESTED	<u>2,082,547</u>	
	REMAINDER: GENERAL FUND	<u>-</u>	

CAPITAL RESERVE FUND

Beginning Fund Balance, 7/1/20	1,395,638
FY21 Total Revenue	2,287,706
FY21 Total Expenditures	<u>(1,469,052)</u>
Operating Surplus (Deficit)	<u>818,654</u>
Total Fund Balance, 6/30/21	2,214,292
FY21 Outstanding PO's	(461,670)
FY22 Appropriated Fund Balance	<u>(1,985,830)</u>
FY21 Unencumbered Fund Balance	<u>(233,208)</u>

USER FEE FUND

Beginning Fund Balance, 7/1/20	3,347,655
FY21 Total Revenue	2,986,087
FY21 Total Expenditures	<u>(1,598,720)</u>
Operating Surplus (Deficit)	<u>1,387,367</u>
Total Fund Balance, 6/30/21	4,735,022
FY21 Outstanding PO's	(1,791,713)
FY22 Appropriated Fund Balance	<u>(2,685,322)</u>
FY21 Unencumbered Fund Balance	<u>257,987</u>

**CITY OF PARKERSBURG
OUTSTANDING PURCHASE ORDERS
AS OF JUNE 30, 2021**

PO#	Line Item	Vendor	Description	Amount
22-1098	001-414-222-050	SHI	MICROSOFT LICENSING	20,257.00
22-0402	001-440-230-000	UCCI	3RD/4TH FLOOR FLOOD DAMAGE	23,979.00
22-0796	001-420-230-000	PICKERING & ASSOC	PARKS PROJECT PLANNING	10,250.00
22-0749	001-421-230-000	THRASHER GROUP	REMEDIATION SVS	14,297.00
22-0732	001-421-230-000	WV DEP	VRP PROGRAM	9,673.00
22-0813	001-440-230-000	TRI-STATE ROOFING	MUNICIPAL BLDG HEATING SVS	34,203.00
22-0835	001-700-341-000	FIFTH THIRD	FINGERPRINT STATION	2,883.00
22-0835	001-700-228-000	FIFTH THIRD	FINGERPRINT STATION	475.00
22-0808	001-700-345-000	GALLS	LEATHER GEAR FOR PD	1,707.00
22-0559	001-700-341-000	SOUTHERN POLICE EQUIP	BALANCE OF HOLSTER ORDER	546.00
22-0561	001-700-221-001	WITMER PUBLIC SAFETY	AMMUNITION	240.00
22-0562	001-700-221-001	WITMER PUBLIC SAFETY	AMMUNITION	1,108.00
22-0563	001-700-341-000	WV LAW ENF DISTRIBUTOR	OFFICER SUPPLIES	5,187.00
22-0760	001-706-230-000	MYEYEDR	PRE EMPLOYMENT EXAMS	42.00
22-0759	001-706-230-000	MYEYEDR	PRE EMPLOYMENT EXAMS	42.00
22-0799	001-706-230-000	UNIVERSITY HEALTH ASSOC	PRE EMPLOYMENT EXAMS	320.00
22-0798	001-706-230-000	UNIVERSITY HEALTH ASSOC	PRE EMPLOYMENT EXAMS	1,134.00
22-0220	001-714-230-000	JIMMIE HARPER CONST	FLOODWALL REHAB	187,333.00
22-0400	001-714-230-000	MEAD & HUNT	ENGINEERING SVS	2,644.00
22-0398	001-750-230-000	ALAN STONE COMP	SIDEWALK REPLACE PROGRAM	153,950.00
22-0797	001-750-341-000	PIONEER MASONRY SUPPLY	SUPPLIES	286.00
22-0560	001-751-341-000	STATE ELECTRIC	TRAFFIC LIGHT SUPPLIES	98.00
22-0558	001-805-341-000	CARR SUPPLY	PIPE MATERIAL	11,756.00
22-0592	001-805-230-000	HAYDEN EXCAVATING	20TH ST STORMWATER PIPE PROJ	46,060.00
22-0589	001-805-230-000	PACE ANALYTICAL	STORMWATER SAMPLING	348.00
22-0734	001-805-230-000	STANDARD PIPE SVS	STORMWATER LINING PROJECT	276,952.00
22-0544	001-809-459-000	OCTANE FORKLIFTS	WV DEP GRANT - FORKLIFT	38,414.00
TOTAL - GENERAL FUND				844,184.00
22-0401	033-440-458-000	TRI-STATE ROOFING	1ST FLOOR HVAC PROJECT	86,980.00
22-0590	033-444-566-082	RENOSYS CORPORATION	SOUTHWOOD POOL PROJECT	106,650.00
22-0542	033-700-459-000	MATHENY FORD	2021 POLICE CRUISERS	147,372.00
22-0594	033-706-459-000	SUTPHEN CORP	CUSTOM PUMPER	1,761.00
22-0543	033-750-459-000	MATHENY MOTORS	WORK TRUCK WITH UTILITY BED	41,905.00
22-0396	033-756-459-000	ACE TRUCK EQUIP	SALT SPREADER STANDS	8,596.00
22-0397	033-756-459-000	ACE TRUCK EQUIP	DUMP TRUCK BED	19,186.00
22-0735	033-900-458-000	JIMMIE HARPER	COOPER CABIN ROOF	49,220.00
TOTAL - CAPITAL RESERVE				461,670.00
22-0591	036-750-458-005	PAVEMENT TECH	ASPHALT REJUVENATION	60,169.00
22-0404	036-750-458-005	WV PAVING	2021 PAVING CONTRACT	1,731,544.00
TOTAL - USER FEE FUND				1,791,713.00
TOTAL				3,097,567.00

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 2021-2022 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
FUND BALANCE					
299-00	FUND BALANCE	600,000	<u>844,184</u>	1,444,184	PARTIAL FY21 SURPLUS CARRYOVER
	SUBTOTAL - FUND BALANCE		844,184		
FINANCE					
414-222-050	LICENSING AND SUBSCRIPTIONS - IT	157,000	20,257	177,257	FY21 PO FULFILLED AFTER 6/30
ENGINEERING					
420-230-000	CONTRACTUAL SERVICES	100,000	10,250	110,250	FY21 PO FULFILLED AFTER 6/30
DEVELOPMENT					
421-230-000	CONTRACTUAL SERVICES	62,500	23,970	86,470	FY21 PO FULFILLED AFTER 6/30
MUNICIPAL BUILDING					
440-230-000	CONTRACTUAL SERVICES	26,000	58,182	84,182	FY21 PO FULFILLED AFTER 6/30
POLICE DEPARTMENT					
700-221-001	FIREARM TRAINING	13,600	1,348	14,948	FY21 PO FULFILLED AFTER 6/30
700-228-000	FREIGHT	400	475	875	FY21 PO FULFILLED AFTER 6/30
700-341-000	DEPARTMENTAL SUPPLIES	55,000	8,616	63,616	FY21 PO FULFILLED AFTER 6/30
700-345-000	UNIFORM EXPENSE	35,000	<u>1,707</u>	36,707	FY21 PO FULFILLED AFTER 6/30
			12,146		
FIRE DEPARTMENT					
706-230-000	CONTRACTUAL SERVICES	25,000	1,538	26,538	FY21 PO FULFILLED AFTER 6/30
FLOODWALL					
714-230-000	CONTRACTUAL SERVICES	100,000	189,977	289,977	FY21 PO FULFILLED AFTER 6/30
STREET DEPARTMENT					
750-230-000	CONTRACTUAL SERVICES	78,000	153,950	231,950	FY21 PO FULFILLED AFTER 6/30
750-341-000	DEPARTMENTAL SUPPLIES	150,000	<u>286</u>	150,286	FY21 PO FULFILLED AFTER 6/30
			154,236		
STREET LIGHTING					
751-341-000	DEPARTMENTAL SUPPLIES	45,000	98	45,098	FY21 PO FULFILLED AFTER 6/30
STORMWATER MANAGEMENT					
805-230-000	CONTRACTUAL SERVICES	500,000	323,360	823,360	FY21 PO FULFILLED AFTER 6/30
805-341-000	DEPARTMENTAL SUPPLIES	100,000	<u>11,756</u>	111,756	FY21 PO FULFILLED AFTER 6/30
			335,116		
SANITATION GRANTS					
809-459-000	CAPITAL EQUIPMENT	-	<u>38,414</u>	38,414	FY21 PO FULFILLED AFTER 6/30
	SUBTOTAL - EXPENDITURES		<u>844,184</u>		
	GRAND TOTAL		<u><u>-</u></u>		

The above resolution proposes to revise the FY22 General Fund Budget to reflect a partial carryover the FY21 budget surplus that resulted from purchase orders outstanding as of 6/30/21 that the City is obligated to fulfill or has fulfilled during FY22.

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 2021-2022 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
FUND BALANCE & REVENUE					
299-00	FUND BALANCE	1,444,184	<u>2,082,547</u>	3,526,731	REMAINING FY20 SURPLUS CARRYOVER
	SUBTOTAL - FUND BALANCE		2,082,547		
FINANCE/IT					
414-218-000	POSTAGE EXPENSE	88,000	6,000	94,000	POSTAGE RATE INCREASE
414-230-050	CONTRACTUAL SERVICES - IT	12,000	62,000	74,000	ACTIVE CYBER MONITORING SERVICE
414-341-050	DEPARTMENTAL SUPPLIES - IT	20,000	<u>10,000</u>	30,000	IT SUPPLIES - PURCHASED 2 SWITCHES
			78,000		
DEVELOPMENT					
421-230-000	CONTRACTUAL SERVICES	86,470	25,000	111,470	REGIONAL HOUSING ASSESSMENT
PERSONNEL					
422-341-000	DEPARTMENTAL SUPPLIES	3,500	1,000	4,500	REPLACE WATER DAMAGED FURNITURE
TRANSFERS TO OTHER GOVERNMENTS					
424-567-025	STATE OF WV	31,250	160,343	191,593	REV. OHIO RIVER TRAIL PROJECT ESTIMATE
CODE ADMINISTRATION					
436-230-000	CONTRACTUAL SERVICES	25,000	25,000	50,000	LITTER MITIGATION SERVICES
POLICE DEPARTMENT					
700-103-303	CAPTAIN SALARY	118,731	4,000	122,731	REALLOCATION FOR RETENTION PAY
700-103-304	LIEUTENANT SALARY	270,648	6,400	277,048	REALLOCATION FOR RETENTION PAY
700-103-305	SERGEANT SALARY	446,974	7,200	454,174	REALLOCATION FOR RETENTION PAY
700-103-309	PATROLMEN SALARY	2,532,194	(71,970)	2,460,224	REALLOCATION FOR RETENTION PAY
700-104-000	FICA EXPENSE	99,183	608	99,791	REALLOCATION FOR RETENTION PAY
700-226-005	WORKERS COMP	103,685	979	104,664	REALLOCATION FOR RETENTION PAY
700-341-000	DEPARTMENTAL SUPPLIES	63,616	<u>20,000</u>	83,616	14 PORTABLE RADIOS
			(32,783)		
FIRE DEPARTMENT					
706-103-303	CAPTAIN SALARY	286,733	15,120	301,853	REALLOCATION FOR RETENTION PAY
706-103-304	LIEUTENANT SALARY	523,248	25,920	549,168	REALLOCATION FOR RETENTION PAY
706-103-308	INSPECTOR SALARY	58,527	2,400	60,927	REALLOCATION FOR RETENTION PAY
706-103-309	PATROLMEN SALARY	1,745,711	6,423	1,752,134	REALLOCATION FOR RETENTION PAY
706-104-000	FICA EXPENSE	44,564	1,115	45,679	REALLOCATION FOR RETENTION PAY
706-226-005	WORKERS COMP	68,095	1,805	69,900	REALLOCATION FOR RETENTION PAY
706-341-000	DEPARTMENTAL SUPPLIES	75,000	26,777	101,777	GEAR, WASHER, RIT PACK, TREADMILLS
706-341-002	MEDICAL SUPPLIES	10,000	<u>5,685</u>	15,685	3 AED's
			85,245		
TRANSFERS TO OTHER FUNDS					
444-566-001	TRANSFERS OUT - CAPITAL RESERVE	100,000	1,685,742	1,785,742	TRANSFER TO CAPITAL RESERVE

STREET LIGHTING					
751-341-000	DEPARTMENTAL SUPPLIES	45,098	35,000	80,098	OPER. SUPPLIES/CHRISTMAS DECORATIONS
CENTRAL GARAGE					
754-217-000	AUTO MAINTENANCE/REPAIR	40,000	10,000	50,000	REV ESTIMATE FOR AUTO/EQUIP REPAIRS
STREET CLEANING					
756-216-000	EQUIPMENT MAINTENANCE/REPAIR	4,875	<u>10,000</u>	14,875	SWEEPER COMPONENT REPAIRS
	SUBTOTAL - EXPENDITURES		<u>2,135,330</u>		
	GRAND TOTAL		<u><u>(52,783)</u></u>		

The above resolution proposed to the revised the FY22 General Fund budget to reflect the remainder of the FY21 surplus that is not yet appropriated or otherwise encumbered. Additionally, the revision above reallocates YTD unspent wages within the Police and Fire Departments to account for retention pay.

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 2021-2022 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND						
Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments	
FUND BALANCE & REVENUE						
297-00	FUND BALANCE	1,985,830	228,462	2,214,292	FY20 SURPLUS CARRYOVER	
368-000-000	CONTRIB - OUTSIDE ENTITIES	-	60,000	60,000	FY20 SURPLUS CARRYOVER	
369-000-000	TRANSFERS IN - OTHER FUNDS	550,000	<u>1,685,742</u>	2,235,742	GENERAL FUND TRANSFER IN	
			1,974,204			
FY21 OUTSTANDING PURCHASE ORDERS						
440-458-000	IMPROVEMENTS - CITY BUILDING	170,000	86,980	256,980	FY21 PO FULFILLED AFTER 6/30	
444-566-082	IMPROVEMENTS - POOLS	-	106,650	106,650	FY21 PO FULFILLED AFTER 6/30	
700-459-000	EQUIPMENT - POLICE	200,000	147,372	347,372	FY21 PO FULFILLED AFTER 6/30	
706-459-000	EQUIPMENT - FIRE	-	1,761	1,761	FY21 PO FULFILLED AFTER 6/30	
750-459-000	EQUIPMENT - STREETS	213,000	41,905	254,905	FY21 PO FULFILLED AFTER 6/30	
756-459-000	EQUIPMENT - STREET CLEANING	260,000	27,782	287,782	FY21 PO FULFILLED AFTER 6/30	
900-458-000	IMPROVEMENTS - PARKS	86,000	<u>49,220</u>	135,220	FY21 PO FULFILLED AFTER 6/30	
			461,670			
CAPITAL IMPROVEMENTS						
440-458-000	IMPROVEMENTS - CITY BUILDING	256,980	170,000	426,980	SOUTH ELEVATOR REHABILITATION	
444-566-082	IMPROVEMENTS - POOLS	106,650	673,617	780,267	SW PARK POOL REHAB/REPLACEMENT	
714-458-000	IMPROVEMENTS - FLOODWALL	175,000	125,000	300,000	JOINT SEALANT PROJECT EXPANSION	
805-458-000	IMPROVEMENTS - STORMWATER	200,000	175,000	375,000	BEECHWOOD RETENTION REV. ESTIMATE	
900-458-000	IMPROVEMENTS - PARKS & REC	135,220	<u>153,000</u>	288,220	SHELTER 1 CONCRETE/PICKLEBALL COURTS	
			1,296,617			
CAPITAL EQUIPMENT						
414-459-000	EQUIPMENT - FINANCE/IT	-	75,000	75,000	IT NETWORK HARDWARE/REPL. - USED SUV	
420-459-000	EQUIPMENT - ENGINEERING	12,000	20,000	32,000	REPLACE - USED SUV	
700-459-000	EQUIPMENT - POLICE	347,372	314,125	661,497	USE OF FORCE TRAINING SIM./TASERS	
706-459-000	EQUIPMENT - FIRE	1,761	<u>40,000</u>	41,761	DUTY OFFICER EMERGENCY PICKUP TRUCK	
			449,125			
	SUBTOTAL - EXPENDITURE		2,207,412			
			<u>(233,208)</u>			

The above resolution proposes to revise the FY22 Capital Reserve Fund budget to reflect the FY21 actual fund balance as well as a transfer in from the General Fund a contribution from a local charitable organization for Pickle Ball Court Expansion in the City Park. In addition to the fund balance adjustment, \$461,670 in prior year outstanding purchase orders require re-appropriation resulting in reduction in fund balance of \$233,208. The fund balance reduction is the result of late FY21 appropriations for the Southwood Park pool lining and HVAC installation on the 1st floor of the municipal building. Finally, \$1,296,617 is appropriated for capital improvements and \$449,125 for capital equipment.

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 2021-2022 Fiscal Year to reflect the following changes:

USER FEE SPECIAL REVENUE FUND

<u>Account</u>	<u>Description</u>	<u>Current Budget</u>	<u>Proposed Adjustment</u>	<u>Revised Budget</u>	<u>Comments</u>
FUND BALANCE					
299-00	FUND BALANCE	2,685,322	2,049,700	4,735,022	FY20 SURPLUS CARRYOVER
FY21 OUTSTANDING PURCHASE ORDERS					
750-458-005	STREET IMPROVEMENTS	1,500,000	1,791,713	3,291,713	FY21 PO FULFILLED AFTER 6/30
CAPITAL IMPROVEMENTS					
750-458-005	STREET IMPROVEMENTS	3,291,713	<u>257,987</u>	3,549,700	ADDITIONAL FY22 STREET REHAB
			<u>2,049,700</u>		
			<u> </u>		

The above resolution proposes to revise the FY22 User Fee Special Revenue Fund to reflect the FY21 budget surplus carryover. The revision also reappropriates PO's that were outstanding at 6/30 in the amount of \$1,791,713 for street improvements. The balance of \$257,987 is proposed to be appropriated to provide additional funding for the FY22 street rehabilitation project.

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