

FEBRUARY 27, 2020

The Council of the City of Clarksburg met in Special Session on Thursday, February 27, 2020 at 5:15 P.M. at the Clarksburg Municipal Building – Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Mayor Kennedy presiding.

COUNCIL MEMBERS PRESENT:

Frank Ferrari
Marshall Goff
Lillie Junkins
Gary Keith
Jim Malfregeot
Jimmy Marino, Vice Mayor,
Ryan Kennedy, Mayor

ALSO PRESENT:

Annette Wright, Interim City Manager
Paula Hardman, Interim City Clerk

1. ROLL CALL


2. CONSIDERATION OF HIRING A CITY MANAGER AND APPROVAL OF EMPLOYMENT CONTRACT THEREFOR

MOTION by Vice-Mayor Marino, **SECONDED** by Councilmember Junkins to hire new City Manager Michael Webb and approve his employment contract.

Under discussion, Vice Mayor Marino directed attention to an issue he had with recent actions by a certain individual.

He explained the process taken by council to consider all said applicants that applied for the City Manager position taking their time on deciding the most qualified person to fill the position explaining that said actions took place within Executive Session accordingly where certain individuals were privileged with knowledge of what took place. He then voiced major disappointment when seeing said information was released to social media by certain individual sharing information that could have been detrimental to us. Mr. Webb, a professional and was not ready for any information to be released to the public, he would have preferred a more proper timeframe as to the media and everyone would be made aware of who it was at the same time. He then voiced concerns with an individual that went to great lengths to leak information from Executive Session to social media making an announcement congratulating Mr. Webb before said information was released formally by Council. He then stated his thoughts that it was meant to disrupt the daily functions of this new council and the many great advancements they are making with the hiring of the new Chief, Deputy Chief and such. He added that things are still going in a positive direction and they did not accomplish anything by their actions to disrupt the positive changes taking place and council will continue to make the city better. **MOTION APPROVED UNANIMOUSLY.**

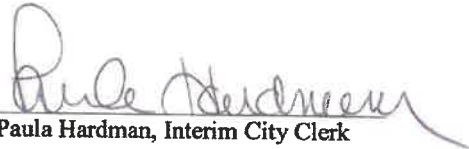
There being no further business to come before Council, **MOTION** by Councilmember Ferrari, **SECONDED** by Vice Mayor Marino to adjourn Special Meeting. **MOTION APPROVED UNANIMOUSLY**



Ryan Kennedy, Mayor

3-19-2020

Approved



Paula Hardman, Interim City Clerk

FEBRUARY 27, 2020

The Clarksburg City Council met in CONFERENCE SESSION on Thursday, February 27, 2020 at 5:30 P.M. at the Clarksburg Municipal Building – Council Chambers, 222 West Main Street, Clarksburg, West Virginia.

COUNCIL MEMBERS PRESENT:

Frank Ferrari
 Marshall Goff
 Lillie Junkins
 Gary Keith
 Jim Malfregeot
 Jimmy Marino, Vice Mayor
 Ryan Kennedy, Mayor

ALSO PRESENT:

Annette Wright, Interim City Manager
 Paula Hardman, Interim City Clerk
 Kim Karakiozis, Finance Director
 Police Chief Mark Kiddy

Following roll call, Council proceeded with the following agenda:

Discussion – Proposed Budget- Fiscal Year 2020-2021-Interim City Manager Wright referenced the budget documents previously provided to Council, pointing out the following highlights of said budget: a copy of said summary is attached hereto and incorporated herein as ATTACHMENT 1.

Interim City Manager Wright informed they have not raised the Fire Civil Service Fees since July 1, 2002 and this was something that needed to be looked at in the near future.

With regard to the COLA, Councilmember Malfregeot suggested that employees deserved a 3% COLA. A detailed discussion ensued and it was decided to adjust the COLA from 2% to 3%. This includes the Police and Fire Departments with respect to classifications budgeted to get the \$1000 bump in pay since this would move them into this category.

Vice Mayor Marino requested current tax information from the RGPAC including funds paid from Finance Director Kim Karakiozis.

With regard to reporting the street lights that are out. Council requested Dominique Spatafore add a link to our website as such and every quarter to roll out a reminder on social media also.

With regard to clean-ups within the city, this was reduced from two (2) to one (1) a year.

With regard to the CVB, (Clarksburg Visitors Bureau). Council requested they attend a council meeting to update them on their job duties.

Councilmember Malfregeot requested Finance Director Kim Karakiozis check on when the YMCA will be paid off and to report information to council.

With regard to the Historical Society it was decided not to do any funding because it's located in the County and to fund the Clarksburg History Museum in the amount of \$2,500. It was also decided at this time not to take any new request at this time.

Councilmember Goff requested a report from Finance Director Kim Karakiosiz with regard to non collected funds and anything due residential and/or business.

Vice Mayor Marino requested the new city manager review each department and see where any needs are. Council can always do a budget revision at a later date.

A discussion took place with regard to adding two (2) ordinances to the next agenda with regard to raising misc. fees.

Interim City Manager Wright informed council that they would be receiving a map with boundaries of the TIFF district and it will be provided along with the paving list.

Council requested signs to be put on the downtown parking meters.

Councilmember Keith request council be provided with a list of who all has a vehicle to be discussed at a future work session.

It was decide at this time to add an additional \$4K to Public Works as to purchase an Engine Analyzer.


Council also decided it was time to look into a new contract for salt. Interim City Manager requested a copy of the contract in place at this time. 0561

Council requested a list of who had cell phones.

At this time council, along with Interim City Manager Wright requested Finance Director check on talking to someone to see if there were any better rates we could get on any loans we have out there.


A Public hearing will take place the first meeting in March and council will vote on the budget on March 19th, 2020.

Meeting adjourned.



Ryan Kennedy, Mayor
3-19-2020

Approved



Paula Hardman, Interim City Clerk

2020-2021 BUDGET NARRATIVE - SUMMARY

2020-2021 Proposed Budget Summary - Highlights - Information
General Fund Budget \$17,954,925, Coal Severance Budget \$90,400
Excess - Capital Improvement Levy Fund Budget \$1,474,000
Police Fine Escrow Budget \$392,700
Sales & Use Tax Fund \$7,472,000
Rainy Day Fund \$957,000
Robinson Grand Fund \$1,306,500
GRAND TOTAL: \$29,647,525

GENERAL FUND
BUDGETED MAJOR REVENUES

Real and Personal Property Taxes	\$2,355,000
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Actual property taxes to be levied in FY 2020-21 will be based on the Certificate of Municipal Valuations to be received from the Assessor's Office on or around March 6th. The \$2,355,000 will be updated based on the taxes to be levied per the valuation and will be reflected in the final budget to be considered by Council.

2% Public Utility Tax	\$ 750,000
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B&O Tax	\$8,500,000
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This amount has been reduced substantially from the budget amount for FY 2019-20 based on projected revenues to be received in the current fiscal year.

6% Hotel/Motel Taxes	\$ 275,000
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This proposed amount is decreased from the FY 2019-20 budget amount as current year revenues for each of the Clarksburg hotels are down substantially.

Fire Service Protection Fees	\$1,200,000
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The budgeted revenue for fire service fees is substantially reduced from the current year budget and is based more in line with actual revenues received in prior years. The \$1,200,000 is **22.7 %** of the total Fire Department's General Fund and Coal Severance Tax budget for FY 2020-21 in the amount of **\$5,287,264**. **(The fire service fee has not been increased since July 1, 2002 - 18 years ago).**

GRANTS

Included in the revenue estimates are Police Department grants for High Intensity Traffic Area (HIDTA), Police grant for the Governor's Highway Safety Program and reimbursement for a grant for the Harrison County Drug Task Force.

CONTRIBUTION FROM OTHER FUNDS

Sales Tax Fund **\$2,000,000**

\$2,000,000 included as part of the implementation of the one percent (1%) Sales Tax is proposed to be contributed to the General Fund for loss of B&O Tax revenues from the reduced taxes from the retail and manufacturing classifications and for additional revenues required to balance the 2020-21 budget due to projected shortfalls in B&O and Fire Service Fees in the current fiscal year.

Additional Sales Tax revenues to be received in 2020-21 are approximately \$4.1 million. After contributing the \$3 million from the carryover of revenue shortages from the current FY, the City should be able to gradually increase the unbudgeted balance in the Sales Tax Fund by the end of fiscal year 2020-21.

CARRYOVER CASH BALANCE

Carry over balance is \$125,000.00 The projection of the FY 2020-21 carry over balance is much smaller than the actual balance has been in prior years.

BUDGETED EXPENSES**Personnel**

COLA (Cost of Living Adjustment) of 2% is included for all full-time and part-time employees excluding Police Lieutenants/Police Sergeants/Patrolman 1st Class and Fire Captains/Fire Lieutenants/Fire Training Officer and Fire Inspector. These excluded groups will be granted salary increases in the amounts of \$5,000/\$3,000/\$1,000, respectively, and will receive no COLA. A 2% COLA was granted to all City employees in 2019-20.

The 2020-21 Budget cost is the 2% COLA is:	\$ 85,024
The 202021 Budget cost for the Police and Fire compensation plan is:	\$125,000
Total cost 2020-2021 Pay Increase:	\$210,024

(Without the \$5,000/\$3,000/\$1,000 and all employees receiving the 2% COLA, the 2020-2021 budget cost would be **\$142,349**)

Fringe Benefits

Health and Life Insurance – Premiums PEIA

Family Coverage – City pays 100% of annual premium:	\$ 13,058.00
Single Coverage – City pays 100% of annual premium:	\$ 6,206.00
Family Coverage – City pays 85% of annual premium:	\$ 11,102.00
Single Coverage – City pays 85% of annual premium:	\$ 5,278.00

These figures assume no increase in PEIA premiums for FY 2020-21.

Total General Fund Budget (All Departments) for PEIA Health and Life Ins. Premiums:	\$1,371,697.00
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Dental and Vision Plan – Guardian Insurance

City pays 100% of annual premium - cost each employee	\$ 348.00
Total General Fund Budget -Dental/Vision (All Departments)	\$ 55,016.00

Retirement

For full-time non-police and fire employees, City contributes 10% of gross wages – Public Employees Retirement System (PERS)

Total General Fund Budget PERS Contribution (All Departments)	\$ 325,102.00
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Police Officers Pension Plan– FY 2020-21 (Plus \$500,000 from Sales and Use Tax Fund)	\$1,352,686.00
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Firefighters Pension Plan– FY 2020-21 (Plus \$500,000 from Sales and Use Tax Fund)	\$1,363,796.00
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(The proposed General Fund contributions for Police and Fire Pension Funds for 2020-21 are increased by 7% over the 2019-20 contributions as legally required).

Holiday Bonus Pay

All full-time and part-time employees:	\$ 200.00 (per employee)
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Sick Leave Bonus Pay

Employees with less than 90 days sick leave
who missed no days during the year - \$ 150.00

Employees with more than 90 days sick leave who missed no days during the year – one
(1) week's pay

Worker's Compensation Insurance

Total Annual General Fund Budget - Worker's
Compensation premiums (All Departments): **\$ 188,479.00**

GENERAL FUND CAPITAL OUTLAY PROGRAM OPERATING EXPENDITURES

Appropriation for Façade Improvement Grant Program	\$ 6,000.00
Appropriation for Neighborhood Sidewalk Program (Levy Fund)	\$ 10,000.00
Pilot program for Security Camera Reimbursement Program:	\$ 10,000.00
Security cameras for City Hall, Glen Elk, CBD	\$ 21,671.00
Street Paving (Levy Fund)	\$400,000.00
Five (5) new police cruisers with equipment and accessories installed:	\$215,897.00
Implementation of K-9 Unit	
Purchase of Dog (Escrow Fund)	\$ 6,500.00
K-9 Equipment/Supplies (General Fund)	\$ 6,500.00
Bridge repairs (Sales & Use Tax Fund)	\$250,000.00

Operating and Other Expenses

City-wide streetlighting – First Energy/Mon Power:	\$390,000.00
Annual payment to Water Board for fire hydrant maintenance:	\$199,000.00
Appropriation for cost of 2021 Municipal Election:	\$ 19,690.00

General Fund contribution to Harrison-Clarksburg Public Library: (This contribution is a 3% increase over the 2019-20 contribution)	\$236,900.00
Improvements to Waldomere Museum (Levy Fund):	\$ 50,000.00
Purchase of five (5) in-car cameras for new police vehicles (Levy Fund):	\$ 25,975.00
Cost of one (1) City-wide clean up (The budget proposes to reduce the number of City-wide clean ups from two (2) to one (1))	\$ 10,000.00
Appropriation for planting of flowers/beautification supplies:	\$ 12,000.00
Liability and Property Insurance Premiums (Total General Fund Budget) (All Departments)	\$412,162.00
Contributions to Greater Clarksburg Convention & Visitors Bureau (50% of Hotel Tax Revenues)	\$137,500.00

CITY GENERAL FUND INDEBTEDNESS SUMMARY

	<u>Principal Balance June 30, 2020</u>	<u>2020-21 Budget Amount</u>	<u>Pay-Off Date</u>
City Hall Construction Loan-USDA	\$ 1,200,477.47	\$250,440	11/2025
Loan - Improvements Repairs - Central Fire Station-USDA Loan	\$ 41,429.66	\$ 15,192	4/2023
Guaranteed Energy Savings Project	\$ 384,815.07	\$ 91,200	11/2024
Financing Northview Station - Ohio Avenue -USDA Loan	\$ 64,105.89 \$ 484,603.23	\$ 51,864	6/2036
Capital Improvements MVB- City Hall - Public Works	\$ 244,155.79 \$ 606,957.55	\$ 84,881	2/2029 10/2034
Fire Pumper Truck - Street Flusher Dozer	\$ 72,849.42 \$ 427,066.22	\$ 65,912	8/2026 10/2029
West Union Bank - YMCA HVAC	\$ 110,594.18	\$ 19,054	1/2027
Harrison Co. Economic Alliance Corp. Purchase YMCA	\$ 44,494.66	\$ 45,332	4/2020
Yard Waste Vehicle - Compost	\$ 129,263.90	\$ 15,167	4/2025
DEMO Loan #1 - 2017	\$ 239,149.31	\$ 90,860	4/2023
DEMO Loan #2 - 2019	\$ 322,993.13	\$ 92,444	6/2024
Family Aquatic Center - \$2.2 Million Levy (Paid by Park Board Levy Fund)	\$1,783,687.22	\$146,008	2/2038
Total Budgeted General Fund Debt Payments 2020-2021		\$968,354	

New Debt (FY 2020-2021)

Replacement – roofs
(Public Works Office-Public Works Garage-Morgan
Recreational Center; East End Fire Station)

Total Estimated Financing Cost - \$200,000

\$200,000 loan – 5% interest rate/7-year term

Annual Debt Payment (included in proposed budget): \$ 34,059

Agency Contributions - \$95,676

Total agency contributions, not including the legally required contribution to the Library, are proposed at \$95,676.00. The following is a summary of the contributions proposed for each agency in 2020-21, the current budgeted allocation for 2019-2020, and the actual allocation paid in 2018-2019.

<u>Organization</u>	<u>Budgeted 2018-19 Allocation</u>	<u>Approved 2019-2020 Budget Allocation</u>	<u>Proposed 2020-2021 Budget Allocation</u>
Harrison-Clarksburg Health Dept.	\$25,000	\$25,000	\$25,000
Region VI (Current Annual Dues – Legally Required)	\$10,776	\$10,776	\$10,776
Harrison Co. Economic Development Corporation	\$25,000	\$25,000	\$25,000
Health Access, Inc.	\$ 3,000	\$ 2,000	(United Way)
Jazz Stroll	\$ 2,000	\$ 2,000	\$ 1,000
Clarksburg Farmers Market	\$ 500	\$ 500	\$ 0
Harrison Co. Child Advocate Task Force (CASA)	\$ 500	\$ 500	(United Way)
Clarksburg-Harrison Reg. Housing Authority (After-School Program)	\$ 400	\$ 400	\$ 400
Harrison County Senior Citizens Center	\$25,000	\$25,000	\$25,000

Organization	Budgeted 2018-19 Allocation	Approved 2019-2020 Budget Allocation	Proposed 2020-2021 Budget Allocation
Literacy Volunteers of Harrison County	\$ 500	\$ 500	(United Way)
Cemetery Preservation	\$ 3,000	\$ 2,000	\$ 1,000
North Central WV Coalition for the Homeless	\$ 500	\$ 600	(United Way)
United Way	\$ 0	\$ 8,600	\$ 5,000
Clarksburg History Museum	\$ 2,500	\$ 2,500	\$ 2,500
Clarksburg Historical Society	\$ 0	\$ 0	\$ 2,500

PERSONNEL CHANGES FY 2020-21 BUDGET

- Authorize \$70,000 for annual salary of full-time Director of Personnel/Grant Administrator
- Eliminate two (2) vacant positions in Finance Department (Tax and Fee Collector and Account Clerk at an estimated budget savings of \$79,300)
- Appropriate \$30,000 for salary of Administrative Assistant for City Manager

CONTINGENCY

Budget Contingency \$ 303,506

COAL SEVERANCE TAX FUND

Estimated Revenues	\$ 45,000
Estimated June 30 th Carryover Balance	\$ 45,000
2020-2021 Budget Contingency	\$ 1,874

CAPITAL IMPROVEMENT LEVY FUND

Estimated property tax revenues: (Actual property taxes dedicated to the Levy will be based on Certificate of Valuations to be received from the Assessor's Office on or about March 6 th)	\$1,200,000
Estimated June 30 Carryover Balance:	\$ 220,000
2020-2021 Budget Contingency	\$ 78,408
Contribution to Park Board – 40% of tax revenues	\$ 500,000

POLICE FINE ESCROW FUND

Estimated Revenues (Assumes Ordinance to be adopted by Council – expected to Generate additional \$50,000 in annual revenues)	\$ 135,000
Estimated June 30 Carryover Balance	\$ 250,000
2020-2021 Budget Contingency:	\$ 280,441

SALES TAX FUND

Estimated Revenues	\$4,450,000
Estimated June 30 Carryover Balance	\$3,000,000
2020-2021 Budget Contingency:	\$2,036,202

TAX INCREMENT FINANCING (TIF) FUND

On December 18, 2008 City Council adopted an ordinance establishing a Tax Increment Financing District in the City. A certain portion of property tax revenues generated from an increase in the assessed value of properties in the district are paid by the Sheriff and must be deposited in a separate TIF Fund. The City began receiving revenues for the TIF District in July of 2009. As of December 30, 2019, **the balance in the TIF Fund was \$680,176.**

Houses on the demolition list located in TIF District can be demolished in fiscal year 2020-2021 using part of the TIF Funds.

RGPAC FUND

The budgeted revenues and expenses	\$1,306,500
2020-2021 Budget Contingency:	\$ 143,069