



Office of the City Clerk

The City of Morgantown

Linda L. Little, CMC
389 Spruce Street, Room 10
Morgantown, West Virginia 26505
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AGENDA MORGANTOWN CITY COUNCIL REGULAR MEETING

**Wednesday, January 2nd, 2013*
7:00 p.m.

1. CALL TO ORDER
2. ROLL CALL BY CITY CLERK
3. PLEDGE TO THE FLAG
4. APPROVAL OF MINUTES: Regular Meeting – December 18, 2012
5. CORRESPONDENCE
6. UNFINISHED BUSINESS:
 - A. BOARDS AND COMMISSIONS
7. SPECIAL COMMITTEE REPORTS
8. PUBLIC PORTION WHICH SHALL BE SUBJECT TO RULES ESTABLISHED BY COUNCIL AND ADOPTED BY RESOLUTION
9. CITY MANAGER'S REPORT:

NEW BUSINESS:

 1. Budget Adjustment Considerations Regarding Arts Alive Funding
 2. Authorization of FY2013-2014 Proposed Budget Calendar
10. REPORT FROM CITY CLERK
11. REPORT FROM CITY ATTORNEY

12. REPORT FROM COUNCIL MEMBERS

13. ADJOURNMENT

If you need an accommodation contact us at 284-7439

REGULAR MEETING DECEMBER 18, 2012: The regular meeting of the Common Council of the City of Morgantown was held in the Council Chambers of City Hall on Tuesday, December 18, 2012 at 7:30 P.M.

PRESENT: City Manager Terrence Moore, Deputy City Manager Jeff Mikorski, City Attorney Steve Fanok, City Clerk Linda Little, Mayor Jim Manilla and Council Members: Ron Bane, Wes Nugent, Jenny Selin, Marti Shamberger, Bill Byrne, and Linda Herbst.

APPROVAL OF MINUTES: The minutes of the Regular Meeting of December 4, 2012 were approved as printed.

CORRESPONDENCE: Mayor Manilla presented a Retirement Proclamation to Honor Lieutenant Bob Cover for his service to the Fire Department. Following, a Proclamation declaring 2013 as "The Year of the Tree".

PUBLIC HEARINGS: None.

UNFINISHED BUSINESS: None.

BOARDS AND COMMISSIONS: By acclamation of Council, James Shaffer and Leanne Cardoso were re-appointed to the Board of Zoning Appeals; William Petros, Mike Shuman and Carol Pyles were re-appointed to the Planning Commission.

SPECIAL COMMITTEE REPORTS: None.

NEW BUSINESS: None.

PUBLIC PORTION:

Bill Kaweki, President, South Park Assoc. of Neighbors, Presented to Council an email containing a list of accomplishments of the City Manager and the growth in Morgantown he facilitated during his time so far as Manager. He also praised City Personnel and the positive working relations they maintain.

Anna Marlene Robinson-Savino, 635 Villa Place, Member, Suncrest Neighborhood Assoc., thanked the Manager and Council members on behalf of her neighborhood for the accomplishments and forward progress made over the last two years.

Ruth Donaldson, 1300 Heritage Place, Suncrest, Speaking on behalf of Andrea Soccorsi, President, Jerome Park Neighborhood Assoc., Read a statement written by Ms. Soccorsi praising Mr. Moore for his desire to accommodate both the Citizens and the City, citing accomplishments and praising his commitment to the community.

Nancy Ganz 1276 Colonial Drive, President, Suncrest Neighborhood Assoc., noted that her neighbors are proud to serve on various City Boards and Commissions and thanked City Staff and Mr. Moore for his constant professionalism and availability, and willingness to assist the needs of the community. She and members of Suncrest have compiled a formal list of Mr. Moore's accomplishments. She presented the list to the City Clerk and asked that it be made part of the record. That list is hereto attached and marked as Exhibit A.

There being no other appearances, Mayor Manilla declared the public portion closed.

CITY MANAGERS REPORT:

INFORMATION:

1. Review of Previous Home Rule Proposals
2. Legislative Priorities

Mr. Moore spoke on both items concurrently, indicating to Council that as a major Legislative Priority, Home Rule can be discussed and direction from Council can be made at this time, or in the near future for presentation to our Delegates for the upcoming Legislative Session. Discussion then followed.

Council agreed to review the current priorities over the Holidays with more information for review forwarded by the Clerk and Manager to follow. Council can make consensus at later time on what to pursue at the January second meeting with discussion to conclude no later than the January fifteenth meeting.

REPORT FROM CITY CLERK: Ms. Little thanked everyone who contributed to the United Way campaign; as well as the Woodburn Choir and their parents for caroling at City Hall and making Christmas cookies for the Council meeting.

REPORT FROM CITY ATTORNEY: No Report.

REPORT FROM COUNCIL MEMBERS:

Councilor Bane: Councilor Bane relayed his heartbreak over the recent Newtown tragedy and encouraged everyone to appreciate their families this Holiday Season.

Councilor Nugent: Councilor Nugent mentioned the upcoming Wiles Hill-Highland Park Neighborhood Association meeting along with their intention to join the Neighborhood Coordinating Council in the coming year.

Councilor Selin: Councilor Selin thanked the Clerks for holiday treats and then commented on the importance of trees and its positive impact on her family's home. She then announced the upcoming Suncrest Neighborhood Association and the Winter Farmers Market.

Councilor Shamberger: Councilor Shamberger thanked those who appeared at the Public Portion and expressed excitement for the previous Year of the Neighborhood and coming Year of the Tree. She thanked City employees and boards and commissions volunteers for their service over the past year and reminded everyone to support MHS in their upcoming Rose Bowl Parade appearance.

Councilor Byrne: Councilor Byrne praised the spirit of our community and yearly designations along with the accomplishments of the manager. He hoped citizens could find joy during the Holiday Season, even amid tragic events.

Councilor Herbst:

Councilor Herbst also offered thanked volunteers and employees who serve the community. She encouraged loved ones to cherish the family and children in their lives.

Mayor Manilla:

Mayor Manilla thanked City employees, neighborhood associations, and community volunteers for their service this year. He also announced an upcoming play, *Ebenezer Scrooge* at M.T. Pockets Theatre.

EXECUTIVE SESSION: Motion by Shamberger, Second by Nugent, carried by unanimous consent, council entered into an Executive Session pursuant to WV State Code Section 6-9A-4(b)(2)(A) in order to discuss personnel matters with Council Members and City Manager present. Session entered at 7:17 p.m.

ADJOURNMENT: There being no further items of business or discussion, the meeting adjourned by unanimous consent at 8:05 p.m.

City Clerk

Mayor

*A FULL TRANSCRIPT OF ALL COUNCIL MEETINGS IS AVAILABLE ON DVD AT THE MORGANTOWN CITY LIBRARY.

Linda Little copies

* EXHIBIT A *

Reference: Nancy Glang, Public

Terrence Moore, City Manager of Morgantown

Portion
12/18/12

Observed Comprehensive Accomplishments in the First Year

- Establishment of a regular, descriptive weekly newsletter **
- Re-establishment of mandatory staff evaluation procedure discontinued in 2005**
- Establishment of 5 year capital planning budget as called for in Charter (5.05)**
- Replacing Finance, Police, Airport department heads w/ competent professionals
- Increasing the empowerment of department heads – Fire, Planning, Code
- Establishment of a reorganization which prepares for city manager succession**
- Establishment of Department of Development (placing Code Enf. w/ Planning)**
- Actively supporting neighborhood association requests and concerns
- Facilitating meetings for Council and City Department Heads w/ WVU Administration**
- Facilitating meetings for Council w/ County Commission**
- Facilitating meetings for Council w/ Mon. County Health Department**
- Effectively moving forward the complex readiness center/industrial park plan at airport
- Responsive rebudgeting on paving program to include South High and Park View
- Effective communication w/ DOH on Hogback and pedestrian improvements, bike climbing lane on Blvd. etc.**
- Communication w/ BOE on Woodburn, etc.
- Collaboration w/ MUB on site grading oversight
- Collaborative work on the Comprehensive Planning w/ MPO and Star City
- Support for Botanical Garden Access Project
- Enabled organization and follow-up on Neighborhood Tours
- Support expressed by individual members of the Monongalia County Economic Development Commission
- Willingness to provide leadership for developing a manageable plan based on two prior experiences for constructing a new city hall
- Problem-solving skills brought to various boards, commissions, and neighborhoods
- Providing successful leadership which enables completion of coordinated city-county smoking policy**

** = Innovative or re-established past initiative in Morgantown

Observed Operations and Development Accomplishments in Second Year

- On Budgeting and Finance:
 - Provided leadership/experience for establishment of a financial stabilization fund.
 - Provided budgeting to expand Other Public Employee Benefit (OPEB) funding to \$700,000 level within a no-increase budget framework.
 - Coordinated the administration of interdepartmental grants and approvals.
 - Facilitated bond refinancing initiatives and approvals.

- For the Airport:
 - Secured Federal Aviation Administration (FAA) approval for a Land Transfer Release Authorization necessary for constructing the new access road and for developing a future Business and Technology Park.
 - Provided leadership for completing essential FAA permits and other Federal requirements to enable the planning of National Guard Readiness Center and Airport Business and Technology Park to move forward.
 - Initiated the Airport Improvement Program funding process essential for extending runway 18/36.
 - When Colgan Airways withdrew its service to our airport, the city manager helped facilitate smooth transition and provision of a new lease for Silver Airways to protect service continuity.

- Other Management, Negotiations and Initiatives:
 - Facilitated the completion and adoption of "Clean Community Concept" negotiations with Allied Waste initiated by City Solid Waste Advisory Committee 5 years ago to establish a weekly pick-up, single stream recycling program and a new franchise agreement.
 - Interfaced with the owner of the Waller Construction Company to help expedite the completion of the Morgantown Market Place.
 - Negotiated the revision of the Human Right Commission as an alternative to a proposed Inclusive City Commission.
 - Maintained communication with the Department of Highways on Programmed Infrastructure Improvements in the Hogback Turn and downtown areas.
 - Secured approval of Capital Lease Purchase Agreements necessary to expand equipment and fleet operations in the Department of Public Works and Engineering, Fire Department, and the Morgantown Police Department.
 - Expanded personnel resources for Public Works projects by arranging for Kennedy FCI inmate labor.

- Successfully closed on the acquisition of the Mayfield Park Property in Jerome Park.
- Expanded graffiti abatement efforts along Rail Trail, in Sunnyside and other public, commercial and residential areas.
- Helped negotiate new public safety agreement for the City with the WVU Department of Intercollegiate Athletics.
- Worked with the Monongalia County Department of Health to plan countywide enactment of the Clean Indoor Air Act.
- Initiated the Morgantown Hoarding Task Force as an interagency extension of the City Code Enforcement Services. *(This task force includes Valley Community Mental Health and is the first interdepartmental, multiple agency task force on hoarding in the State of West Virginia.)*
- Facilitated management of second year implementation of the Urban Deer Archery Hunt.

➤ Current Negotiations and Involvements:

- Negotiating property transfer for former armory property to become a future site for economic development.
- Representing the City in Falling Run property negotiations and transitions with WVU and the banking organizations involved.
- Serving as a resource for process identifying uniform parking criteria.
- Continuing to meet with neighborhood organizations, city boards and commissions upon request.
- Continually accessible and willing to problem solve with congeniality and information to members of Council, departments, boards and commissions as well as to the media and individuals by appointment or by cell phone.

12/17/12

City of Morgantown

Finance Department

389 Spruce Street

Morgantown, WV 26505

Phone (304) 284-7407/Fax 7418

jsabatelli@cityofmorgantown.org

MEMO

DATE: 12/26/2012

TO: Terrence Moore, ICMA-CM
City Manager

FROM: Joseph R. Sabatelli, CPA 
Finance Director

RE: Arts Alive Contribution

As per your requirements and direction, I have summarized your recommended budget adjustment to City Council below. As per your direction, this contribution is for the letter previously submitted by Arts Alive and Beth Fuller of YCF, and per your discussions with Ms. Fuller regarding this contribution. In addition, you have directed that the fiscal year 2014 allocation to YCF will be \$33,000 with an additional \$3,500 to be contributed to Arts Alive, for a total projected FY14 allocation to be \$36,500. The adjustment that requires council approval is as follows:

Increase YCF (Arts Alive)	\$3,500
Decrease Contingencies	\$3,500

Please include this memo with your City Manager's Report as an action item with council approving the above recommended budget adjustment.

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Finance Department

389 Spruce Street

Morgantown, WV 26505

Phone (304) 284-7407/Fax 7418

jsabatelli@cityofmorgantown.org

MEMO

DATE: 12/14/2012

TO: Terrence Moore, ICMA-CM
City Manager

FROM: Joseph R. Sabatelli, CPA 
Finance Director

RE: Budget Calendar

Attached herewith is the 2013-2014 Proposed Budget Calendar to be presented as a City Manager's Report item at the January 2nd City Council Meeting. Council typically approves the budget calendar by affirmation.



City of Morgantown

Fiscal Year 2013-2014 Proposed Budget Calendar and Tasks, Meetings and Functions

January –

- a. 1st week Department Directors provided a report for expenditures of the 1st half of the current fiscal year
- b. 31st – Department Head should file a detailed request for appropriations, this includes the various boards and commissions of the City
- c. Department Directors should begin compiling performance measures and indicator data

February –

- a. 1st Friday of February – All requests from outside agencies for funding are due, with a specific due date included on the request form. Funding requests received after the 1st Friday will not be accepted. All agencies must file a funding request regardless of previous experiences. The Office of the City Manager reserves the right to request budget adjustments for special and non-ordinary funding requests throughout the year for periodic budget adjustments to be approved by City Council.
- b. 15th – Department Directors performance measures and indicator data, along with an updated narrative, are due to the Finance Department

March –

- a. 3rd – Certified assessed value due from County Assessor
- b. 1st Tuesday – Council approves first reading of adoption of next fiscal year's budget
- c. 3rd Tuesday – Council approves second reading of adoption of next fiscal year's budget
- d. Immediately upon final approval – Budget is published in the newspaper once per week for two consecutive weeks
- e. 29th – Budget to be submitted to State Auditor's Office for review

April –

- a. 3rd Tuesday – Upon approval of State Auditor's Office, council approves, adopts and lays the levy. Presentation of final compiled performance based budget document.
- b. Within 3 days of laying the levy, the levy order is prepared, certified and forwarded to the State Auditor, who then turns the order over to the County Assessor

May –

- a. 3rd Tuesday – Council approves first reading of final budget revision for the current fiscal year

The Department of Finance provides all Department Directors with a report comparing budgeted and actual balances. Departments may request a budget revision to the Finance Director that reallocates allotted funds to different budget lines within the individual department. The Finance Director has been given the responsibility to decline or approve the revision as requested, however if approved, the revision is recorded in the accounting system.

BOARDS AND COMMISSIONS - TERMS EXPIRED AND CURRENT VACANCIES

URBAN LANDSCAPE COMMISSION:

Attached find a letter from the Chair Kara Hurst requesting removing the Chamber of Commerce position. Nominated by CM, from each ward, 13 members with staggered terms, 1 councilmember, and non-ward members must represent specific category.

***POLICE & FIRE CIVIL SERVICE COMMISSIONS:** NEW PRESIDENTS APPOINTED IN JANUARY.

**Information for Boards and Commissions vacancies are placed in the Dominion Post, are advertised on the City's Government Station Channel 15, and are posted at the Library and also information is on the City's Web Page.*

**Council decided on 3-21-06 by unanimous consent that if there is only one candidate for Boards & Commissions, the City Clerk will check with Council before scheduling a Special Meeting.*

**BZA and Planning Commission term expirations are advertised in October and interviews must be completed by December per State Law.*

12/17/12

Zimbra

llittle@cityofmorgantown.org

Chamber of Commerce Position

From : wvhurst@comcast.net

Thu, Dec 13, 2012 12:52 PM

Subject : Chamber of Commerce Position 1 attachment**To :** linda little <llittle@cityofmorgantown.org>**Cc :** jeff mikorski <jmikorski@cityofmorgantown.org>, Marchetta Maupin <mmaupin@cityofmorgantown.org>

Linda-

Attached please find the Urban Landscape Commission's request to remove the Chamber of Commerce position from its membership. If you need anything else please let me know.

Thank you-

Kara Hurst
Urban Landscape Commission - Chair**Memo to L Little to remove Chamber Position.docx**11 KB
