

City of Martinsburg
Special City Council Meeting
Monday, March 26, 2018
5:00 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer
5. **Presentations**
 - a. Proclamation Mayor's Day of Recognition for National Service—April 3, 2018
6. **Petitions from Citizens (Two (2) Minute Maximum)**
7. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Historic Preservation Review Commission February 5, 2018 Meeting Minutes
 - b. Eastern West Virginia Regional Airport Authority January-February 2018 Meeting Minutes and Financial Reports
 - c. Berkeley County Health Department Harm Reduction Program Update
 - d. Main Street Martinsburg Board of Directors January 22, 2018 Meeting Minutes and Financial Reports
 - e. Letter of Resignation, dated January 13, 2018, of Mr. Phil Martin from the Martinsburg Housing Authority, effective April 30, 2018
 - f. Letter of Appointment, dated March 5, 2018 of Mr. H. D. Boyd to the Martinsburg Fire Civil Service Commission, effective March 16, 2018
 - g. Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council January 17, 2018 Meeting Minutes and Projects Update
8. **Reports of Chairpersons of Council Standing Committees:**
 - a. Council as a Whole Committee March 19, 2018 Meeting Minutes
9. **Report of Mayor**
 - a. Reminder of Special City Council Meeting for Tuesday, April 17, 2018 at 5 PM to approve levy rates (per State Code) and other business as needed
 - b. Reminder of upcoming Special Election to Renew Police Levy—Tuesday, May 8, 2018 (in

conjunction with WV Primary Election)

10. Report of City Attorney

- a. Discuss changes to the Special Events Ordinance (see Item 13 T)

11. Report of City Manager

12. Unfinished Business

- a. Third and Final Reading of Ordinance 2018-08 To Repeal Section 709.05–Advertising Permit Required-Of the City of Martinsburg Code, Part 7: Business and Taxation Code; Article 709: Advertising and Signs
- b. Third and Final Reading of Ordinance 2018-09 To Amend and Reenact Section 7: Business and Taxation Code, of the City of Martinsburg Codified Ordinances, at Article 751: License Tax, by amending Section 751.14: Fees Imposed and repealing Sections 751.16-751.160, excepting Section 751.102: Laundries and 751.148: Theatrical Shows

13. New Business

- a. Resolution 2018-02 to approve General Fund Budget Revision #3 for FY 2017-2018
- b. Resolution 2018-03 to approve Coal Severance Tax Fund Budget Revision #2 for FY 2017-2018
- c. Approve/deny Police Levy Fund Budget Revision #1 for FY 2017-2018
- d. Approve/deny Fire/EMS Budget Revision #1 for FY 2017-2018
- e. Approve/deny Sales Tax Budget Revision #2 for FY 2017-2018
- f. Approve/deny Water and Sewer Fund Budget Revision #1 for FY 2017-2018
- g. Approve/deny Sanitation Fund Budget Revision #1 for FY 2017-2018
- h. Approve/deny Parking Fund Budget Revision #1 for FY 2017-2018
- i. Approve/deny \$16,865,000 General Fund Budget for FY 2018-2019
- j. Approve/deny \$52,775 Coal Severance Tax Fund Budget for FY 2018-2019
- k. Approve/deny \$1,325,000 Police Levy Fund Budget for FY 2018-2019
- l. Approve/deny \$855,000 Fire/EMS Fund Budget for FY 2018-2019
- m. Approve/deny \$4,250,000 Sales Tax Fund Budget for FY 2018-2019
- n. Approve/deny \$8,600,000 Water and Sewer Fund Budget for FY 2018-2019
- o. Approve/deny \$1,800,000 Sanitation Fund Budget for FY 2018-2019

- p. Approve/deny \$190,000 Parking Fund Budget for FY 2018-2019
- q. Approve/deny Draft FY 2018-2019 Community Development Block Grant (CDBG) Program and HOME Investment Partnership Program Annual Action Plan
- r. Approve/deny FY 2018-2019 Employee Pay Increases per Council as a Whole Committee March 19, 2018 Meeting Minutes (recommended 2% average Merit and 1% COLA for all eligible employees)—effective July 1, 2018
- s. Approve/deny Resolution 2018-04: Resolution Increasing Minimum for Each Paygrade by 1.0%, and Increasing the Range between Minimum and Maximum from 70%-85% for Fiscal Year Beginning July 1, 2018
- t. First and Second Reading of Ordinance 2018-10 to Amend and Reenact the City of Martinsburg Codified Ordinance at Article 155: Special Events, Section 155.01: Definitions, at Subsection (q) Town Square Pedestrian Plaza Reservation to add a maximum number of hours for the reservation
- u. Approve/deny Issuance of Special Events Permit 1810 for Good Friday Crosswalk, as requested by the Berkeley County Ministerial Association, for Friday, March 30, 2018, along described route, contingent upon proof of adequate liability insurance and payment of recommended fees for City Services (\$0.00, no waiver allowed by ordinance)
- v. Approve/deny Issuance of Special Events Permit 1811 for Palm Sunday Gathering at the Square, as requested by St. John's Lutheran Church, in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of recommended fees for City Service (\$0.00, no waiver allowed by ordinance)
- w. Discuss and take action as necessary regarding Habitat for Humanity of the Eastern Panhandle's request to waive certain fees in relation to housing construction
- x. Approve/deny purchase of 2018 Dodge Ram 3500, 4x4, V8 with long bed—Public Works Department--\$25,276 —Stephens Auto Center (State Contract)
- y. Approve/deny purchase of one Mechanical Chest Compression System and related accessories and power supply--\$16,215.52—Physio-Control (Sole Supplier)
- z. Approve/deny bid recommendation for construction materials testing and inspection for City of Martinsburg Police Station/Municipal Court Building Project--\$16,308—Hillis-Carnes Engineering Associates, Inc.

14. Executive Session

- (a) Discuss pending legal matters with Counsel (if necessary)
- (b) Discuss personnel matters (if necessary)
- (c) Discuss real estate matters involving competitive bids (if necessary)