

City of Martinsburg
Special City Council Meeting
Monday, March 25, 2019
5:00 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer
5. **Presentations**
 - a. Administer Oath of Office to Fire Chief J.D. Hummingbird
6. **Petitions from Citizens (Two (2) Minute Maximum)**
7. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Eastern Panhandle Transit Authority February 11 and March 5, 2019 Meeting Minutes and Financial Reports
 - b. City of Martinsburg MS4 Program Annual Report through December 1, 2018
8. **Reports of Chairpersons of Council Standing Committees:**
 - a. Council as a Whole Committee March 11, 2019 Meeting Minutes
 - b. Council as a Whole Committee March 18, 2019 Meeting Minutes
 - c. Council as a Whole Committee March 20, 2019 Meeting Minutes
9. **Report of Mayor**
 - a. Reminder of Special City Council Meeting for Tuesday, April 16, 2019 at 5 PM to approve levy rates (per State Code) and other business as needed
 - b. Appoint Dena Morgan to fill vacancy for expired term on the Code Appeals Board, effective 10/1/2016-10/1/2019 and to further appoint Ms. Morgan for the term of 10/1/2019-10/1/2022
10. **Report of City Attorney**
11. **Report of City Manager**
12. **Unfinished Business**
13. **New Business**

- a. Resolution 2019-04 to approve General Fund Budget Revision #3 for FY 2018-2019
- b. Resolution 2019-05 to approve Coal Severance Tax Fund Budget Revision #3 for FY 2018-2019
- c. Approve/deny Police Levy Fund Budget Revision #1 for FY 2018-2019
- d. Approve/deny Fire/EMS Budget Revision #1 for FY 2018-2019
- e. Approve/deny Sales Tax Budget Revision #1 for FY 2018-2019
- f. Approve/deny Water and Sewer Fund Budget Revision #1 for FY 2018-2019
- g. Approve/deny Sanitation Fund Budget Revision #1 for FY 2018-2019
- h. Approve/deny Parking Fund Budget Revision #1 for FY 2018-2019
- i. Approve/deny \$17,815,000 General Fund Budget for FY 2019-2020
- j. Approve/deny \$57,000 Coal Severance Tax Fund Budget for FY 2019-2020
- k. Approve/deny \$1,360,000 Police Levy Fund Budget for FY 2019-2020
- l. Approve/deny \$830,000 Fire/EMS Fund Budget for FY 2019-2020
- m. Approve/deny \$4,500,000 Sales Tax Fund Budget for FY 2019-2020
- n. Approve/deny \$8,815,000 Water and Sewer Fund Budget for FY 2019-2020
- o. Approve/deny \$1,850,000 Sanitation Fund Budget for FY 2019-2020
- p. Approve/deny \$190,000 Parking Fund Budget for FY 2019-2020
- q. Approve/deny FY 2019-2020 Employee Pay Increases per Council as a Whole Committee
- r. Approve/deny Resolution 2019-06: Resolution Increasing Minimum Ranges for Each Paygrade by 1.0% for Fiscal Year Beginning June 30, 2019
- s. Approve/deny Draft FY 2019-2020 Community Development Block Grant (CDBG) Program and HOME Investment Partnership Program Annual Action Plan
- t. Approve/deny Committee recommendation to research and review future examples/options for the City of Martinsburg paygrade classification and pay scales for FY 2020-21 budget year (see 3/18/19 Committee minutes)
- u. Approve/deny Committee recommendation to research review future examples/options for possible reduction of Business and Occupation Tax for FY 2020-21 budget year (see 3/18/19 Committee minutes)
- v. Approve/deny Committee recommendation to complete a Rule 42 to evaluate water/sewer rates (see 3/18/19 Committee minutes)

- w. Approve/deny Committee recommendation to evaluate and determine if adjustment is needed for Mayor and Council salaries, effective 7/1/2020
- x. Approve/deny bid recommendation for 5” replacement hose for the Martinsburg Fire Department—Whitmer Public Safety Group--\$26,405.15
- y. Approve/deny Special Events Permit 1916 for Main Street Martinsburg’s Snowflake Market to take place in the Town Square Pedestrian Plaza on Saturday November 30-Saturday, December 7, 2019 from 3-7 PM, contingent upon proof of adequate liability insurance and payment of fees for City services--\$0.00
- z. Approve/deny Special Events Permit 1922 for Deliverance Ministry and Healing’s SDC Homeless to Housing Community Day on Saturday, May 18, 2109 from 10 AM until 3 PM in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of recommended fees for City Services--\$0.00
- aa. Approve/deny Special Events Permit 1923 for Deliverance Ministry and Healing’s Prayer in the Square every 3rd Tuesday from May 21-December 17, 2019 from 6-7 PM, in the Town Square Pedestrian Plaza contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$0.00
- bb. Approve/deny Special Events Permit 1924 for Deliverance Ministry and Healing’s Winning Souls Block Party to take place on Saturday, July 20, 2019 on the 600 block of N. High Street contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$105.00
- cc. Approve/deny Special Events Permit 1925 for Deliverance Ministry and Healing’s Homeless to Housing Back to School event on Saturday, August 24, 2019 from 10 AM until 3 PM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$0.00
- dd. Approve/deny Special Events Permit 1927 for St. John’s Lutheran Church’s Palm Sunday Gathering at the Square on Sunday, April 14, 2019 from 10-10:15 AM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$0.00

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)