

AGENDA
NITRO CITY COUNCIL
Amended May 29, 2020
JUNE 2, 2020

CALL TO ORDER: Mayor Dave Casebolt
Ward 1 Councilwoman Donna Boggs
Ward 3 Councilwoman Laurie Elkins
Councilman at Large Bill Javins
Councilman at Large Andy Shamblin

Recorder Rita Cox
Ward 2 Councilman Bill Racer
Ward 4 Councilman Michael Hill
Councilman at Large John Montgomery

INVOCATION/PLEDGE OF ALLEGIANCE

FUTURE DATES OF COUNCIL: June 16, July 7

APPROVAL OF COUNCIL MINUTES: May 5, 2020

OLD BUSINESS

SECOND READING AMENDING ORDINANCE 1803 DISPOSING RUBBISH, SALVAGE, GARBAGE MATERIALS, MACHINERY AND EQUIPMENT: Councilman John Montgomery

RESOLUTION AND DECLARATION TO PURCHASE GARBAGE TRUCK WITH FINANCING THROUGH HUNTINGTON BANKS WITH THE AMOUNT TO BE FINANCED \$139,500.00: Treasurer John Young

RESOLUTION AND DECLARATION OF OFFICIAL INTENT TO PURCHASE 2013 INTERNATIONAL DUMP TRUCK WITH FINANCING THROUGH HUNTINGTON BANKS WITH THE AMOUNT TO BE FINANCED \$46,900.00: Treasurer John Young

FIRE AND POLICE COMMITTEE RECOMMENDATION ON FIRE ENGINE 851 AND RESCUE TRUCK:
Councilman Andy Shamblin

FIREMAN HOLIDAY HOURS: City Attorney Johnnie Brown

NEW BUSINESS

HOUSING CONSORTIUM AGREEMENT BETWEEN CHARLESTON, BELLE, CLENDENIN, DUNBAR, MARMET, NITRO, ST. ALBANS, S. CHARLESTON, CEDAR GROVE AND KANAWHA COUNTY:
Recorder Rita Cox

PAYMENT FOR SATTES SCHOOL AT TIME OF CLOSING WITH REIMBURSEMENT TO BE MADE WHEN FINANCING IS IN PLACE: Treasurer John Young

BUDGET REVISION AND RESOLUTION: Treasurer John Young

TREASURER REPORT

ATTORNEY REPORT

MAYOR COMMENTS

COUNCIL COMMENTS

PUBLIC COMMENTS

ADJOURNMENT

NITRO CITY COUNCIL
MINUTES
MAY 19, 2020

CALL TO ORDER: Mayor Dave Casebolt called the meeting to order at 7:00 pm in Nitro Church of Christ. Attending with Mayor Casebolt were Recorder Rita Cox, Ward 1 Councilwoman Donna Boggs, Ward 3 Councilwoman Laurie Elkins, Ward 4 Councilman Michael Hill, Councilmen at Large Bill Javins, John Montgomery, and Andy Shamblin, City Attorney Johnnie Brown, City Treasurer John Young. Ward 2 Councilman Bill Racer was not present.

INVOCATION/PLEDGE OF ALLEGIANCE: The Invocation was given by Councilman Shamblin and the Pledge of Allegiance was led by Recorder Cox.

FUTURE DATES OF COUNCIL: Mayor Casebolt said the future dates of Council are June 2 and June 16.

APPROVAL OF COUNCIL MINUTES: RECORDER RITA COX MADE THE MOTION TO APPROVE THE MINUTES OF THE MAY 5, 2020 MEETING OF COUNCIL. THERE WAS A SECOND BY COUNCILMAN SHAMBLIN AND A VOTE FOR THE MOTION.

OLD BUSINESS

LAND AND WATER CONSERVATION GRANTS/ENTRY WAY PARK AND RIEDNOUR LAKE: Mayor Casebolt said that the city has received two Land and Water Conservation Grants. He wanted to thank Tracy Toler for all the work he has done at Ridenour Park. Laura Cox said that this is the first time she is aware that a city received two grants in one year. She also said that because the Entry Way Park is a new park there will need to be an environmental assessment with the literature for that being available in Nitro City Hall for 30 days public inspection. Recorder Rita Cox said that the legal notice is scheduled to be published in the Charleston Gazette Mail on May 20, 2020 and that will begin the 30 day period for assessment. Mayor Casebolt said the Nitro Armed Forces Commemorative Park grant amount is \$150,000 with \$75,000 coming from the Land and Water Conservation Fund Grant and \$75,000 from the city and the Ridenour Lake Park Improvements grant amount is \$251,000 with \$125,500 from the Land and Water Fund and \$125,500 from the city.

KEEPING FIRE TRUCK 851: Councilman Michael Hill said that he believes the city should not trade in Engine 851. COUNCILMAN HILL MADE THE MOTION THAT THE POLICE AND FIRE COMMITTEE MEET ON WEDNESDAY, MAY 27 AT 3:00 PM IN NITRO CHURCH OF CHRIST TO CONSIDER KEEPING THE FIRE ENGINE AND RESCUE TRUCK RATHER THAN TRADING THEM IN AND REPORTING BACK TO COUNCIL WITH THEIR RECOMMENDATION. THE SECOND TO THE MOTION WAS MADE BY COUNCILMAN SHAMBLIN. Councilman Shamblin said the Police and Fire Committee consists of Councilwoman Donna Boggs, and Councilmen Andy Shamblin and John Montgomery. THE MOTION CARRIED.

FIRST READING AMENDING ORDINANCE 1803 DISPOSING RUBBISH, SALVAGE, GARBAGE MATERIALS, MACHINERY AND EQUIPMENT: COUNCILMAN MONTGOMERY MADE THE MOTION TO PASS ON FIRST READING AN ORDINANCE AMENDING ORDINANCE 1803.7 AS RELATING TO DISPOSING OF RUBBISH, SALVAGE, GARBAGE MATERIALS, MACHINERY AND EQUIPMENT. THERE WAS A SECOND BY COUNCILMAN JAVINS. Councilman Montgomery said that by passing this amendment the Code Enforcement Department will be able to more strenuously enforce existing ordinances. COUNCIL VOTED UNANIMOUSLY FOR THE MOTION.

ORDINANCE _____

An ordinance to amend Section 1803.7, article 1803 of the Codified Ordinances of the City of Nitro, West Virginia, as amended, relating to the Property Maintenance Ordinance, and establishing the procedure for enforcing such requirements.

BE IT ORDAINED BY THE CITY COUCIL OF THE CITY OF NITRO, WEST VIRGINIA, that Section 1803.7 of the Codified Ordinances of the City of Nitro, West Virginia, as amended, be amended, all to read as follows:

**Article 1803
General Requirements**

Section 1803.7. Rubbish, salvage, and garbage, materials, machinery and equipment.

1803.7(a). Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

1803.7(b). Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

Whenever rubbish, trash or other refuse shall be allowed to accumulate upon any premises within the City in such quantities as to be a fire hazard or detrimental to public health, the owner and person in charge of the premises upon which such accumulation is found shall be jointly and severally responsible for its removal and shall be required to remove or cause to be removed such accumulation within 72 hours after receipt of written notice from Code Enforcement Officer.

If both the owner and the person in charge of such property fails within the time indicated in the order or notice to comply with such notice, the Code Enforcement Officer shall thereupon authorize and direct the Public Works Department to remove such accumulations of refuse; and after the removal of such refuse, the City Treasurer shall collect from the property owner the amount of the expense to the City of such removal.

The provisions of Section 1801.3 relating to collection of Property Maintenance Fees shall be applicable to the charges provided for under this section 1803.7.

1803.7(b)(1). Rubbish storage facilities. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

1803.7(b)(2). Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors; Provided, That prior to being discarded or abandoned but while being retained at the premises, any refrigerator or similar equipment not in operation shall be stored with the doors removed and otherwise in accordance with the requirements established in section 1803.7(d) of this Article.

corrected within the 5 days immediately succeeding issuance of that Warning Citation, the property maintenance inspector shall issue a Citation that requires the violation stated thereon to be corrected within the 10 days immediately succeeding the issuance of the Citation.

1803.7(e)(2). Issuance of a Warning Citation or a Citation shall be prima facie evidence of the violation indicated on the face of the respective Citation. Any person alleging he or she was improperly issued a Citation may, within 10 days after service of the Citation, file a petition for appeal of the Citation or payment thereof, along with the required bond, with the municipal court clerk in accordance with the following procedure:

1803.7(e)(2)(A). In order to properly and timely appeal a Citation, the petition for appeal shall be filed within 10 days after service of the Citation and the alleged violator shall pay the required amount of the applicable fine in full to the municipal court clerk. The amount so paid shall be held by the municipal court clerk as bond pending an evidentiary hearing before and resolution of the case by the municipal court. The municipal court clerk shall issue to the alleged violator a receipt showing the amount of bond paid.

1803.7(e)(2)(B). If any petition for appeal filed in accordance with this section is not timely filed or is not accompanied with the required bond, the alleged violator shall be deemed to have waived his or her right to appeal the Citation, and such petition shall be summarily denied as untimely filed.

1803.7(e)(2)(C). Nothing set forth above shall prevent the municipal court judge from finding, upon a proper showing, that an alleged violator suffers from financial hardship, and, as a result, waiving the requirement that the bond be posted as a prerequisite to filing the petition for appeal.

1803.7(e)(2)(D). Any petition filed with the municipal court clerk shall be in writing, on the form provided by the municipal court clerk, and signed by the alleged violator affirming that the contents of the petition are true and accurate to the best knowledge of the alleged violator at the time of signing. The petition for appeal shall state the facts and reasons in support of the petition. Upon filing the petition for appeal with the municipal court clerk, the alleged violator shall serve a copy of the petition and receipt showing proof of bond or waiver thereof upon the property maintenance inspector who shall receive the documents as a representative for the city attorney.

1803.7(e)(2)(E). Upon filing a petition for appeal with the municipal court clerk, the clerk, or his or her designee, shall place the case on the municipal court docket, set the case for evidentiary hearing within 30 days from the date of filing the petition, provide a notice of hearing to the alleged violator, and forward a copy to the property maintenance inspector. Upon receipt of the petition, the property maintenance inspector shall cause a copy of the Citation at issue to be forwarded to the municipal court clerk who shall file it as the original complaint alleging the violation indicated therein.

1803.7(e)(2)(F). The municipal court shall treat the Citation itself as the original complaint before the court, and shall treat it as prima facie evidence of the violation alleged therein. At the close of all of the evidence, should the municipal judge find against the alleged violator, the bond posted by the alleged violator shall be applied as payment for the fine imposed for the violation. In the event the municipal court judge finds that a violator suffers from financial hardship, the municipal judge may permit alternative sentencing. Should the court find in favor of the alleged violator, the bond shall

RESOLUTION

At a regular session of the municipal council, held (Month, day and year) June 2nd, 2020, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the (Town or City of) City of Nitro. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 7, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

- | | |
|--|------------------|
| <u>William Javins & Laurie Elkins</u> | <u>Yes or No</u> |
| <u>William Racer & John Montgomery</u> | <u>Yes or No</u> |
| <u>Andy Shamblin & Donna Boggs</u> | <u>Yes or No</u> |
| <u>Michael Hill & Rita Cox</u> | <u>Yes or No</u> |
| _____ | <u>Yes or No</u> |

WHEREUPON, Mayor Casebolt, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Recorder is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval



**RESOLUTION AND DECLARATION OF OFFICIAL INTENT
(For "BQ" Transactions)**

Lessee: City of Nitro ("Lessee")

Maximum Principal Amount Expected To Be Financed: **\$46,900.00**

WHEREAS, the Lessee is a political subdivision of the State of West Virginia (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to purchase, lease, acquire, and to encumber, real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements including any and all exhibits thereto ("Property Leases") in the principal amount not exceeding the amount stated above ("Principal Amount") for the purpose of acquiring the property generally described below ("Property") and to be described more specifically in the Property Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description of Property:

2013 International 4400 - Heavy Duty Dump Truck

WHEREAS, The Huntington National Bank or an affiliate or related entity ("Lessor") is expected to act as the lessor under the Property Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Property Leases ("Lease Purchase Proceeds") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

Section 1. Any one of the Authorized Representatives identified below (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Property Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Property Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Property Leases are hereby authorized.

Authorized Representatives of Lessee:

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Property Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Property Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Property Leases and the Property Leases shall contain such options to purchase or prepay by the Lessee as set forth therein.



RESOLUTION AND DECLARATION OF OFFICIAL INTENT
(For "BQ" Transactions)

Lessee: **City of Nitro ("Lessee")**

Maximum Principal Amount Expected To Be Financed: **\$139,500.00**

WHEREAS, the Lessee is a political subdivision of the State of West Virginia (the "State") and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("**Governing Body**") is authorized to purchase, lease, acquire, and to encumber, real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements including any and all exhibits thereto ("**Property Leases**") in the principal amount not exceeding the amount stated above ("**Principal Amount**") for the purpose of acquiring the property generally described below ("**Property**") and to be described more specifically in the Property Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description of Property:

Garbage Truck

WHEREAS, The Huntington National Bank or an affiliate or related entity ("**Lessor**") is expected to act as the lessor under the Property Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Property Leases ("**Lease Purchase Proceeds**") for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

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Authorized Representatives of Lessee:

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Pay Code Report

Detail By Department
5/1/2020 - 5/31/2020

Payroll Set: 01-Payroll Set 01

Department: Building Department-Building Department

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
255	Newcome, Mark B	05/14/2020	13886	Regular	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		11.200000	72.00	806.40
				Vacation	Hourly	001-436-103-020	Vacation	05/04/2020	11.200000	8.00	89.60
		05/28/2020	13955	SickLeave	Hourly	001-436-103-023	Sick Leave	05/12/2020	11.200000	3.00	33.60
				Regular	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		11.200000	29.00	324.80
271	Wright, James R			Vacation	Hourly	001-436-103-020	Vacation	05/13/2020	11.200000	8.00	89.60
				Regular	Hourly	001-436-103-020	Salaries (Bldg. Dept.)		11.200000	32.00	358.40
				Vacation	Hourly	001-436-103-001	Vacation	05/22/2020	11.200000	8.00	89.60
				COVID19	Hourly	001-436-103-043	COVID19 WAGES		10.200000	80.00	816.00
				Regular	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		10.200000	80.00	816.00
Mark Newcome Total:										160.00	1,792.00
James Wright Total:										160.00	1,632.00

272	Atkins, Jonathan P	05/14/2020	13887	Annualleave	Hourly	001-436-103-020	Vacation	04/30/2020	25.150000	1.00	25.15
				Regular	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		25.150000	69.00	1,735.35
				Annualleave	Hourly	001-436-103-020	Vacation	04/27/2020	25.150000	6.00	150.90
				Annualleave	Hourly	001-436-103-020	Vacation	04/29/2020	25.150000	1.00	25.15
255	Burt, Mary B			Overtime	Hourly	001-436-103-006	Overtime		37.725000	13.00	490.43
				Annualleave	Hourly	001-436-103-020	Vacation	05/01/2020	25.150000	3.00	75.45
		05/28/2020	13957	Regular	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		25.150000	72.00	1,810.80
				Overtime	Hourly	001-436-103-006	Overtime		37.725000	14.00	528.15
				Overtime	Hourly	001-706-103-006	Overtime Unscheduled		37.725000	2.00	75.45
				Military	Hourly	001-436-103-001	Salaries (Bldg. Dept.)		25.150000	8.00	201.20
Jonathan Atkins Total:										189.00	5,118.03
Building Department - Building Department Total:										509.00	8,542.03

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
255	Burt, Mary B	05/14/2020	13888	Regular	Hourly	001-440-103-001	Salaries (City Hall)		19.710000	80.00	1,576.80
				CouncilRaise	Misc	001-440-103-029	Council Raise		0.000000	0.00	19.23
				Cleaning	Misc	001-440-103-031	Cleaning		0.000000	0.00	160.00

156	Montgomery, John E	05/28/2020	13965	Salary	001-410-103-001	Salaries (Council)	400.000000	1.00	400.00
							John Montgomery Total:	1.00	400.00
157	Boggs, Donna S	05/28/2020	13966	Salary	001-410-103-001	Salaries (Council)	400.000000	1.00	400.00
							Donna Boggs Total:	1.00	400.00
158	Hill, Michael P	05/28/2020	13967	Salary	001-410-103-001	Salaries (Council)	400.000000	1.00	400.00
							Michael Hill Total:	1.00	400.00
							Council - Council Total:	7.00	2,800.00

Department: CVB-CVB

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
373	Deiss, Joseph G	05/14/2020	13891	Regular	Misc	001-901-103-001	Salaries (CVB)		0.000000	80.00	0.00
		05/28/2020	13968	Regular	Misc	001-901-103-001	Salaries (CVB)		1,292.300000	80.00	1,292.30
				Salary	Misc	001-901-103-001	Salaries (CVB)		0.000000	80.00	0.00
				Salary	Misc	001-901-103-001	Salaries (CVB)		1,292.300000	80.00	1,292.30
							Joseph Deiss Total:	320.00		320.00	2,584.60
							CVB - CVB Total:	320.00		320.00	2,584.60

Department: Fire-Fire

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
524	Shinn, Andrew W	05/04/2020	13846	Other	Misc	001-706-103-038	Other		0.000000	0.00	233.65
		05/14/2020	13892	Regular	Hourly	001-706-103-001	Salaries (Fire)		19.610000	60.00	1,176.60
				SickLeave	Hourly	001-706-103-023	Sick Leave	05/02/2020	19.610000	24.00	470.64
		05/28/2020	14034	Regular	Hourly	001-706-103-020	Annual Leave	04/26/2020	19.610000	24.00	470.64
				AnnualLeave	Hourly	001-706-103-001	Salaries (Fire)		19.610000	108.00	2,117.88
							Andrew Shinn Total:	216.00		216.00	4,469.41
536	Mathes, Casey R	05/14/2020	13893	Annualleave	Misc	001-706-103-020	Annual Leave	05/01/2020	0.000000	3.00	0.00
				Regular	Misc	001-706-103-001	Salaries (Fire)		0.000000	80.00	0.00
				Salary	Misc	001-706-103-001	Salaries (Fire)		2,573.600000	80.00	2,573.60
		05/28/2020	13969	Annualleave	Misc	001-706-103-020	Annual Leave	05/08/2020	0.000000	3.00	0.00
				Annualleave	Misc	001-706-103-020	Annual Leave	04/30/2020	0.000000	2.00	0.00
				Annualleave	Misc	001-706-103-020	Annual Leave	05/18/2020	0.000000	8.00	0.00
				Annualleave	Misc	001-706-103-020	Annual Leave	05/14/2020	0.000000	5.00	0.00
				Salary	Misc	001-706-103-001	Salaries (Fire)		2,573.600000	80.00	2,573.60

Emp ID	Name	Date	Code	Rate	Hours	Amount	Debit	Credit	Net
549	Kiser, Garrett M	05/28/2020	R-13973 StepUpPay			17.740000	-24.00		-425.76
						Garrett Kiser Total:	272.00		5,240.29
549	Setliff, James R	05/04/2020	13851 Other			0.000000	0.00		233.65
		05/14/2020	13898 Regular			16.280000	84.00		1,367.52
			Annualleave			16.280000	24.00		390.72
		05/28/2020	13974 SickLeave			16.280000	24.00		390.72
			Regular			16.280000	96.00		1,562.88
			14036 SickLeave			16.280000	24.00		390.72
			Regular			16.280000	84.00		1,367.52
			R-13974 Regular			16.280000	-96.00		-1,562.88
			Sickleave			16.280000	-24.00		-390.72
						James Setliff Total:	216.00		3,750.13
550	Harvey, Ronnie L	05/04/2020	13852 Other			0.000000	0.00		233.65
		05/14/2020	13899 Annualleave			16.280000	24.00		390.72
			CallOutOT			24.420000	6.00		146.52
			Regular			16.280000	84.00		1,367.52
		05/28/2020	13975 Regular			16.280000	66.00		1,074.48
			Annualleave			16.280000	6.00		97.68
			Annualleave			16.280000	24.00		390.72
			Overtime			24.420000	12.00		293.04
			14030 Regular			16.280000	12.00		195.36
						Ronnie Harvey Total:	234.00		4,189.69
552	Carr, Cody N	05/04/2020	13853 Other			0.000000	0.00		233.65
						Cody Carr Total:	0.00		233.65
556	Grishaber, Robert G	05/04/2020	13854 Other			0.000000	0.00		233.65
		05/14/2020	13900 Annualleave			14.460000	18.00		260.28
			Regular			14.460000	90.00		1,301.40
			CallOutOT			21.690000	2.00		43.38
			CallOutOT			21.690000	2.00		43.38
		05/28/2020	13976 CallOutOT			21.690000	2.00		43.38
			Annualleave			14.460000	24.00		347.04
			Regular			14.460000	72.00		1,041.12
			14031 Regular			14.460000	12.00		173.52
						Robert Grishaber Total:	220.00		3,443.77
558	Ashley, Christopher Der ...	05/04/2020	13855 Other			0.000000	0.00		233.65
		05/14/2020	13901 Regular			14.460000	108.00		1,561.68
			Regular			14.460000	30.00		433.80
		05/28/2020	13977 Regular			21.690000	12.00		260.28
			Overtime			21.690000	12.00		260.28
			Annualleave			14.460000	18.00		260.28
			Annualleave			14.460000	24.00		347.04

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
684	Hinkley, Carl G	05/28/2020	13981	CouncilRaise	Misc	001-800-103-029	Council Raise		0.000000	0.00	19.23
Carl Hinkley Total: 160.00 1,913.66											
699	McNealy, James E	05/04/2020	46333	Other	Misc	001-800-103-038	Other		0.000000	0.00	233.64
		05/14/2020	46337	CouncilRaise	Misc	001-800-103-029	Council Raise		0.000000	0.00	19.23
		05/28/2020	46348	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		11.720000	80.00	937.60
				CouncilRaise	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		11.720000	80.00	937.60
					Misc	001-800-103-029	Council Raise		0.000000	0.00	19.23
James McNealy Total: 160.00 2,147.30											
729	McNealy, John D	05/14/2020	13906	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		11.720000	80.00	937.60
				CouncilRaise	Misc	001-800-103-029	Council Raise		0.000000	0.00	19.23
		05/28/2020	13982	CouncilRaise	Misc	001-800-103-029	Council Raise		0.000000	0.00	19.23
				Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		11.720000	80.00	937.60
John McNealy Total: 160.00 1,913.66											
729	Southall, Floyd G	05/04/2020	13859	Other	Misc	001-800-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13907	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		12.760000	80.00	1,020.80
		05/28/2020	13983	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		12.760000	80.00	1,020.80
Floyd Southall Total: 160.00 2,275.24											
742	Gardner, Tyler M	05/04/2020	13860	Other	Misc	001-566-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13908	Regular	Hourly	001-566-103-001	Salaries (Public Works)		10.840000	80.00	867.20
		05/28/2020	13984	Regular	Hourly	001-566-103-001	Salaries (Public Works)		10.840000	80.00	867.20
Tyler Gardner Total: 160.00 1,968.04											
742	Slater, Theodore E	05/04/2020	46334	Other	Misc	001-566-103-038	Other		0.000000	0.00	233.64
		05/14/2020	46338	Regular	Hourly	001-566-103-001	Salaries (Public Works)		10.840000	80.00	867.20
		05/28/2020	46349	Regular	Hourly	001-566-103-001	Salaries (Public Works)		10.840000	80.00	867.20
Theodore Slater Total: 160.00 1,968.04											
745	Scott, Lyquan J	05/04/2020	13861	Other	Misc	001-800-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13909	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		10.470000	80.00	837.60
		05/28/2020	13985	Regular	Hourly	001-800-103-001	Salaries (Garbage & Landfill)		10.470000	80.00	837.60
Lyquan Scott Total: 160.00 1,908.84											
Health & Sanitation - Health & Sanitation Total: 1,120.00 14,094.78											

Department: Library-Library

Employee Number: R22 Godby-Chin, Diana L
 Payment Date: 05/14/2020
 Check # Pay Code: 13952 COVID19
 Benefit Rate: Hourly
 GL Account: 001-916-103-043
 Account Description: COVID19 Wages
 Leave Date Rate/Amount: 17.870000
 Units Pay Amount: 80.00 1,429.60

268	Fulks,Amy D	05/28/2020	13988	Regular	Hourly	001-416-103-001	Salaries (Municipal Court)	19,300.00	80.00	1,544.00
	Amy Fulks Total:							160.00	160.00	3,088.00

Municipal Court - Municipal Court Total: **160.00** **4,888.00**

Department: Park & Rec-Park & Rec

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
729	Caudill,James K	05/14/2020	13915	Regular	Hourly	001-900-103-001	Salaries (Park & Rec.)		11,950.00	80.00	956.00
		05/28/2020	13989	Regular	Hourly	001-900-103-001	Salaries (Park & Rec.)		11,950.00	80.00	956.00
	James Caudill Total:								160.00	1,912.00	
340	Southall,Cody M	05/14/2020	13916	Vacation	Hourly	001-900-103-020	Vacation	05/09/2020	10,840.00	8.00	86.72
				Vacation	Hourly	001-900-103-020	Vacation	05/08/2020	10,840.00	8.00	86.72
				Regular	Hourly	001-900-103-001	Salaries (Park & Rec.)		10,840.00	64.00	693.76
		05/28/2020	13990	Regular	Hourly	001-900-103-001	Salaries (Park & Rec.)		10,840.00	80.00	867.20
	Cody Southall Total:								160.00	1,734.40	
	Park & Rec - Park & Rec Total:								320.00	3,646.40	

Department: Police-Police

Employee Number	Employee Name	Payment Date	Check #	Pay Code	Benefit Rate	GL Account	Account Description	Leave Date	Rate/Amount	Units	Pay Amount
401	Eggleton,Robert L	05/14/2020	13920	Salary	Salary	001-700-103-001	Salaries (Police)		2,614,320.00	80.00	2,614.32
		05/28/2020	13994	Salary	Salary	001-700-103-001	Salaries (Police)		2,614,320.00	80.00	2,614.32
	Robert Eggleton Total:								160.00	5,228.64	
414	Oxley,Brian J	05/04/2020	13862	Other	Misc	001-700-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13921	Annualleave	Hourly	001-700-103-020	Annual Leave	05/07/2020	26,576,317	12.00	318.92
				Regular	Hourly	001-700-103-001	Salaries (Police)		26,576,317	52.00	1,381.97
				Overtime	Overtime	001-700-103-006	Overtime Police		39,864,476	8.00	318.92
				Annualleave	Hourly	001-700-103-020	Annual Leave	05/06/2020	26,576,317	12.00	318.92
		05/28/2020	13995	Overtime	Overtime	001-700-103-006	Overtime Police		39,864,476	6.00	239.19
				Sickleave	Hourly	001-700-103-023	Sick Leave	05/15/2020	26,576,317	4.00	106.31
				Regular	Hourly	001-700-103-001	Salaries (Police)		26,576,317	74.00	1,966.65
				Annualleave	Hourly	001-700-103-020	Annual Leave	05/21/2020	26,576,317	2.00	53.15
	Brian Oxley Total:								170.00	4,937.67	
415	Whitney,Eric B	05/04/2020	13863	Other	Misc	001-700-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13922	Overtime	Overtime	001-700-103-006	Overtime Police		34,053,137	8.00	272.43
				Regular	Hourly	001-700-103-001	Salaries (Police)		22,702,091	76.00	1,725.36

460	Garbin, Jason J	05/28/2020	14000 Regular	Hourly	001-700-103-001	Salaries (Police)	24,705.077	80.00	1,976.41
							Jason Garbin Total:	203.00	5,829.34
465	Blake II, Howard R	05/04/2020	13868 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.65
		05/14/2020	13927 Regular	Hourly	001-700-103-001	Salaries (Police)	21,840.909	76.00	1,659.91
		05/28/2020	14001 Overtime	Overtime	001-700-103-006	Overtime Police	32,761.364	8.00	2,622.09
			14001 Overtime	Overtime	001-700-103-006	Overtime Police	32,761.364	15.00	4,914.42
			Regular	Hourly	001-700-103-001	Salaries (Police)	21,840.909	80.00	1,747.27
							Howard Blake II Total:	179.00	4,394.34
471	Raynes, Justin M	05/04/2020	13869 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.65
		05/14/2020	13928 Overtime	Overtime	001-700-103-006	Overtime Police	35,774.676	8.00	2,862.20
		05/28/2020	14002 Regular	Hourly	001-700-103-001	Salaries (Police)	23,849.784	76.00	1,812.58
			Regular	Hourly	001-700-103-001	Salaries (Police)	23,849.784	80.00	1,907.98
			Overtime	Overtime	001-700-103-006	Overtime Police	35,774.676	16.00	572.39
							Justin Raynes Total:	180.00	4,812.80
473	Clay, Mikel A	05/04/2020	13870 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.65
		05/14/2020	13929 Annualleave	Hourly	001-700-103-020	Annual Leave	19,226.010	12.00	230.71
			Annualleave	Hourly	001-700-103-020	Annual Leave	19,226.010	12.00	230.71
		05/28/2020	14003 Regular	Hourly	001-700-103-001	Salaries (Police)	19,226.010	64.00	1,153.56
			Annualleave	Hourly	001-700-103-020	Annual Leave	19,226.010	12.00	230.71
			Overtime	Overtime	001-700-103-006	Overtime Police	28,839.015	8.00	230.71
							Mikel Clay Total:	168.00	3,540.51
475	Hastings, Christopher D	05/04/2020	13871 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.65
		05/14/2020	13930 Overtime	Overtime	001-700-103-006	Overtime Police	33,143.301	8.00	265.15
		05/28/2020	14004 Regular	Hourly	001-700-103-001	Salaries (Police)	22,095.534	76.00	1,679.26
			Regular	Hourly	001-700-103-001	Salaries (Police)	22,095.534	78.00	1,723.45
			Overtime	Overtime	001-700-103-006	Overtime Police	33,143.301	8.00	265.15
							Christopher Hastings Total:	170.00	4,166.66
476	Farry, Joseph R	05/04/2020	13872 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.64
		05/14/2020	13931 Overtime	Overtime	001-700-103-006	Overtime Police	29,054.307	8.00	232.43
		05/28/2020	14005 Regular	Hourly	001-700-103-001	Salaries (Police)	19,369.538	76.00	1,472.08
			Overtime	Overtime	001-700-103-006	Overtime Police	29,054.307	9.00	261.49
			Regular	Hourly	001-700-103-001	Salaries (Police)	19,369.538	76.00	1,472.08
							Joseph Farry Total:	169.00	3,671.72
478	Owens, Phillip M	05/04/2020	13873 Other	Misc	001-700-103-038	Other	0.000000	0.00	233.65
		05/14/2020	13932 Regular	Hourly	001-700-103-001	Salaries (Police)	18,938.947	76.00	1,439.36
		05/28/2020	14006 Overtime	Overtime	001-700-103-006	Overtime Police	28,408.421	8.00	227.27
			Sickleave	Hourly	001-700-103-023	Sick Leave	18,938.947	4.00	75.76
			Regular	Hourly	001-700-103-001	Salaries (Police)	18,938.947	56.00	1,060.58

194	Fortier, Michael C	05/14/2020	13938 Sickleave	Hourly	001-700-103-023	Sick Leave	04/30/2020	17,217.130	12.00	206.61
		05/28/2020	14012 Regular	Hourly	001-700-103-001	Salaries (Police)		17,217.130	64.00	1,101.90
			Annualleave	Hourly	001-700-103-020	Annual Leave	05/10/2020	17,217.130	12.00	206.61
			Overtime	Overtime	001-700-103-006	Overtime Police		25,825.695	8.00	206.61
							Michael Fortier Total:		164.00	3,151.97

195	Swain, Chelsea M	05/04/2020	13880 Other	Misc	001-700-103-038	Other		0.000000	0.00	233.64
		05/14/2020	13939 Regular	Hourly	001-700-103-001	Salaries (Police)		17,217.130	80.00	1,377.37
		05/28/2020	14013 Regular	Hourly	001-700-103-001	Salaries (Police)		17,217.130	80.00	1,377.37
							Chelsea Swain Total:		160.00	2,988.38
							Police - Police Total:		3,451.00	83,389.02

Department: Police (34%) Fire (3-Police (34%)) Fire (33%)Garbage(33%)

201	Williams, Kevin L	05/14/2020	13917 Regular	Hourly	001-566-103-003	Salaries Mechanic		22,580.000	80.00	1,806.40
		05/28/2020	13991 Regular	Hourly	001-566-103-003	Salaries Mechanic		22,580.000	80.00	1,806.40
							Kevin Williams Total:		160.00	3,612.80

254	Fields, Nicholas D	05/14/2020	13918 Regular	Hourly	001-566-103-003	Salaries Mechanic		16,500.000	80.00	1,320.00
		05/28/2020	13992 Regular	Hourly	001-566-103-003	Salaries Mechanic		16,500.000	80.00	1,320.00
							Nicholas Fields Total:		160.00	2,640.00

							Police (34%) Fire (3 - Police (34%)) Fire (33%)Garbage(33%) Total:		320.00	6,252.80
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Department: Police Admin.-Police Admin.

275	Gaddy, Deanna R	05/14/2020	13919 Regular	Hourly	001-700-103-002	Salaries Administrative		11,760.000	80.00	940.80
		05/28/2020	13993 Regular	Hourly	001-700-103-002	Salaries Administrative		11,760.000	80.00	940.80
							Deanna Gaddy Total:		160.00	1,881.60

							Police Admin. - Police Admin. Total:		160.00	1,881.60
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Department: Public Works-Public Works

600	Hill, Alex M	05/14/2020	13940 Regular	Misc	001-566-103-001	Salaries (Public Works)		0.000000	80.00	0.00
			Salary	Salary	001-566-103-001	Salaries (Public Works)		2,137.600000	80.00	2,137.60
							Leave Date Rate/Amount			

289	Wright,Becky J	05/28/2020	14019 Regular	Hourly	001-951-103-001	Salaries (Seniors)	9.460000	80.00	756.80
							Becky Wright Total:	160.00	1,513.60
							Seniors - Seniors Total:	160.00	1,513.60

Department: Streets & Hwys-Streets & Hwys

Employee Number	Employee Name	Payment Date	Check # Pay Code	Benefit Rate	GL Account	Account Description	Leave Date Rate/Amount	Units	Pay Amount	
657	Jones,Jason S	05/14/2020	46339 Regular	Hourly	001-750-103-001	Salaries (Streets & Hwys.)	16.520000	80.00	1,321.60	
							Council Raise	0.00	19.23	
							Council Raise	0.00	19.23	
							Council Raise	0.00	19.23	
							Salaries (Streets & Hwys.)	16.520000	80.00	1,321.60
							Jason Jones Total:	160.00	2,681.66	

724	Lucas,Kenneth D	05/04/2020	13882 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	12.230000	80.00	978.40
							Salaries (Streets & Hwys.)	12.230000	80.00	978.40
							Kenneth Lucas Total:	160.00	2,190.44	

741	Lacy,Dale M	05/04/2020	46335 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	10.470000	80.00	837.60
							Salaries (Streets & Hwys.)	10.470000	80.00	837.60
							Dale Lacy Total:	160.00	1,908.84	

748	Scarberry,Troy H	05/04/2020	13883 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	10.210000	80.00	816.80
							Salaries (Streets & Hwys.)	10.210000	80.00	816.80
							Troy Scarberry Total:	160.00	1,867.24	

750	Quillen,Christopher L	05/04/2020	13884 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	10.660000	80.00	852.80
							Salaries (Streets & Hwys.)	10.660000	80.00	852.80
							Christopher Quillen Total:	160.00	1,939.24	

751	Williams,Joshua D	05/04/2020	13885 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	9.940000	80.00	795.20
							Salaries (Streets & Hwys.)	9.940000	80.00	795.20
							Joshua Williams Total:	160.00	1,824.04	

752	Barker,Mark W	05/04/2020	46336 Other	Misc	001-750-103-038	Other	0.000000	0.00	233.64	
							Salaries (Streets & Hwys.)	9.940000	80.00	795.20



Pay Code Report

Summary By Department

5/1/2020 - 5/31/2020

Payroll Set: 01-Payroll Set 01

Department: Building Department - Building Department

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
371	Newcome, Mark	Regular - Regular	3	133.00	1,489.60
		SickLeave - SickLeave	1	3.00	33.60
		Vacation - Vacation	3	24.00	268.80
		371 - Newcome Total:		160.00	1,792.00
255	Wright, James	COVID19 - COVID19	1	80.00	816.00
		Regular - Regular	1	80.00	816.00
		377 - Wright Total:		160.00	1,632.00
542	Atkins, Jonathan	AnnualLeave - AnnualLeave	1	11.00	276.65
		Military - Military	1	8.00	201.20
		Overtime - Overtime	2	29.00	1,094.03
		Regular - Regular	2	141.00	3,546.15
		542 - Atkins Total:		189.00	5,118.03
255	Burt, Mary	Cleaning - Cleaning	2	0.00	320.00
		CouncilRaise - CouncilRaise	2	0.00	38.46
		Regular - Regular	2	160.00	3,153.60
		255 - Burt Total:		160.00	3,512.06
286	Hardman, Kelly	CouncilRaise - CouncilRaise	2	0.00	38.46
		Regular - Regular	2	152.00	2,565.76
		Vacation - Vacation	1	8.00	135.04
		286 - Hardman Total:		160.00	2,739.26
376	Cottrell, Kimberly	Comp Taken - Comp Taken	1	12.00	0.00
		Regular - Regular	2	148.00	0.00
		Salary - Salary	2	160.00	3,076.94
		376 - Cottrell Total:		320.00	3,076.94
151	Racer, William	Salary - Salary	1	1.00	400.00
		151 - Racer Total:		1.00	400.00
152	Javins, William	Salary - Salary	1	1.00	400.00
		152 - Javins Total:		1.00	400.00
153	Elkins, Laurie	Salary - Salary	1	1.00	400.00
		153 - Elkins Total:		1.00	400.00

548	Kiser, Garrett	Annualleave - Annualleave	4	30.00	488.40
		CallOutOT - Call Out OT	1	8.00	195.36
		Other - Other	1	0.00	233.65
		Overtime - Overtime	1	24.00	586.08
		Regular - Regular	4	138.00	2,246.64
		StepUpOT - StepUpOT	3	24.00	638.64
		StepUpPay - StepUpPay	4	48.00	851.52
		548 - Kiser Total:		272.00	5,240.29
549	Setliff, James	Annualleave - Annualleave	1	24.00	390.72
		Other - Other	1	0.00	233.65
		Regular - Regular	4	168.00	2,735.04
		SickLeave - SickLeave	3	24.00	390.72
		549 - Setliff Total:		216.00	3,750.13
550	Harvey, Ronnie	Annualleave - Annualleave	2	54.00	879.12
		CallOutOT - Call Out OT	1	6.00	146.52
		Other - Other	1	0.00	233.65
		Overtime - Overtime	1	12.00	293.04
		Regular - Regular	3	162.00	2,637.36
		550 - Harvey Total:		234.00	4,189.69
552	Carr, Cody	Other - Other	1	0.00	233.65
		552 - Carr Total:		0.00	233.65
556	Grishaber, Robert	Annualleave - Annualleave	2	42.00	607.32
		CallOutOT - Call Out OT	2	4.00	86.76
		Other - Other	1	0.00	233.65
		Regular - Regular	3	174.00	2,516.04
		556 - Grishaber Total:		220.00	3,443.77
558	Ashley, Christopher	Annualleave - Annualleave	1	42.00	607.32
		Other - Other	1	0.00	233.65
		Overtime - Overtime	1	12.00	260.28
		Regular - Regular	3	174.00	2,516.04
		558 - Ashley Total:		228.00	3,617.29
560	Holmes, Timothy	Annualleave - Annualleave	1	24.00	308.88
		Other - Other	1	0.00	233.65
		Regular - Regular	4	192.00	2,498.04
		560 - Holmes Total:		216.00	3,040.57
562	Petry, Chase	Annualleave - Annualleave	1	24.00	308.88
		CallOutOT - Call Out OT	2	4.00	77.22
		Other - Other	1	0.00	233.65
		Overtime - Overtime	1	4.00	77.22
		Regular - Regular	3	192.00	2,498.04
		562 - Petry Total:		224.00	3,195.01

129	Raynes, Kristina	Salary - Salary	1	0.00	950.00
	129 - Raynes Total:			0.00	950.00
130	Walters, Richard	Salary - Salary	1	0.00	850.00
	130 - Walters Total:			0.00	850.00
368	Fulks, Amy	Regular - Regular	2	160.00	3,088.00
	368 - Fulks Total:			160.00	3,088.00
739	Caudill, James	Regular - Regular	2	160.00	1,912.00
	739 - Caudill Total:			160.00	1,912.00
740	Southall, Cody	Regular - Regular	2	144.00	1,560.96
	Vacation - Vacation	1	16.00	173.44	
	740 - Southall Total:			160.00	1,734.40
401	Eggleton, Robert	Salary - Salary	2	160.00	5,228.64
	401 - Eggleton Total:			160.00	5,228.64
444	Oxley, Brian	Annualleave - Annualleave	2	26.00	690.99
	Other - Other	1	0.00	233.64	
	Overtime - Overtime	2	14.00	558.11	
	Regular - Regular	2	126.00	3,348.62	
	Sickleave - Sickleave	1	4.00	106.31	
	444 - Oxley Total:			170.00	4,937.67
448	Whitney, Eric	Other - Other	1	0.00	233.64
	Overtime - Overtime	2	16.00	544.86	
	Regular - Regular	2	152.00	3,450.72	
	448 - Whitney Total:			168.00	4,229.22
450	Richardson, David	CouncilRaise - CouncilRaise	2	0.00	19.24
	Other - Other	1	0.00	233.64	
	Sickleave - Sickleave	2	168.00	4,296.04	
	450 - Richardson Total:			168.00	4,548.92
452	Greene, Clark	Other - Other	1	0.00	233.65
	Overtime - Overtime	2	24.00	905.10	
	Regular - Regular	2	154.00	3,871.80	
	452 - Greene Total:			178.00	5,010.55
458	Fleming, Christopher	Other - Other	1	0.00	233.65
	Overtime - Overtime	2	16.00	592.92	
	Regular - Regular	2	160.00	3,952.82	
	458 - Fleming Total:			176.00	4,779.39

481	Ferrell, Justin	Other - Other	1	0.00	233.64
		Overtime - Overtime	2	16.00	440.76
		Regular - Regular	2	154.00	2,828.27
		481 - Ferrell Total:		170.00	3,502.67
482	Bogess, Benjamin	Other - Other	1	0.00	233.64
		Overtime - Overtime	2	22.00	606.05
		Regular - Regular	2	156.00	2,865.00
		482 - Bogess Total:		178.00	3,704.69
483	Gullion, Christopher	Other - Other	1	0.00	233.64
		Overtime - Overtime	2	16.00	440.76
		Regular - Regular	2	152.00	2,791.54
		483 - Gullion Total:		168.00	3,465.94
484	Fortier, Michael	AnnualLeave - AnnualLeave	2	13.00	223.83
		Other - Other	1	0.00	233.64
		Overtime - Overtime	2	11.00	284.09
		Regular - Regular	2	128.00	2,203.80
		Sickleave - Sickleave	1	12.00	206.61
		484 - Fortier Total:		164.00	3,151.97
485	Swain, Chelsea	Other - Other	1	0.00	233.64
		Regular - Regular	2	160.00	2,754.74
		485 - Swain Total:		160.00	2,988.38
701	Williams, Kevin	Regular - Regular	2	160.00	3,612.80
		701 - Williams Total:		160.00	3,612.80
754	Fields, Nicholas	Regular - Regular	2	160.00	2,640.00
		754 - Fields Total:		160.00	2,640.00
375	Gaddy, Deanna	Regular - Regular	2	160.00	1,881.60
		375 - Gaddy Total:		160.00	1,881.60
600	Hill, Alex	Regular - Regular	2	160.00	0.00
		Salary - Salary	2	160.00	4,275.20
		600 - Hill Total:		320.00	4,275.20
703	Easter, Jr., Richard	CouncilRaise - CouncilRaise	2	0.00	38.46
		Regular - Regular	2	160.00	2,600.00
		703 - Easter, Jr. Total:		160.00	2,638.46
713	Jones, Joseph	CouncilRaise - CouncilRaise	2	0.00	38.46
		COVID19 - COVID19	1	40.00	529.60
		Regular - Regular	2	120.00	1,588.80
		713 - Jones Total:		160.00	2,156.86



Payroll Set: 01-Payroll Set 01

Account	Account Description	Units	Pay Amount
001-409-103-001	Salaries (Mayor)	160.00	3,461.54
001-409-103-002	Salaries Admin	124.00	1,497.92
001-410-103-001	Salaries (Council)	7.00	2,800.00
001-411-103-001	Salaries (Recorder)	160.00	2,307.70
001-413-103-001	Salaries (Treasurer)	160.00	3,708.80
001-416-103-001	Salaries (Municipal Court)	160.00	3,088.00
001-416-223-132	Professional Svcs - Judge	0.00	850.00
001-416-223-133	Professional Svcs - Prosecutor	0.00	950.00
001-436-103-001	Salaries (Bldg. Dept.)	362.00	6,052.95
001-436-103-006	Overtime	27.00	1,018.58
001-436-103-020	Vacation	35.00	545.45
001-436-103-023	Sick Leave	3.00	33.60
001-436-103-043	COVID19 WAGES	80.00	816.00
001-440-103-001	Salaries (City Hall)	312.00	5,719.36
001-440-103-026	Vacation	8.00	135.04
001-440-103-029	Council Raise	0.00	76.92
001-440-103-031	Cleaning	0.00	320.00
001-457-103-001	Salaries (City Planner)	320.00	3,076.94
001-566-103-001	Salaries (Public Works)	1,080.00	13,721.60
001-566-103-003	Salaries Mechanic	320.00	6,252.80
001-566-103-029	Council Raise	0.00	76.92
001-566-103-031	Other	0.00	700.92
001-566-103-043	COVID19 Wages	40.00	529.60
001-700-103-001	Salaries (Police)	2,816.00	61,051.85
001-700-103-002	Salaries Administrative	160.00	1,881.60
001-700-103-006	Overtime Police	318.00	10,386.33
001-700-103-020	Annual Leave	99.00	2,199.87
001-700-103-023	Sick Leave	212.00	5,139.26
001-700-103-029	Council Raise	0.00	19.24
001-700-103-031	Overtime Special Events	4.00	110.19
001-700-103-038	Other	0.00	4,439.24
001-700-103-042	Special Events	2.00	43.04
001-706-103-001	Salaries (Fire)	2,465.00	40,021.66
001-706-103-006	Overtime Unscheduled	102.00	2,678.43
001-706-103-012	Overtime Call Out	26.00	586.08
001-706-103-013	Step Up Overtime	24.00	638.64
001-706-103-020	Annual Leave	333.00	4,962.00
001-706-103-023	Sick Leave	74.00	1,219.14



Payroll Set: 01-Payroll Set 01

Pay Code	Description	# of Payments	Units	Pay Amount
AnnualLeave - AnnualLeav	AnnualLeave	25	443.00	7,438.52
CallOutOT - Call Out OT	Call Out OT	10	26.00	586.08
Cleaning - Cleaning	Cleaning	2	0.00	320.00
Comp Taken - Comp Taken	Comp Taken	1	12.00	0.00
CouncilRais - CouncilRais	CouncilRais	18	0.00	326.92
COVID19 - COVID19	COVID19	8	600.00	8,185.60
Military - Military	Military	1	8.00	201.20
Other - Other	Other	44	0.00	10,280.37
Overtime - Overtime	Overtime	40	447.00	14,083.34
Regular - Regular	Regular	143	10,003.00	151,559.66
Salary - Salary	Salary	25	1,287.00	34,390.62
SickLeave - SickLeave	SickLeave	12	289.00	6,392.00
Special Events - Special Ev	Special Events - Regular Rate of Pay	1	2.00	43.04
Special Events - OT - Specia	Special Events Overtime	1	4.00	110.19
StepUpOT - StepUpOT	StepUpOT	3	24.00	638.64
StepUpPay - StepUpPay	StepUpPay	4	48.00	851.52
Vacation - Vacation	Vacation	5	48.00	577.28
Report Total:			13,241.00	235,984.98



CITY OF NITRO, WV

Check Report

By Check Number

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: COAL-COAL SERVERANCE TAX						
KINWAYSSEN	KINGS WAY CHRISTIAN CHURCH	05/13/2020	Regular	0.00	3,697.20	2048

Bank Code COAL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	3,697.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	3,697.20

Check Report

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
ORRCORP	ORR SAFETY CORPORATION	05/21/2020	Regular	0.00	223.00	50242
WASNAT	WASHINGTON NATIONAL INS CO.	05/21/2020	Regular	0.00	159.76	50243
ANNVAN	ANNA VANDERCOOK	05/28/2020	Regular	0.00	150.00	50244
CAPCIT	CAPITOL CITY LODGE #74	05/28/2020	Regular	0.00	297.72	50245
CYNTID	CYNTHIA TIDD	05/28/2020	Regular	0.00	100.00	50246
KANCLE	KANAWHA COUNTY CLERK	05/28/2020	Regular	0.00	11.00	50247
FIDEL-FIRE	NITRO FIREMEN'S PENSION FUND	05/28/2020	Regular	0.00	2,348.78	50248
FIDEL-POLICE	POLICEMEN'S PENSION FUND	05/28/2020	Regular	0.00	3,375.10	50249
VERIZONPW	VERIZON	05/28/2020	Regular	0.00	40.01	50250
CUMCRO	CUMMINGS CROSS POINT	05/29/2020	Regular	0.00	39.75	50251
DANDAW	DANNY DAWSON	05/29/2020	Regular	0.00	600.00	50252
FIFTHI	FIFTH THIRD BANK	05/29/2020	Regular	0.00	35,063.21	50253
	Void	05/29/2020	Regular	0.00	0.00	50254
HERFIRE	HERITAGE FIRE EQUIPMENT	05/29/2020	Regular	0.00	301.50	50255
IAFC	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	05/29/2020	Regular	0.00	300.00	50256
WV MUN	WEST VIRGINIA MUNICIPAL LEAGUE	05/29/2020	Regular	0.00	35.00	50257
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	611.15	DFT0002348
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	197.69	DFT0002349
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	203.00	DFT0002354
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	-611.15	DFT0002355
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	-197.69	DFT0002356
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	-203.00	DFT0002361
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	3,241.56	DFT0002366
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	2,687.23	DFT0002367
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	4,315.00	DFT0002373
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	611.15	DFT0002375
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	197.69	DFT0002376
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	203.00	DFT0002381
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	40.00	DFT0002386
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	56.00	DFT0002391
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	3,119.37	DFT0002408
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	2,403.21	DFT0002409
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	4,048.00	DFT0002415
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	983.14	DFT0002417
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	483.16	DFT0002418
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	322.00	DFT0002422
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	13.23	DFT0002432
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	2,815.02	DFT0002439
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	2,492.78	DFT0002440
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	7,566.82	DFT0002443
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	2,897.68	DFT0002444
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	12,390.38	DFT0002445
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	4,045.00	DFT0002446
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	1,106.46	DFT0002448
WESVIRRET	WV PUBLIC EMPLOYEES RETIREMENT SYSTEM	05/10/2020	Bank Draft	0.00	342.84	DFT0002449
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	569.13	DFT0002451
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	283.42	DFT0002452
HUNBAN	HUNTINGTON BANKS	05/03/2020	Bank Draft	0.00	605.98	DFT0002453
WESVIRTAX	WEST VIRGINIA STATE TAX DEPT.	05/15/2020	Bank Draft	0.00	358.00	DFT0002454
HUNBAN	HUNTINGTON BANKS	05/07/2020	Bank Draft	0.00	109.08	DFT0002456
HUNBAN	HUNTINGTON BANKS	05/07/2020	Bank Draft	0.00	298.32	DFT0002457
HUNBAN	HUNTINGTON BANKS	05/07/2020	Bank Draft	0.00	1,275.12	DFT0002458
RETHERA	RETIREE HEALTH BENEFIT TRUST FUND	05/05/2020	Bank Draft	0.00	16,706.50	DFT0002460
WVPEIA	WV PEIA	05/05/2020	Bank Draft	0.00	39,268.04	DFT0002461
PITBOWPOST	PURCHASE POWER	05/14/2020	Bank Draft	0.00	1,121.38	DFT0002476
WVAMER	WV AMERICAN WATER	05/26/2020	Bank Draft	0.00	109.45	DFT0002477
WVAMER	WV AMERICAN WATER	05/26/2020	Bank Draft	0.00	1,084.77	DFT0002478
WVAMER	WV AMERICAN WATER	05/15/2020	Bank Draft	0.00	34.32	DFT0002479
WVAMER	WV AMERICAN WATER	05/15/2020	Bank Draft	0.00	214.06	DFT0002480
WVAMER	WV AMERICAN WATER	05/15/2020	Bank Draft	0.00	33.65	DFT0002481
WVAMER	WV AMERICAN WATER	05/15/2020	Bank Draft	0.00	335.89	DFT0002482

Check Report

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: LIBRARY-LIBRARY ACCOUNT						
BAKTAY	BAKER & TAYLOR JA MAJOR'S	05/13/2020	Regular	0.00	539.70	1129
WVAMER	WV AMERICAN WATER	05/13/2020	Regular	0.00	176.96	1130

Bank Code LIBRARY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	716.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	716.66

Check Report

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: RECEIPTS-RECEIPTS ACCOUNT						
HUNBANRETPD	HUNTINGTON BANKS	05/14/2020	Bank Draft	0.00	4,149.00	DFT0002508
HUNBANRET	HUNTINTON BANKS	05/14/2020	Bank Draft	0.00	2,250.35	DFT0002509

Bank Code RECEIPTS Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	6,399.35
EFT's	0	0	0.00	0.00
	2	2	0.00	6,399.35



State of West Virginia
John B. McCuskey
State Auditor

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

May 14, 2020

**NOTICE OF APPROVAL OF THE LEVY ESTIMATE
(BUDGET)**

To: Municipality of Nitro

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2020.

I find that any levy rates to be imposed in excess of those prescribed by the West Virginia Constitution were legally authorized by a vote of the people.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Emily Parsons extension 5101.

Sincerely,
John B. McCuskey
WV State Auditor

A handwritten signature in cursive script, appearing to read "Ora L. Ash".

By: Ora L. Ash, Deputy State Auditor
Local Government Services Division



Mayor's Office of Economic and Community Development
105 McFarland Street
Charleston, West Virginia 25301

Phone: (304) 348-8035
Fax: (304) 348-0704
MOECD@CityofCharleston.org

May 7, 2020

Re: Housing Consortium Agreement

Dear Mayor:

The office of the West Virginia Attorney General has informed the City of Charleston that for the existing housing consortium agreement to remain in effect, each municipality must renew the existing ordinance. This agreement has an automatic renewal clause and has been in effect since July 1, 1999.

Please find enclosed a sample copy of the appropriate language for the presentation of the ordinance to your council. It must be presented and read at one council meeting and then voted upon at the next meeting. The following documents are also included for review:


- A copy of the existing agreement
- The new signature pages

The consortium currently receives approximately \$600,000.00 in homebuyer assistance funds. These funds have been used primarily to provide first time homebuyer assistance to your residents. **The ordinance must be passed as soon as possible in order to continue the federal funding.**

A certified copy of the action must be returned to the Mayor's Office of Economic and Community Development at 105 McFarland Street, Charleston, WV 25301. When all municipalities have responded, the agreement will be presented to the Attorney General for approval.

If you have any questions, please feel free to contact me at 348-8035 Ext. 318.

Sincerely,


Zora A. Rogers
Housing Program Supervisor
City of Charleston

**HOUSING CONSORTIUM COOPERATION BY AND BETWEEN
THE CITY OF CHARLESTON, THE TOWN OF BELLE, THE TOWN
OF CLENDENIN, THE CITY OF DUNBAR, THE TOWN OF MARMET, THE CITY OF
NITRO, THE CITY OF SAINT ALBANS, THE CITY OF SOUTH CHARLESTON, THE
TOWN OF CEDAR GROVE, AND KANAWHA COUNTY**

This **AGREEMENT** is made and entered into between the Town of Belle, Town of Clendenin, the City of Dunbar, the Town of Marmet, the City of Nitro the City of Saint Albans, the City of South Charleston, the Town of Cedar Grove, (hereinafter collectively the "Municipalities"), the City of Charleston, and the Kanawha County Commission for and on behalf of Kanawha County, a political subdivision of the State of West Virginia (hereinafter referred to as ("County")).

WHEREAS, Title II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as ("HOME")); and

WHEREAS, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

WHEREAS, the Municipalities, the City of Charleston and County have determined that obtaining funding under the HOME Program as part of a Consortium Participating Jurisdiction will increase their ability to provide safe, decent and affordable housing for their low and moderate income constituencies.

NOW THEREFORE, the parties to the AGREEMENT do hereby agree as follows:

SECTION 1 - DEFINITIONS

The definitions contained in 24 CFR Part 92, Subpart A., paragraph 92.2 are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title II, of the Cranston-Gonzalez National Affordable Housing Act (Pub.L.101-625), (42 U.S.C. 12701).
- B. "HOME Program" means a procedure established for the use of funds made available from HUD through the ACT to carry out multi-year housing strategies through acquisition, rehabilitation and new construction of housing tenant-based rental assistance.
- C. "HUD" means the United States Department of Housing and Urban Development.
- D. "Housing Strategy" means the Consolidated Plan as set out in 24 CFR Part 91 and encompasses a local government's housing needs, with a focus on affordable housing for low-income families.

- D. The City of Charleston assumes the entire cost of preparation of the Consolidated Plan.
- E. The Municipalities, the City of Charleston and the County shall participate jointly in the development of the Charleston/Kanawha Housing Consortium HOME Program. The Consortium will form a council known as the Housing Consortium Council (the "Council"). The Council shall be consisted of two (2) members appointed by the City of Charleston, two (2) members appointed by the County and two (2) members appointed by the Municipalities, for a total of six (6) appointees on the Council. The City of Charleston, the Municipalities and the County will mutually agree and appoint the Chairperson of the Council.
- F. The Council will define a strategy in sufficient detail to accommodate the collective and individual needs and priorities of any and all of the members constituting the Charleston/Kanawha Housing Consortium. The Council shall approve any Program changes or amendments' prior to action being taken by the Representative Member's governing body.
- G. The City of Charleston, as the Representative Member, and the County shall each be entitled to 50% of the available Home Project funding. This percentage is based upon the total Home Program Funding, less 10% administration costs and less 15% Community Housing Development Organization set-aside. CHDO activities above and beyond the minimum 15% shall be divided equally between the City of Charleston and County.

For example:	\$935,000	Total Home Allocation
	- <u>93,500</u>	Less 10% Administration costs
	\$841,500	Total Project Fund Available
	- <u>126,225</u>	Less 15% CHDO set-aside
	\$715,275	Funds to be divided between the City of Charleston and the County, i.e., \$357,637.50 for each.

Members of the consortium may elect to combine their allocations to carry out collaborative HOME activities. Any funds allocated to Members but remaining un-obligated 6 months after the initial allocation date will be recaptured and redistributed by the Housing Consortium Council. Uncommitted funds will be offered to the other members for reprogramming for eligible activities in accordance with the HOME Program regulations. The final decision for distribution of these funds will be made by the Housing Consortium Council.

- H. Nothing in this Agreement will preclude the ability of the Municipalities, the City of Charleston or the County individually or jointly in applying for financial assistance under the State of West Virginia HOME Program. Furthermore, it is expressly agreed and understood that any specific projects eligible for HOME funding may be submitted to the Council by any Member, any municipality located in the County, any authority, and/or non-profit housing agency for funding under the Consortium's annual HOME Entitlement Funds.
- I. Each Member is responsible for submitting in a timely manner to the Representative Member all information necessary for participation in the Charleston/Kanawha Housing Consortium as defined in the Regulations. This includes all information necessary for the

- (3) Obtain all local legislative and executive approvals.
- (4) Maintain a copy of all required project documentation and make said documentation available for review by HUD and/or the Representative Member. The City of Charleston being the Representative Member shall maintain all original documentation for purposes of HUD review.

Q. The Representative Member shall:

- (1) Provide staff to manage the preparation, public hearing, and submission of the Consolidated Plan.
- (2) Provide staff to manage the preparation and submission of the HOME Program Description and its administration.
- (3) Prepare and submit all required notices, plans and performance and other reports as required by HUD.
- (4) Ensure that all HUD requirements are met both in the overall administration and in project administration.
- (5) Prepare guide form contracts, agreements, etc., for use by the Members.
- (6) Review, approve, and execute Project Funding Agreements for each project.
- (7) Monitor Members to ensure that they are complying with program requirements.
- (8) Take full responsibility for all federal requirements for its projects including:
 - (a) documentation of project eligibility,
 - (b) completing environmental reviews,
 - (c) ensuring labor compliance,
 - (d) negotiating and executing any required written agreements with any subrecipient or contractor receiving HOME assistance.
 - (e) ensuring post-completion compliance (e.g., housing affordability),
 - (f) and any other administrative requirements mandated by law or regulation.
- (9) Establish, account for, and maintain local HOME Investment Trust Fund account (including federal drawdowns and program income, contributions, etc.).
- (10) Process drawdowns from the Treasury Account (funds received within 48 to 72 hours).
- (11) Process payment requisitions approved by Member and disburse funds from the Local Account to the member and/or to their designated contractors.

Investment Partnerships Program. These procedures are intended to further the objectives of Title VIII of the civil Rights Act of 1988 and Executive Order 11063.

The Charleston/Kanawha Housing Consortium believes that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, familiar status, handicap or national origin. Individuals eligible for public housing assistance or who have minor children should have available a like range of housing choices.

The Charleston/Kanawha Housing Consortium will carry out this policy through affirmative marketing procedures designed for the HOME Investment Partnerships Program.

Responsibility for Informing the Public Potential Tenants and Owners about Federal Fair Housing Laws and Affirmative Marketing Policies:

The Charleston/Kanawha Housing Consortium will inform the Public, Potential Tenants and Owners about its fair housing and affirmative marketing policy in the following manner:

1. Information regarding the policy will be included in all materials prepared by the Charleston/Kanawha Housing Consortium for program marketing, including press releases, advertising, program brochures, and application packages. The Equal Housing Opportunity logotype and slogan will be used in all printed information.
2. The Charleston/Kanawha Housing Consortium will sponsor an "Owner's Workshop" to discuss procedures and program requirements, including the affirmative marketing policy. Participating Owners shall be advised orally and in writing of this policy.
3. Provide information sheets to tenants of buildings to be rehabilitated through the HOME Program, including information on this policy and their rights under the Fair Housing Laws.
4. The Owners shall comply with the requirements of Title VI and title VIII of the civil Rights Acts of 1964 and 1968, respectively, which provide that (1) no person is to be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving financial assistance hereunder, and (2) no person shall discriminate in the sale or rental of housing, the financing of housing, or the provision of services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, handicap, or national origin.
5. The Owner shall not discriminate against any person because of their eligibility for housing assistance or because of the fact that they have minor children in the household.
6. The Owner shall maintain and provide to the Charleston/Kanawha Housing

program start date for the Consortium and all units of local government that are members of the Consortium shall coincide with the same program year for the Community Development Block Grant, HOME, Emergency Shelter Grant and the HOPWA programs.

- B. This agreement may be executed in counterparts, such parts together constituting one whole original document, and a facsimile of a party's signature shall be deemed and comprise an original signature for all purposes hereof.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 20__.