

**City Of Martinsburg
Special City Council Meeting
Thursday, March 5, 2015
5:00 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentations**
 - a. Steve Catlett, Martinsburg/Berkeley County Parks and Recreation—Lambert Pool update and 2015-16 Budget overview (see attached memo)
- 4. Petitions From Citizens**
- 5. Receive And File Reports—Minutes—Correspondence Of The Following:**
- 6. Reports Of Chairpersons Of Council Standing Committees**
- 7. Report Of Mayor**
- 8. Report Of City Attorney**
- 9. Report Of City Manager**
- 10. Unfinished Business**
- 11. New Business**
 - a. Discuss FY 2015-2016 property tax levy rates. Following discussion, approve/deny public hearing regarding property tax increase to be held at Special Council Meeting on Tuesday, March 17, 2015.
 - b. Approve/deny purchase of Apple Ipad tablet computers for Council and Staff official use—estimated maximum of 20 units @\$399.99 each plus associated protective covers—various budgets
- 12. 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)
- 13. Adjournment**

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CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: February 26, 2015

To: Mayor Karos

Cc: City Council

From: Mark Baldwin, City Manager 

RE: Item 3A on Agenda

Mr. Steve Catlett, Director of Martinsburg/Berkeley County Parks and Recreation requested an opportunity to discuss with Mayor and Council the reasons for closing Lambert pool and to provide an overview of his FY 2015-16 budget request.

Please reference the budget request in your Council as a Whole Committee packet. Final recommendations regarding the budget request can be discussed at the Council as a Whole Committee meeting immediately following the special City Council meeting or at the Council as a Whole Committee meeting on Monday, March 16 or Tuesday, March 17 (to be determined by Committee)

Brief History per discussion with Water Department for Lambert Pool water bill:

1. Average use of water for past five years is 112,000 gallons, during pool season.
2. Use for 2014 was 1,342,000 gallons. This was for the months of May-August 2014.
3. Average water bill cost for past five years is \$2,374 for pool season.
4. Water bill cost for 2014 pool season was \$11,594. This is an increase of \$9,220.
5. Increase of water usage was not reported until fall/winter 2014.
6. Steve Knipe, Utilities Director met with Mr. Catlett, Parks and Rec Director recently. Mr. Knipe will evaluate the pool area for water leaks, etc., as soon as the weather breaks.
7. Mr. Knipe indicates that there may or may not be a water leak, as well as the water loss could have resulted from equipment failure, to be determined upon evaluation.
8. Once Mr. Knipe's evaluation is complete there may be an allowable water bill adjustment if it is determined that there was a water leak.
9. Per Mr. Knipe's evaluation there may be an opportunity to put the pool on a water meter separate from other facilities; restrooms, concessions, etc.

11 A



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MEMORANDUM

TO: Mayor George Karos
City Council

FROM: Mark S. Baldwin, City Manager *MSB*

DATE: February 25, 2015

RE: **PROPERTY TAX / LEVY RATE INFORMATION**

The Berkeley County Assessor's Office is required to provide the City with property tax (assessed values, etc.) information no later than March 3, 2015. Typically, Mark B. Spickler, Finance Director, provides an example of what the 2015-16 levy rates and revenue may be based on the previous year's assessed values. However, it would be difficult to provide an example this year due to our 2014-15 levy rates currently being at the maximum rate allowable.

Once the actual information has been received from the Assessor's Office on or about March 3, 2015, he will be able to calculate the levy rates and property tax revenue for 2015. He will provide a handout at the special City Council meeting for discussion purposes.

If you have any questions, please do not hesitate to contact Mark B. Spickler, Finance Director, or me.

MSB/djd

Cc: Mark B. Spickler, Finance Director

11 B

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MEMORANDUM

Date: February 25, 2015

To: Mayor Karos

Cc: City Council

From: Gena Long, City Recorder

A circular stamp containing a handwritten signature, likely of Gena Long, the City Recorder.

RE: Tablet Computers

Over the past months, several City Council members have inquired about the use of iPads or other tablets for purposes of receiving digital Council packets in order to increase efficiency and decrease waste and cost. Tablet computers can also be used to access the internet for research of government related topics, access email, receive packets for Council meetings as well as other committees, boards and commissions as well as maintain a schedule and receive urgent notifications.

I have found that Apple iPad (32G) are currently on sale for \$399.99 each and the local Best Buy has agreed to extend that sale price until March 6 to allow Council to make a decision regarding the purchase. I believe we will need between 10-20 devices for Council, Department Heads and key City staff, which will cost between \$4,000-\$8,000 plus the cost of associated protective covers.

The devices will be WiFi capable only, the City will not be purchasing data plans for the devices. In the event that a wireless internet connection is not available, many cellular telephones can be used as a "hotspot" for data usage. The City will not be responsible for the cost of data accessed this way on non-City owned cellular devices.

Those Council members who opt to receive a tablet device should expect to receive their Council packets via PDF in an email and should no longer expect a paper packet to be prepared and delivered.

Any Council member or staff member receiving a device will be asked to sign an appropriate use agreement with the City of Martinsburg acknowledging that the device is not to be used for personal use, but government and other approved functions only.