

**AGENDA FOR A FINANCE COMMITTEE MEETING
FOR TUESDAY, OCTOBER 4, 2016, 6:00 PM,
SECOND FLOOR, MUNICIPAL BUILDING**

(Councilmen Reed, Bigley, Brown, and Rockhold)

- I. CALL TO ORDER – Councilwoman Nancy Wilcox, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held August 1, 2016
- IV. NEW BUSINESS (items below referred from Council 9/27/16)
 1. Budget revision - \$100,000.00 for a pledged donation reimbursement from a private foundation for City Park basketball and pickleball court renovations/upgrades.
 2. Budget revision - \$504,775.00; (highlights – Finance computer upgrades; Development grant carryovers; street paving; park and pools upgrades; Fire dept. foundation work and consulting for new fire station; sign machine; wayfinding signs; retention pond on Mary Street; mulch at Southwood; upgrades to Cooper cabin; dog park; fencing at Southwood)
 3. Budget revision - \$82,011 – line item adjustments in various departments for end of year purposes.
 4. Budget revision - \$420,000.00 – revise sales tax upward for needed repairs to our municipal building.
 5. Budget revision - \$250,000.00 – moving this amount out of the street department to its' own line item for storm water.
- V. ADJOURNMENT

The Finance Committee of City Council met Monday, August 1, 2016, at 5:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilwoman Nancy Wilcox, who presided over the meeting. Members attending included Councilmen Jim Reed, Warren Bigley, Roger Brown, John Rockhold, and Nancy Wilcox.

Others attending included Kim Coram, and Rickie Yeager.

MINUTES – Mr. Reed moved, seconded by Mr. Bigley, to approve the minutes from the meeting held July 12, 2016, and the motion was adopted by unanimous vote.

BUDGET REVISION FOR HOME PROGRAM – Development Director, Rickie Yeager, presented a budget revision to the committee to amend the 2014 and 2015 HOME funds. He said we have a commitment problem, and the \$74,410.00 is being proposed for the Down Payment Assistance Program by decreasing SHOP and Owner Occupied Rehab, over a two year time period.

Looking at 2015, we need to set aside \$130,000.00, but the project did not materialize, so we want to cancel that, and re-allocate it to Owner Occupied and SHOP.

We can't spend the 2015 money, he said, but we have applications being reviewed. That is why they are asking to increase the 2015 program. This shortfall is less because they have promoted our programs through the media and realtors. One other requirement is that we need a public comment period, and from the Wood County Commission also.

MOTION – Mr. Bigley moved, seconded by Mr. Brown, to approve the revision to be forwarded to City Council for August 9th.

Mr. Yeager said the comment period would start after this meeting, permitted by HUD. When Mr. Rockhold asked if these funds could be used for anything else, Mr. Yeager said 15% is for CHDO – Habitat for Humanity, every year. The rest can be used to promote affordable housing with the goal making it more affordable. These funds are for people making less than 80% of the average income.

Mr. Rockhold asked if it could be used to demolish houses, and Mr. Yeager said demolition funds come through the CDBG funds. Mr. Yeager said we had several situations where people just cannot qualify for our funds for first time home buyers and owner occupied programs.

When Ms. Wilcox asked how many owner occupied applications we have processed, Mr. Yeager said we had done two, and the amount varies on the equity between \$10,000.00 and \$20,000.00. If someone needs just windows, we tell them other things have to be addressed in that program. We can take care of two people from 2015 that have applications now, he said. Ms. Wilcox stated that we didn't hear much about people getting these funds.

For the funds we don't use, we re-allocate it to CHDO, he said. We did not have applications at that time. She asked if Council could do anything to help them, and Mr. Yeager said they were doing a lot now. Ms. Coram stated that it would be helpful if people knew about these programs.

Our Down Payment Assistance Program is successful in the northern panhandle, Mr. Yeager stated, but not operational here yet.

Mr. Bigley asked what happened if the resolution did not pass City Council on August 9th, and Mr. Yeager said we had to have the \$74,000.00 obligated by August 31st.

Our Home Consortium includes Williamstown, Vienna, Wood County and Parkersburg. Ms. Coram asked if those other communities were aware of these programs, as we are equal to them and they should be part of the decision. Mr. Yeager said they go to those communities and ask for their approval, but Parkersburg is the lead administrator and we go first before we go to those communities. We get these funds because we look at our entire area, he said, and all we need is the approval of Wood County Commission.

There are a lot of vacant properties in Ms. Coram's district, and she asked how we let developers know. Mr. Yeager said a lot of them cannot get the paperwork to us. If a developer wants to come to us, we will come back with a revision. For single family homes, it is a smaller amount. There were no conditions on the money when it was allocated, he said, as we want to see this money spent.

When Ms. Wilcox stated that we need to watch our federal funds closely because of recent floods in WV, and the need for rebuilding schools, etc., Mr. Yeager said he did not think that will apply to our funds.

VOTE – the motion to send the revision to Council for August 9th was adopted by unanimous vote.

The meeting adjourned at 5:20 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	368-000-000	CONTRIB - OUTSIDE ENTITIES	100,000.00		EST STMWTR EXP OBJECT
001	900-458-000	CAPITAL OUTLAY - OTHER IMP		100,000.00	EST STMWTR EXP OBJECT
			<u>100,000.00</u>	<u>100,000.00</u>	

The above resolution proposes a revision to properly account for a pledged donation reimbursement up to \$100,000 from a private foundation for City Park basketball and pickleball court renovations/upgrades.



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BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE	462,105.00		FY16 FUND BALANCE C/O
001	366-000-000	STATE GRANTS	7,670.00		WVDOH CMAQ REIMB.
001	369-000-000	CONTRIBUTIONS/OTHER FUNDS	35,000.00		BLDG. CAP RES CONTRIB.
001	414-230-000	CONTRACTUAL SERVICES		4,465.00	TYLER TECH PO CARRYOVER
001	414-353-000	COMPUTER SOFTWARE		70,000.00	INCODE 10 UPGRADE
001	421-230-000	CONTRACTUAL SERVICES		3,500.00	WVRCG CARRYOVER
001	421-458-000	CAPITAL OUTLAY - OTHER		46,019.00	CMAQ GRANT CARRYOVER
001	444-566-036	CONTRIB - USER FEE FUND		51,791.00	ADDTL STREET PAVING
001	444-566-082	CONTRIB - PARKS & REC FUND		60,000.00	SW/CP PL CHAIRS, CP FENCE
001	706-230-000	CONTRACTUAL SERVICES		50,000.00	FIREHOUSE A&E/RESEARCH
001	706-458-000	CAPITAL OUTLAY - OTHER		35,000.00	STATION 5 FOUND. REHAB
001	756-230-000	CONTRACTUAL SERVICES		30,000.00	WAYFINDING SIGNAGE
001	756-459-000	CAPITAL OUTLAY - EQUIP		25,000.00	SIGN PRINTER
001	805-458-000	CAPITAL OUTLAY - OTHER		80,000.00	MARY ST RETENTION POND
001	900-230-000	CONTRACTUAL SERVICES		4,000.00	COOPER CABIN ASSESS.
001	900-341-000	DEPARTMENTAL SUPPLIES		16,000.00	SOUTHWOOD MULCH
001	900-458-000	CAPITAL OUTLAY - OTHER		29,000.00	DOG PARK/SW SB FENCE
			<u>504,775.00</u>	<u>504,775.00</u>	

The above resolution proposes an appropriation of the FY16 surplus balance in order to improve the City's need to accommodate current and future needs. The proposed appropriations are detailed by department below:

Finance: The \$4,465 contractual service carryover accounts for a contract in progress but not completed by June 30th. The \$70,000 proposal for an upgrade to the City's INCODE ERP system is critical to enable all departments of the City to gain efficiency in many daily and routine tasks. Specifically, this upgrade contains a web-based user interface to provide staff the ability to requisition goods and services online with real-time available budget monitoring and workflow routing of approvals. Additionally, employee portal services and increased data security will become available. This will eliminate a significant amount of paper processing and further enable the City to respond to procedural and documented control deficiencies.

Development: Included in the above is the carryover of the WVRCG and CMAQ grant expenditures in the amounts of \$3,500 and \$38,349, respectively, and the related state grant reimbursements in the amount of \$7,670.

Contributions to Other Funds: Included in the above is a contribution to the User Fee Fund in the amount of \$51,791 toward the next season's paving contract. A \$60,000 contribution to the Parks & Rec (Pools) Fund is for the replacement of lifeguard and lounge chairs at both pools and the replacement of the fence surrounding the City Park Pool, among other safety-related repairs at both pools.

Fire Department: Station 5 on Blizzard Drive is in need of foundation rehab and is expected to cost approximately \$35,000. Additionally, \$70,000 in contractual services is estimated for architectural, engineering, and other consulting in relation to the firehouse replacement efforts.

Street Cleaning/Stormwater: The sign shop in the Street Cleaning department is in need a sign printer, estimated at \$25,000. Currently, the City does not have a functioning printer and is outsourcing the signs at a much higher costs. \$30,000 is proposed for Wayfinding Signage for government building, museums, and other public attractions in the Downtown area. Additionally, property on Mary Street is being donated to the City and demolition work is required to build a storm water retention pond and is estimated to cost \$80,000.

Parks: Mulch is needed to complete the Southwood Park playground and is estimated to cost approximately \$16,000. A structural assessment is required for Cooper Cabin in City Park and is expected to cost \$4,000. \$9,000 of previously appropriated funds is required to be carried over for the completion of the Dog Park on Southside. Finally, the Southwood Park softball field is in need of new fencing and is estimated to cost approximately \$20,000.

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GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE	27,711.00		FY 16 FUND BALANCE C/O
001	361-000-015	PROCESS FEES	15,000.00		COLLECTION BILLINGS
001	365-000-001	FEDERAL GRANTS - JAG	(500.00)		JAG REV. CORRECTION
001	376-000-000	GAMING INCOME - TABLES	350.00		REVENUE RECLASSIFICATION
001	376-001-000	GAMING INCOME - GREENBRIER	(350.00)		REVENUE RECLASSIFICATION
001	377-000-000	CAPITAL LEASE REVENUE	39,800.00		PD LEASE VALUE CORRECT.
001	409-211-000	TELEPHONE/COMM EXPENSE		500.00	WIRELESS DATA/IPAD
001	410-211-000	TELEPHONE/COMM EXPENSE		1,000.00	WIRELESS DATA/IPAD
001	414-229-000	COURT COSTS		12,000.00	BILLED COURT COSTS
001	415-212-000	OUTSIDE PRINTING		(3,000.00)	ORDINANCE CODIFICATION
001	415-220-000	ADVERTISING & LEGAL PUB		500.00	MISC LEGAL ADVERTISING
001	415-230-000	CONTRACTUAL SERVICES		6,000.00	ORDINANCE CODIFICATION
001	436-220-000	ADVERTISING & LEGAL PUB		3,200.00	DEMO LEGAL ADS
001	436-230-000	CONTRACTUAL SERVICES		(3,200.00)	DEMO LEGAL ADS
001	436-341-000	DEPARTMENTAL SUPPLIES		3,000.00	ICC CODE BOOKS/SOFTWARE
001	440-211-000	TELEPHONE/COMM EXPENSE		(572.00)	TELEPHONE ALLOCATION
001	440-219-000	EQUIPMENT RENTAL		(60,059.00)	EQUIP LEASE, TANK RENTAL
001	440-343-001	GASOLINE		(8,900.00)	REALLOCATION OF GASOLINE
001	566-343-001	GASOLINE		1,000.00	REALLOCATION OF GASOLINE
001	590-230-000	CONTRACTUAL SERVICES		570.00	PEST CONTROL SERVICE
001	700-214-000	TRAVEL		(10,000.00)	COUNTY PRISONER TRANS.
001	700-222-000	DUES & SUBSCRIPTIONS		4,065.00	CALEA DUES APPROP.
001	700-230-000	CONTRACTUAL SERVICES		10,000.00	COUNTY PRISONER TRANS.
001	700-459-000	CAPITAL OUTLAY - EQUIP		39,800.00	PD LEASE VALUE CORRECT.
001	700-459-001	CAPITAL OUTLAY - JAG GRANT		9,500.00	FY16 JAG CARRYOVER
001	706-226-000	AUTO & LIAB INSURANCE		(1,982.00)	REALLOCATION OF INS EXP
001	714-226-000	AUTO & LIAB INSURANCE		3,800.00	REALLOCATION OF INS EXP
001	714-230-000	CONTRACTUAL SERVICES		650.00	WIRING/FIRE EXT. SERVICE
001	714-343-001	GASOLINE		(1,100.00)	REALLOCATION OF GASOLINE
001	750-216-000	MAINT & REPAIR - EQUIP		6,300.00	TRACKHOE HAMMER REP.
001	751-219-000	EQUIPMENT RENTAL		300.00	MISC. EQUIP. RENTAL
001	754-216-000	MAINT & REPAIR - EQUIP		1,500.00	EQUIP SERVICE/REPAIR
001	754-219-000	EQUIPMENT RENTAL		132.00	MONTHLY CYLINDER RENTAL
001	756-213-200	UTILITIES - WATER/SEWER		(1,412.00)	WATER REALLOCATION
001	754-213-200	UTILITIES - WATER/SEWER		1,412.00	WATER REALLOCATION
001	756-345-000	UNIFORMS		550.00	UNIFORM EXP ADJUSTMENT
001	800-216-000	MAINT & REPAIR - EQUIP		6,000.00	SAN. EQUIP. REPAIR
001	800-217-000	MAINT & REPAIR - AUTOS		7,000.00	AUTO SERVICE/MAINT
001	800-220-000	ADVERTISING & LEGAL PUB		300.00	ADVERTISING REVISED EST.

001	800-226-000	AUTO & LIAB INSURANCE	(599.00)	REALLOCATION OF INS EXP
001	800-230-000	CONTRACTUAL SERVICES	(8,500.00)	LANDFILL SERVICE
001	800-341-000	DEPARTMENTAL SUPPLIES	(6,000.00)	SAN. EQUIP. REPAIR
001	805-458-000	CAPITAL OUTLAY - STORMWATER	(6,300.00)	TRACKHOE HAMMER REP.
001	900-211-000	TELEPHONE/COMM EXPENSE	1,600.00	TELEPHONE ALLOCATION
001	900-212-000	OUTSIDE PRINTING	300.00	REQ. BOOKS, ETC.
001	900-216-000	MAINT & REPAIR - EQUIP	3,000.00	POND PUMP REPAIR
001	900-219-000	EQUIPMENT RENTAL	75.00	MONTHLY CYLINDER RENTAL
001	900-219-000	EQUIPMENT RENTAL	61,800.00	EQUIP LEASE, TANK RENTAL
001	900-226-000	AUTO & LIAB INSURANCE	(1,219.00)	REALLOCATION OF INS EXP
001	900-343-001	GASOLINE	9,000.00	REALLOCATION OF GASOLINE
			<u>82,011.00</u>	<u>82,011.00</u>

The above resolution proposes revisions to the various departmental budgets of the City to correct the original budget regarding allocations of expenditures, accommodate various unexpected repair and maintenance requirements, and anticipate the needs of the upcoming newly-elected Mayor and Council.

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GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	314-000-000	MUNICIPAL SALES TAX	420,000.00		REVISED FY17 ESTIMATE
001	440-458-000	CAPITAL OUTLAY - OTHER		420,000.00	CITY BUILDING MAINT.
			420,000.00	420,000.00	

The above resolution proposes a revision to the Municipal Sales Tax estimate of revenue for the 2017 fiscal year, and appropriates the dollars toward significant deferred maintenance needs of the City Building.

The Municipal Building has reached a point where continued deferred maintenance will result in significant future losses to taxpayers. The highest priority involves the cleaning, sealing, caulking, and repair of the external panels and windows to protect the building's foundation. Currently, water damage is evidenced around the entire interior walls of the 1st floor. It is expected that the exterior maintenance, and repair of internal damage will cost approximately \$300,000 and will prevent further and more costly damage. The 1st and 2nd floor bathrooms are in need of update renovation and plumbing work to mitigate very prominent and unpleasant sewage odors. It is expected to cost approximately \$60,000 to renovate and repair the 6 bathrooms in question. The 2nd, 4th, and 5th floor are in need of new carpet for both appearance and safety reasons. It is expected to cost approximately \$60,000 to replace the carpeting.

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GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	750-458-001	CAPTIAL OUTLAY - STORMWATER		(250,000.00)	EST STMWTR EXP OBJECT
001	805-212-000	OUTSIDE PRINTING		5,000.00	EST STMWTR EXP OBJECT
001	805-214-000	TRAVEL EXPENSES		1,000.00	EST STMWTR EXP OBJECT
001	805-220-000	ADVERTISING & LEGAL PUB		1,000.00	EST STMWTR EXP OBJECT
001	805-221-000	TRAINING & EDUCATION		1,000.00	EST STMWTR EXP OBJECT
001	805-222-000	DUES & SUBSCRIPTIONS		500.00	EST STMWTR EXP OBJECT
001	805-228-000	FREIGHT		300.00	EST STMWTR EXP OBJECT
001	805-341-000	DEPARTMENTAL SUPPLIES		15,000.00	EST STMWTR EXP OBJECT
001	805-458-000	CAPITAL OUTLAY - OTHER IMP		226,200.00	EST STMWTR EXP OBJECT

The above resolution proposes a revision to properly account for Stormwater Management expenses. Currently, the expenditures are being recorded in the Street Department; however, the expenditure are properly classified as related to sanitation and are properly accounted for in cost center account number 805, Stormwater Management, and allocated between contractual services, commodities, and capital outlay.