

**AGENDA FOR A FINANCE COMMITTEE MEETING
TO BE HELD TUESDAY, JANUARY 26, 2016,
6:30 PM, SMALL CONFERENCE ROOM,
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 December 8, 2015, and December 15, 2015.**

- IV. NEW BUSINESS**
 - 1. Budget revision \$2,030,925.00 fiscal year 2015/2016;**
 - 2. Budget revision \$213,037.00 fiscal year 2015/2016.**
- V. ADJOURNMENT**

The Finance Committee of City Council met Tuesday, December 8, 2015 at 6:30 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 Chairman Kim Coram, who presided over the meeting. The clerk noted the attendance and those present included Jim Reed, Warren Bigley, JR Carpenter, and Kim Coram. Councilman Mike Reynolds was absent.

MINUTES – Mr. Reed moved, seconded by Mr. Carpenter, to approve the minutes from the meetings held November 10, 2015 and November 17, 2015, and the motion was adopted by unanimous vote.

PARKING – Finance Director, Eric Jiles, told the committee that our inability to comply with the bond ordinance for the parking bonds was because we traded the parking lot behind the museum on Second Street for the farmer's market building, and that was an income of \$30,000.00 per year. Also, the parking meters were removed on Second Street for beautification and a bicycle lane, and that was a loss of \$16,000.00 per year. Mr. Jiles spoke with the State auditors and our deficit is \$21,000.00, which is 69%, and the required percentage is 110%. Everything was all right until 2014 when the lots were traded, and marketplace renovations went through that fund.

The cause is the lost revenue from the parking lot, and Second Street, he said. We still owe \$170,000.00 on the bonds.

Mr. Reed asked if we had been contacted by the bondholders, and Mr. Jiles said we have not. Mr. Reed thought the bondholders may waive the 110% covenant. This all seems like we are making a big deal out of nothing, he said. We have not been contacted and there is no risk to them. He recommended we contact the bond holders and have that covenant taken out so it will not be in the audit. We are making ourselves look bad when we don't have to, he said.

Ms. Lynch recalled that when we traded that lot we did not anticipate losing revenue because of the parking lot we built at 7th and Juliana, but we have not realized income from that lot. She did think at the time the flower pots were put on Second Street that it would be a detriment to the City.

Council did not vote to take the meters out, Ms. Coram stated and she thought they should have been involved. Mr. Carpenter stated that perhaps the Administration could put the meters back.

Mayor Colombo stated he thought he could get a right of way through First Street for the bike lane and put the meters back on Second Street, and that would solve the problem. He said he was looking at improvements to the whole parking system.

It was stated that the Blennerhassett Hotel pays \$475.00 per month for the City's lot that they rent for 64 spaces.

This is all a waste of time, Mr. Reed stated. The bond holders are getting paid.

MOTION – Mr. Bigley moved, seconded by Mr. Reed, that Mr. Jiles call to see if the bondholders would waive the 110% covenant, and the motion was adopted by unanimous vote.

The clerk noted an error in the minutes from November that said there is a balance of \$215,000.00 in the parking fund saving account, and it should say “\$215,000.00 in the balance of the bonds”, and the amendment will be made.

CAPITAL IMPROVEMENT PLAN – Mr. Jiles will try to get the plan finished by the end of December.

EXPENDITURE DETAIL LISTING – Ms. Coram said this would be discussed next week.

BUDGET REVISION \$1,200.00. Mr. Jiles stated that Clear Channel processed the registration and deposit of the money for the parade fees. This was not in our budget and this revision will take care of it. We may expect more, he said.

MOTION – Mr. Bigley moved, seconded by Mr. Carpenter, to refer the budget revision on to Council, and the motion was adopted by unanimous vote.

Prior to adjournment, Mr. Carpenter stated that the Blennerhassett Hotel is the draw for our revenues downtown and an asset to the core business around it. Mayor Colombo agreed.

The meeting adjourned at 6:55 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

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The Finance Committee of City Council met Tuesday, December 15, 2015 at 6:30 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 Chairman Kim Coram, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Jim Reed, Mike Reynolds, Warren Bigley, JR Carpenter, and Kim Coram.

Others attending included Mayor Jimmy Colombo, Rickie Yeager, Eric Jiles, Roger Brown, Nancy Wilcox, Sharon Lynch, John Rockhold, and Sherri Dugan.

There were no minutes to approve this evening.

FIVE YEAR CAPITAL PLAN – Mr. Jiles said he was on pace to have the plan finished by the end of December.

EXPENDITURE AND REVENUE REPORT – Ms. Coram asked about the City's responsibility for OPEB, and Mr. Jiles said that we need to recognize it, and we are paying a portion of it.

Ms. Coram continued to inquire about several line items including phone and cable expenses at 113 Ann Street, and internet charges at 814 Market Street.

Mr. Jiles said he would check on the expenditure of \$5,067 in account 414-219. Ms. Coram said there seemed to be a lot of daily adjustments, and also inconsistencies in the capital outlay line items. Mr. Jiles said a lot of these things will be fixed with the next budget and we will move forward.

Ms. Coram questioned a \$55.00 expenditure in finance, that was part of first floor renovations; a \$206.00 expenditure that was part of our software conversion with the CAD system upgrade; and she thought a \$1,100.00 expenditure for a pump should have been under capital outlay. Mr. Jiles said there was a threshold for capital items and that was under the threshold, and the \$1,100.00 should not be capitalized. Ms. Coram stated that Council defined \$500.00 for inventory purposes and \$5,000.00 for capital, and she only wants us to be consistent, and if their resolution needs to be changed, they could do that.

Our policy is \$10,000.00 with the auditors, Mr. Jiles stated. He is working on a document that defines what goes in each line item. Mr. Jiles said that \$5,000.00 for a City our size is too low. The benefit of a capital item is to spread the cost over a useful life of depreciation.

Ms. Coram questioned expenditures for Albert Richards on the detail list for \$10,970.00 and \$8,79.65 and \$97.66. Mr. Jiles explained the amounts were deductibles for police department claims for attorneys.

Ms. Coram asked about uniform allowance for the fire department, and Mr. Jiles said they were different – they get an allowance in the police and fire departments.

On page 119 of the detail list, she questioned a \$563.90 'refund, chk to wrong vendor' and Mr. Jiles said that had been corrected. She also noticed on page 152 that our electric usage was down about \$500.00 and asked if that was because of our solar panels at the recycling center. Mr. Jiles did not think that was the reason and will check to be sure.

Mr. Carpenter asked why the police department was using so many bags of ice, page 89 with expenditures of \$30.00 and \$15.00, but there was no explanation at that time. He also questioned auto and liability being overspent 154% in the finance department, page 3 of expenditure report, and Mr. Jiles said it was for representation for the City in regard to a former employee filing lawsuits. This will be part of his budget revision – certain accounts have gone over and it is a process, he said.

On page 21, Mr. Carpenter asked about fire department retirement expense, and Mr. Jiles said he fully funded it for the entire year. Our contribution to those funds are not sufficient to cover the payroll, and this is to prevent cash flow issues.

On page 29, Mr. Carpenter asked why sanitation department had spent 96% of their overtime, and Mr. Jiles said they have people off, and they are understaffed.

Mr. Coram asked about the Visitor's Bureau line item on page 32, and Mr. Jiles said he worked it out to give them the actual payments monthly. Our hotel tax is due by the 15th, and we will send them their half.

On the revenue report, Mr. Jiles said we are at 26.09%. At the end of November we sent out 1831 returns, and have 132 past due. The user fee revenue is at 28.61% which is favorable and 6% are past due. We are on a good pace, he said.

Our sales tax amount for January 15th will be higher than our last payment because of the time of collection at the State level. Our next payment will be for an entire quarter, he said.

Ms. Coram asked why were at 935% collections on grass and weeds, since we had only budgeted \$856.00. Mr. Jiles said we changed how we bill and will give 20% reduction of they pay early. There are a lot of property owners out of state, he said. The \$8,002.75 is a billing amount.

BUDGET REVISION – Mr. Jiles is asking for a \$11,814.00 revision for the Fort Neal Project, and said we had more cost in the project than was budgeted, and is on the Council agenda this evening. Mr. Yeager stated that we budgeted in-kind, but we had more cost and materials.

The meeting adjourned at 7:15 PM.

Respectfully submitted,


Connie Shaffer

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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 2015-2016 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	301-002-000	PROPERTY TAX - PRIOR YEAR	12,976.00		Estimate of FYE revenue
001	303-001-000	GAS & OIL TAX STATE OF WV	38,494.00		Estimate of FYE revenue
001	305-000-000	BUSINESS & OCCUATION TAXES	265,422.00		Estimate of FYE revenue
001	306-000-000	WINE & LIQUOR TAX	26,889.00		Estimate of FYE revenue
001	308-000-000	HOTEL OCCUPANCY TAX	37,000.00		Estimate of FYE revenue
001	314-000-000	MUNICIPAL SALES TAX	1,250,961.00		Estimate of FYE revenue
001	320-000-000	FINES, FEES & COURT COSTS	80,000.00		Estimate of FYE revenue
001	325-000-000	LICENSES	(30,000.00)		Estimate of FYE revenue
001	326-000-000	BUILDING PERMIT FEES	15,000.00		Estimate of FYE revenue
001	330-000-000	IRP TRUCK FEES	162,356.00		Estimate of FYE revenue
001	350-000-000	SANITATION FEES	37,000.00		Estimate of FYE revenue
001	351-000-000	POLICE PROTECTION FEES	(49,000.00)		Estimate of FYE revenue
001	352-000-000	FIRE PROTECTION FEES	110,532.00		Estimate of FYE revenue
001	361-000-010	FEE PENALTIES & INTEREST	115,200.00		Estimate of FYE revenue
001	366-000-000	STATE GRANTS	14,500.00		Estimate of FYE revenue
001	368-000-000	CONTRIBUTIONS FROM OTHER ENTITIES	(23,990.00)		Estimate of FYE revenue
001	377-000-000	CAPITAL LEASE REVENUE	273,926.00		Estimate of FYE revenue
001	380-000-000	INTEREST EARNED ON INVESTMENTS	2,024.00		Estimate of FYE revenue
001	381-000-001	REIMBURSEMENTS - WVSBC	13,322.00		Estimate of FYE revenue
001	381-000-002	REIMBURSEMENTS - WVHDF	200,000.00		Estimate of FYE revenue
001	381-706-000	REIMBURSEMENTS - FIRE OFF-DUTY	1,000.00		Estimate of FYE revenue
001	383-000-000	SALE OF FIXED ASSETS	5,000.00		Estimate of FYE revenue
001	386-000-000	INSURANCE CLAIMS	1,000.00		Estimate of FYE revenue
001	399-409-001	MISC REVENUE - PT PARK MARKET	27,732.00		Estimate of FYE revenue
001	399-436-000	MISC REVENUE - DEMO COST	2,000.00		Estimate of FYE revenue
001	399-436-005	GRASS & WEEDS CLEAN UP	188,812.00		Estimate of FYE revenue
001	399-436-010	GRASS & WEEDS DISCOUNTS	(3,800.00)		Estimate of FYE revenue
001	399-706-000	FIRE CLEAN UP	5,658.00		Estimate of FYE revenue
001	399-750-001	SIDEWALK PROJECT REVENUE	20,000.00		Estimate of FYE revenue
001	299-00	FUND BALANCE	(769,089.00)		FY15 Actual Surplus Adjustment
001	409-568-010	CONTRIBUTIONS - BLENNERHASST ISLAND		2,500.00	Contribution - Antenna
001	410-212-000	OUTSIDE PRINTING		2.00	Estimate of FYE Expenditure
001	414-111-005	OPEB - GENERAL GOVERNMENT		92,552.00	Estimate of FYE Expenditure
001	414-111-010	OPEB - PUBLIC SAFETY		252,566.00	Estimate of FYE Expenditure
001	414-111-015	OPEB - STREETS & TRANSPORTATION		71,319.00	Estimate of FYE Expenditure
001	414-111-020	OPEB - SANITATION		38,563.00	Estimate of FYE Expenditure
001	414-229-000	COURT COSTS		7,000.00	Estimate of FYE Expenditure
001	414-676-000	BAD DEBT EXPENSE		200,000.00	G&W & A/R W/O Estimate
001	416-211-000	TELEPHONE EXPENSE		125.00	Estimate of FYE Expenditure
001	416-230-000	CONTRACTUAL SERVICES		1,899.00	Estimate of FYE Expenditure
001	417-229-000	COURT COSTS		750.00	Estimate of FYE Expenditure
001	420-211-000	TELEPHONE EXPENSE		350.00	Data Service Reclassification
001	420-216-000	MAINTENANCE & REPAIR		(2,100.00)	Rental Pmt Reclassification
001	420-219-000	BUILDING & EQUIPMENT RENTS		2,100.00	Rental Pmt Reclassification
001	420-230-000	CONTRACTUAL SERVICES		(350.00)	Data Service Reclassification
001	436-230-000	CONTRACTUAL SERVICES		200,000.00	Demolition Cost Estimate
001	436-345-000	UNIFORMS		700.00	Estimate of FYE Expenditure

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	436-567-000	CONTRIBUTIONS - OTHER GOVT		100,000.00	WVHDF Repayments
001	440-230-003	CONTRACTUAL SERVICES - MUSIC FEST		2,500.00	Estimate of FYE Expenditure
001	440-458-000	CAPITAL OUTLAY - OTHER IMPROVEMENTS		8,000.00	Estimated Dog Park Expense
001	444-566-005	CONTRIBUTIONS - PARKING FUND		95,494.00	Parking Bond Payoff Transfer
001	444-566-000	CONTRIBUTIONS - CAPITAL RESERVE		11,600.00	Capital Reserve Repayment
001	444-566-010	CONTRIBUTIONS - STABILIZATION FUND		540,897.00	Stabilization Fund Transfer
001	700-103-304	SALARY - LIEUTENANT		(10,000.00)	Civilian Fleet Mgr Position
001	700-103-315	OTHER SALARIES		10,000.00	Civilian Fleet Mgr Position
001	700-214-000	TRAVEL		7,000.00	Estimate of FYE Expenditure
001	700-217-000	MAINTANENCE & REPAIR - AUTOS		5,000.00	Estimate of FYE Expenditure
001	700-221-000	TRAINING & EDUCATION		5,000.00	Estimate of FYE Expenditure
001	700-222-000	DUES & SUBSCRIPTIONS		500.00	Estimate of FYE Expenditure
001	700-228-000	FREIGHT		1,000.00	Estimate of FYE Expenditure
001	700-341-000	DEPARTMENTAL SUPPLIES		3,500.00	Estimate of FYE Expenditure
001	700-341-412	DEPT SUPPLIES - TACTICAL		5,000.00	Estimate of FYE Expenditure
001	700-341-416	DEPT SUPPLIES - K9		3,000.00	Estimate of FYE Expenditure
001	700-343-001	AUTO SUPPLIES - GASOLINE		(50,000.00)	Departmental Reallocation
001	700-459-000	CAPITAL OUTLAY - EQUIPMENT		20,000.00	Unmarked Cruiser Replacement
001	714-345-000	UNIFORMS		500.00	Estimate of FYE Expenditure
001	750-220-000	ADVERTISING & LEGAL PUBLICATIONS		400.00	Estimate of FYE Expenditure
001	750-341-003	DEPARTMENTAL SUPPLIES - SIDEWALK		20,000.00	Sidewalk Program Exp Estimate
001	750-458-001	CAPITAL OUTLAY - STORMWATER		75,000.00	Draining Project Estimate
001	751-220-000	ADVERTISING & LEGAL PUBLICATIONS		100.00	Estimate of FYE Expenditure
001	751-345-000	UNIFORMS		800.00	Estimate of FYE Expenditure
001	754-230-000	CONTRACTUAL SERVICES		2,800.00	Estimate of FYE Expenditure
001	754-345-000	UNIFORMS		1,800.00	Estimate of FYE Expenditure
001	756-216-000	REPAIR & MAINTENANCE - EQUIP		2,000.00	Estimate of FYE Expenditure
001	756-345-000	UNIFORMS		2,000.00	Estimate of FYE Expenditure
001	800-103-008	OVERTIME EXPENSE		25,000.00	Overtime & Supplies Revision
001	800-216-000	REPAIR & MAINTENANCE - EQUIP		2,000.00	Overtime & Supplies Revision
001	800-230-000	CONTRACTUAL SERVICES		(20,000.00)	Overtime & Supplies Revision
001	800-341-000	SUPPLIES & MATERIALS		14,632.00	Overtime & Supplies Revision
001	800-343-001	AUTO SUPPLIES - GASOLINE		(15,000.00)	Overtime & Supplies Revision
001	800-459-000	CAPITAL OUTLAY - EQUIPMENT		273,926.00	Packer Truck Lease/Purchase
001	901-568-000	CONTRIBUTIONS - WCCVB		18,500.00	Estimate of FYE Expenditure
			2,030,925.00	2,030,925.00	

RESOLUTION

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GENERAL FUND

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001	314-000-000	MUNICIPAL SALES TAX	213,037.00		Estimate of FYE revenue
001	414-226-000	AUTO & LIABILITY INSURANCE		3,500.00	FYE Deductible Estimate
001	421-230-000	CONTRACTUAL SERVICES		7,500.00	Website Expenditure
001	421-568-000	OTHER CONTRIBUTIONS		15,884.00	Pass-thru Grant Expenditures
001	440-459-000	CAPITAL OUTLAY - EQUIPMENT		7,000.00	Council Chambers HVAC Unit
001	700-226-000	AUTO & LIABILITY INSURANCE		20,000.00	FYE Deductible Estimate
001	706-217-000	REPAIR & MAINTENANCE - AUTO		3,068.00	FY 15 Matheny Payment Due
001	750-459-000	CAPITAL OUTLAY - EQUIPMENT		108,960.00	PFY Dump Truck Payment Due
001	756-230-000	CONTRACTUAL SERVICES		47,125.00	FY 14 3M Payment Due
			<u>213,037.00</u>	<u>213,037.00</u>	