

AGENDA FOR A FINANCE COMMITTEE  
AGENDA FOR TUESDAY, JULY 12, 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 May 31, 2016
- IV. NEW BUSINESS
  1. Three (3) budget revisions, requested by Eric Jiles;
  2. Discussion or action on sealed bids for a fire truck, and ambulance, Eric Jiles;
  3. Discussion or action on a Land and Water Conservation grant for City Park, requested by Rickie Yeager;
  4. Funds requested for bicycle registration program, approximately \$5,000.00, Chief Joe Martin and Councilman Brown.
- V. ADJOURNMENT

The Finance Committee met Tuesday, May 31, 2016 at 5:00 PM on the second floor of the Municipal Building.

Members attending included Councilmen Jim Reed, Warren Bigley, Roger Brown, John Rockhold and Nancy Wilcox. Others attending included Mayor Jimmy Colombo, Pam Salvage, Eric Jiles, Rickie Yeager, Chief Martin, Justin Smith and Sharon Lynch.

MINUTES – Mr. Reed moved, seconded by Mr. Rockhold, to approve the minutes from the meeting held April 26, 2016 and the motion was adopted by unanimous vote.

REVENUE AND EXPENSE REPORT THRU APRIL 30, 2016 – Finance Director, Eric Jiles, explained the reports in detail. We are approximately 83.3% through our fiscal year and our expenditures are about 80%, he said.

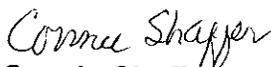
#### BUDGET REVISIONS

The committee also discussed in detail seven budget revisions proposed by Mr. Jiles which included matters concerning OPEB, revenues to offset insurance proceeds, grant overtime, insurance proceeds and year-end expense estimates; inner department revisions; and coal severance tax, reduction in revenue by \$65,000.00.

Upon proper motions made and seconded, each revision was recommended to be sent to the full Council by unanimous vote.

The meeting adjourned at 5:20 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk

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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 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**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	414-111-005	OPEB - GENERAL GOVERNMENT		(106,483.00)	OPEB ALLOCATION
001	414-111-010	OPEB - PUBLIC SAFETY		(290,583.00)	OPEB ALLOCATION
001	414-111-015	OPEB - STREETS & TRANS.		(82,054.00)	OPEB ALLOCATION
001	414-111-020	OPEB - SANITATION		(44,368.00)	OPEB ALLOCATION
001	409-111-000	OTHER POST-EMPL BENEFITS		2,894.00	OPEB ALLOCATION
001	414-111-000	OTHER POST-EMPL BENEFITS		23,160.00	OPEB ALLOCATION
001	415-111-000	OTHER POST-EMPL BENEFITS		2,075.00	OPEB ALLOCATION
001	416-111-000	OTHER POST-EMPL BENEFITS		3,860.00	OPEB ALLOCATION
001	417-111-000	OTHER POST-EMPL BENEFITS		3,378.00	OPEB ALLOCATION
001	420-111-000	OTHER POST-EMPL BENEFITS		8,685.00	OPEB ALLOCATION
001	421-111-000	OTHER POST-EMPL BENEFITS		9,650.00	OPEB ALLOCATION
001	422-111-000	OTHER POST-EMPL BENEFITS		3,378.00	OPEB ALLOCATION
001	436-111-000	OTHER POST-EMPL BENEFITS		13,510.00	OPEB ALLOCATION
001	440-111-000	OTHER POST-EMPL BENEFITS		7,720.00	OPEB ALLOCATION
001	566-111-000	OTHER POST-EMPL BENEFITS		7,624.00	OPEB ALLOCATION
001	700-111-000	OTHER POST-EMPL BENEFITS		179,899.00	OPEB ALLOCATION
001	706-111-000	OTHER POST-EMPL BENEFITS		111,940.00	OPEB ALLOCATION
001	714-111-000	OTHER POST-EMPL BENEFITS		3,860.00	OPEB ALLOCATION
001	750-111-000	OTHER POST-EMPL BENEFITS		34,740.00	OPEB ALLOCATION
001	751-111-000	OTHER POST-EMPL BENEFITS		7,720.00	OPEB ALLOCATION
001	754-111-000	OTHER POST-EMPL BENEFITS		11,580.00	OPEB ALLOCATION
001	756-111-000	OTHER POST-EMPL BENEFITS		17,370.00	OPEB ALLOCATION
001	800-111-000	OTHER POST-EMPL BENEFITS		45,355.00	OPEB ALLOCATION
001	900-111-000	OTHER POST-EMPL BENEFITS		25,090.00	OPEB ALLOCATION

The above resolution proposes a revision to the General Fund budget in order to allocate the City's OPEB liability across the various City departments. When the FY17 budget was adopted, the expense was allocated within the Finance department with the understanding that it will need allocated to properly classify the expense between general government, public safety, streets and transportation, health and sanitation, and culture and recreation classifications.

**RESOLUTION**

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**GENERAL FUND**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	299-00	FUND BALANCE	741,321.00		PRELIM. CARRYOVER
001	369-000-000	TRANSFER IN - USER FEE FUND	1,149,913.00		REPMT TO CAPITAL RES.
001	444-566-001	CONTRIB - CAPITAL RESERVE		1,149,913.00	REPMT TO CAPITAL RES.
001	444-566-015	CONTRIB - USER FEE FUND		739,910.00	CONTRACT CARRYOVER
001	900-230-000	CONTRACTUAL SERVICES		1,411.00	MUSICFEST CARRYOVER
			<u>1,891,234.00</u>	<u>1,891,234.00</u>	

The resolution above proposes a revision to the General Fund budget in order to properly reflect the budgetary actions of the accounting entries necessary to repay to Capital Reserve fund for the money borrowed during the 2016 fiscal year to begin the paving contract early in the season. The repayment to Capital Reserve is currently budgeted in the User Fee Fund; however, since the General Fund borrowed the funds in FY 2016 the General Fund must repay it. This will be accomplished by transferring in \$1,149,913 to the General Fund from the User Fee Fund, and simultaneously transferring the same amount from the General Fund to the Capital Reserve Fund.

Also, this revision accounts for the carryover necessary for the unexpended paving contract as of June 30<sup>th</sup> by increasing the General Fund balance and a corresponding contribution to the User Fee Fund, where all of the City's paving expenditures will be paid going forward, by \$739,910.

Finally, this revision accounts for a carryover of the balance of Music Fest dollars donated to the City for the Southwood Park Music Series, in the amount of \$1,411.

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for Fiscal Year 2016-2017 to reflect the following changes:

**USER FEE SPECIAL REVENUE FUND**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
036	444-566-000	CONTRIB - GENERAL FUND		1,149,913.00	REPMT TO CAPITAL RES.
036	444-566-001	CONTRIB - CAPITAL RESERVE		(1,149,913.00)	REPMT TO CAPITAL RES.
036	369-000-000	TRANSFER IN - GENERAL FUND	739,910.00		CONTRACT CARRYOVER
036	750-458-005	STREET IMPROVEMENTS		739,910.00	CONTRACT CARRYOVER
			<u>739,910.00</u>	<u>739,910.00</u>	

The resolution above proposes a revision to the User Fee Special Revenue Fund budget to account for the activities proposed in the previous General Fund revision resolution.