

**AGENDA FOR A FINANCE COMMITTEE MEETING
TO BE HELD TUESDAY, MAY 31, 2016
5:00 PM, SMALL CONFERENCE ROOM,
MUNICIPAL BUILDING**

(Councilmen Reed, Bigley, Brown, and Rockhold)

- I. CALL TO ORDER – Councilwoman Nancy Wilcox, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held April 26, 2016
- IV. NEW BUSINESS –
 - 1. Revenue and Expense report thru April 30, 2016;
 - 2. Year end budget revisions for 2015/2016, all departments.
- V. ADJOURNMENT

The Finance Committee of the City Council met Tuesday, April 26, 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, John Rockhold, and Nancy Wilcox. Mr. Brown was absent. Others attending included Sharon Lynch and Rickie Yeager.

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

CDBG budget for 2016/2017. - \$789,165.00. Development Director, Rickie Yeager, told the committee that most of the programs have stayed the same. We have a 1.5% increase from last year. We'll be paying for Riverfront until 2028. We received two requests for funding – the Wood County Senior Citizens need a new roof and asked for \$85,000.00 and we've budgeted \$25,000.00; and there was a request for a Neighborhood Partnership Program for \$20,000.00.

Ms. Lynch asked if HUD would give funds to the Senior Citizen Center, and Mr. Yeager said we could re-allocate that \$25,000.00 if they get money from HUD. The City of Vienna has done a lot for their senior center, and ours needs help.

Suggestions for any re-programmed money were to pay more on Riverfront, by Mr. Reed; and to pay more on the new firehouse, by Ms. Lynch.

Concerning the \$20,000.00 for the neighborhood partnership program, Mr. Yeager said this would be in the low to moderate income neighborhoods, and the Development Department would qualify the programs. Ms. Lynch asked who would be on the committee, and Mr. Yeager said they would ask the MOV Regional Council and others who do these types of things. The money could be used for infrastructure, sidewalks, etc. They will look in the north end of Parkersburg and south Parkersburg, but the some of the homes are higher income. Probably up Dudley Avenue and St. Mary's Avenue – and downtown is also on the low census track, he said.

Ms. Lynch said she had some concerns, as they were not discussed during the budget where the money would be used.

There is an application process, Mr. Yeager stated, and a \$10,000.00 cap, and HUD will have to approve. Ms. Lynch asked if it could be used to tear houses down, and he said it could. People will come to us with a need, and that is who the applicants will be.

The \$50,000.00 for Rayon Drive was to be sure the sidewalk will go from 12th Avenue to 14th Avenue.

For the pocket park for the Boys and Girls Club for \$8,000.00, they want us to put up a flag pole and a little park for the kids. It will be on the corner to the right from the

main entrance, and include shrubs and dressing up. It is a \$9,000.00 project, but they will raise the \$1,000.00. This is a low to moderate income neighborhood.

Our Downtown Façade Program has a balance of \$63,000.00 and this will make it \$100,000.00, and this would allow us to do five projects, and are required to come through the Façade Committee. When Mr. Rockhold stated we should have a start and finish date to get the money used, Mr. Yeager said they submit drawdown requests.

Ms. Lynch asked if there could be a report once a month so Council would know how the money is being spent, and Mr. Yeager agreed.

There are no changes in the COPE and Code Enforcement Officer projects.

For Housing, we have \$80,000.00 for minor home repairs for projects up to \$10,000.00; and the emergency repair program of \$67,277.82 is for furnaces or air conditioning up to \$6,000.00. These programs are on our website.

Someone applied for windows and a roof and was told they could have one or the other, Ms. Lynch stated. Mr. Yeager said that was our owner-occupied program. For the HOME program, they have to be brought up to code. We need to speak with that person again; perhaps they could get a grant or a loan.

Under Economic Development, Incentive Program for \$50,000.00, Mr. Yeager said we have used this in the past. A program has not been set at this time, but Mr. Yeager wants it for a new business that creates a number of jobs, and with \$5,000.00 per job, we would be able to help more people.

When Mr. Reed asked if there were any state programs where we could piggy-back this program, and Mr. Yeager said that most are tied to the State that go through Economic Development at the state level.

For general administration, \$153,887.18 is 20% allowed to administer this program.

MOTION – Mr. Rockhold moved, seconded by Mr. Bigley, to approve and refer the CDBG budget to Council, and the motion was adopted by unanimous vote.

HOME - \$242,153.00, plus \$25,000.00 program income. Mr. Yeager said this budget was up 5% from last year. Under the first time homebuyer program (SHOP), Mr. Yeager said this was used as a second mortgage up to \$25,000.00. It helps with affordable housing and they have to qualify at the bank also.

Community Housing Development Organization (Habitat for Humanity) is a program that we are required to contribute to, Mr. Yeager stated.

Ms. Lynch stated that they have to be accountable to building them the right way, and she thinks some have not been. Mr. Yeager said they have improved over the years from what he has seen. They have to be approved through zoning and

engineering. Ms. Lynch said we need to question the agencies, as they should be suitably built.

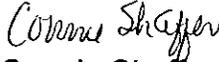
Down Payment Assistance Program for \$56,773.46 – Mr. Yeager said we would provide from \$3,000.00 to \$5,000.00, as this is targeted to help people on the fence.

Under general administration for \$25,379.54, they are allowed up to 10% to administer the program.

MOTION – Mr. Rockhold moved, seconded by Mr. Bigley, to approve and refer the HOME budget to City Council, and the motion was adopted by unanimous vote.

The meeting adjourned at 5:30 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

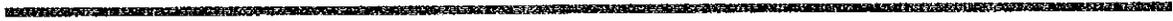
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RESOLUTION

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 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	414-111-005	OPEB - GENERAL GOVERNMENT		(92,552.00)	OPEB ALLOCATION
001	414-111-010	OPEB - PUBLIC SAFETY		(252,566.00)	OPEB ALLOCATION
001	414-111-015	OPEB - STREETS & TRANS.		(71,319.00)	OPEB ALLOCATION
001	414-111-020	OPEB - SANITATION		(38,563.00)	OPEB ALLOCATION
001	409-111-000	OTHER POST-EMPL BENEFITS		2,643.00	OPEB ALLOCATION
001	414-111-000	OTHER POST-EMPL BENEFITS		21,146.00	OPEB ALLOCATION
001	415-111-000	OTHER POST-EMPL BENEFITS		352.00	OPEB ALLOCATION
001	416-111-000	OTHER POST-EMPL BENEFITS		4,406.00	OPEB ALLOCATION
001	417-111-000	OTHER POST-EMPL BENEFITS		4,846.00	OPEB ALLOCATION
001	420-111-000	OTHER POST-EMPL BENEFITS		7,930.00	OPEB ALLOCATION
001	421-111-000	OTHER POST-EMPL BENEFITS		10,573.00	OPEB ALLOCATION
001	422-111-000	OTHER POST-EMPL BENEFITS		3,084.00	OPEB ALLOCATION
001	436-111-000	OTHER POST-EMPL BENEFITS		12,335.00	OPEB ALLOCATION
001	440-111-000	OTHER POST-EMPL BENEFITS		21,146.00	OPEB ALLOCATION
001	566-111-000	OTHER POST-EMPL BENEFITS		7,049.00	OPEB ALLOCATION
001	700-111-000	OTHER POST-EMPL BENEFITS		149,788.00	OPEB ALLOCATION
001	706-111-000	OTHER POST-EMPL BENEFITS		103,970.00	OPEB ALLOCATION
001	714-111-000	OTHER POST-EMPL BENEFITS		3,524.00	OPEB ALLOCATION
001	750-111-000	OTHER POST-EMPL BENEFITS		31,720.00	OPEB ALLOCATION
001	751-111-000	OTHER POST-EMPL BENEFITS		7,049.00	OPEB ALLOCATION
001	754-111-000	OTHER POST-EMPL BENEFITS		10,573.00	OPEB ALLOCATION
001	756-111-000	OTHER POST-EMPL BENEFITS		15,860.00	OPEB ALLOCATION
001	800-111-000	OTHER POST-EMPL BENEFITS		37,006.00	OPEB ALLOCATION



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GENERAL FUND

Fund	Account	Description	Revenue	Expenditure	Fund Source / Description
			Increase/ (Decrease)	Increase/ (Decrease)	
001	301-002-000	PROPERTY TAX - PRIOR YEAR	4,795.00		YEAR END REV ESTIMATE
001	301-006-000	SUPPLEMENTAL TAXES	41,954.00		YEAR END REV ESTIMATE
001	301-090-000	EXCESS LEVY TAX	123,201.00		YEAR END REV ESTIMATE
001	305-000-000	B&O TAXES	(150,036.00)		YEAR END REV ESTIMATE
001	308-000-000	HOTEL OCCUPANCY TAX	(25,570.00)		YEAR END REV ESTIMATE
001	320-000-000	FINES & FEES	34,567.00		YEAR END REV ESTIMATE
001	321-000-000	PARKING FINES	580.00		YEAR END REV ESTIMATE
001	330-000-000	IRP TRUCK FEES	44,287.00		YEAR END REV ESTIMATE
001	350-000-000	SANITATION FEES	36,000.00		YEAR END REV ESTIMATE
001	361-000-010	FEE PENALTIES & INTEREST	23,274.00		YEAR END REV ESTIMATE
001	361-000-015	PROCESS FEES	16,000.00		YEAR END REV ESTIMATE
001	366-000-000	STATE GRANTS	(50,000.00)		RECLASS TO REIMB.
001	381-000-000	REIMBURSEMENTS	59,000.00		RECLASS/GRANT OT EST.
001	381-000-001	REIMBURSEMENTS-WVSBDC	(3,323.00)		YEAR END REV ESTIMATE
001	383-000-000	SALE OF FIXED ASSETS	14,000.00		AUCTION PROCEEDS
001	386-000-000	INSURANCE CLAIMS	4,169.00		INSURANCE CLAIM REV
001	399-350-000	SALE OF RECYCLED MATERIAL	(30,528.00)		YEAR END REV ESTIMATE
001	700-217-000	REPAIR & MAINT AUTO		275.00	INSURANCE PROCEEDS
001	700-103-109	GRANT OVERTIME		15,000.00	PD GRANT OVERTIME EXP
001	751-459-000	CAPITAL OUTLAY EQUIP		3,894.00	INSURANCE PROCEEDS
001	759-567-000	CONTRIB - MASS TRANSIT		123,201.00	YEAR END EXP ESTIMATE
			142,370.00	142,370.00	

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GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
MAYOR					
001	409-103-315	OTHER SALARIES & WAGES		5,776.00	YEAR END ESTIMATE
001	409-104-000	FICA EXPENSE		694.00	YEAR END ESTIMATE
001	406-214-000	TRAVEL EXPENSE		(7,000.00)	YEAR END ESTIMATE
001	409-219-000	EQUIPMENT RENTAL		187.00	YEAR END ESTIMATE
001	409-222-000	DUES & SUBSCRIPTIONS		3,605.00	YEAR END ESTIMATE
001	409-230-000	CONTRACTUAL SERVICES		(762.00)	YEAR END ESTIMATE
001	409-230-001	CONTRACTUAL SVS - PT PARK		(2,500.00)	YEAR END ESTIMATE
				-	
COUNCIL					
001	410-230-000	CONTRACTUAL SERVICES		250.00	YEAR END ESTIMATE
001	410-341-000	OFFICE SUPPLIES		(250.00)	YEAR END ESTIMATE
				-	
FINANCE					
001	414-212-000	OUTSIDE PRINTING		2,200.00	YEAR END ESTIMATE
001	414-221-000	TRAINING & EDUCATION		600.00	YEAR END ESTIMATE
001	414-226-000	AUTO & LIAB INSURANCE		405.00	YEAR END ESTIMATE
001	414-240-000	REFUNDS		1,500.00	YEAR END ESTIMATE
001	414-341-000	OFFICE SUPPLIES		(4,705.00)	YEAR END ESTIMATE
				-	
CITY CLERK					
001	415-106-000	RETIREMENT EXPENSE		116.00	YEAR END ESTIMATE
001	415-222-000	DUES & SUBSCRIPTIONS		130.00	YEAR END ESTIMATE
001	415-230-000	CONTRACTUAL SERVICES		(246.00)	YEAR END ESTIMATE
001	415-341-001	SUPPLIES - PD CIVIL SERVICE		1,000.00	YEAR END ESTIMATE
001	415-341-002	SUPPLIES - FD CIVIL SERVICE		(1,000.00)	YEAR END ESTIMATE
				-	
MUNICIPAL JUDGE					
001	416-214-000	TRAVEL EXPENSE		(1,000.00)	YEAR END ESTIMATE
001	416-216-000	MAINT & REPAIR EQUIP		(1,000.00)	YEAR END ESTIMATE
001	416-218-000	POSTAGE		(600.00)	YEAR END ESTIMATE
001	416-221-000	TRAINING & EDUCATION		(550.00)	YEAR END ESTIMATE
001	416-240-000	REFUNDS		3,150.00	YEAR END ESTIMATE
				-	

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
CITY ATTORNEY					
001	417-211-000	TELEPHONE EXPENSE		(214.00)	YEAR END ESTIMATE
001	417-216-000	MAINT & REPAIR EQUIP		(600.00)	YEAR END ESTIMATE
001	417-219-000	EQUIPMENT RENTAL		287.00	YEAR END ESTIMATE
001	417-228-000	FREIGHT		27.00	YEAR END ESTIMATE
001	417-230-000	CONTRACTUAL SERVICES		1,000.00	YEAR END ESTIMATE
001	417-459-000	CAPITAL OUTLAY EQUIP		(500.00)	YEAR END ESTIMATE
-					
ENGINEERING					
001	420-211-000	TELEPHONE EXPENSE		310.00	YEAR END ESTIMATE
001	420-212-000	OUTSIDE PRINTING		200.00	YEAR END ESTIMATE
001	420-343-001	AUTO GASOLINE		(510.00)	YEAR END ESTIMATE
-					
DEVELOPMENT					
001	421-211-000	TELEPHONE EXPENSE		(4,200.00)	YEAR END ESTIMATE
001	421-212-000	OUTSIDE PRINTING		200.00	YEAR END ESTIMATE
001	421-214-000	TRAVEL EXPENSE		500.00	YEAR END ESTIMATE
001	421-220-000	ADVERTISING & PUBLICATION		2,500.00	YEAR END ESTIMATE
001	421-221-000	TRAINING & EDUCATION		100.00	YEAR END ESTIMATE
001	421-222-000	DUES & SUBSCRIPTIONS		1,000.00	YEAR END ESTIMATE
001	421-230-001	CONTRACT SVS - PARK POOLS		(600.00)	YEAR END ESTIMATE
001	421-341-000	SUPPLIES & MATERIALS		500.00	YEAR END ESTIMATE
-					
PERSONNEL					
001	422-219-000	EQUIPMENT RENTAL		500.00	YEAR END ESTIMATE
001	422-341-000	SUPPLIES		(110.00)	YEAR END ESTIMATE
001	422-459-000	CAPITAL OUTLAY EQUIP		(390.00)	YEAR END ESTIMATE
-					
CODE ADMINISTRATION					
001	436-211-000	TELEPHONE EXPENSE		325.00	YEAR END ESTIMATE
001	436-212-000	OUTSIDE PRINTING		150.00	YEAR END ESTIMATE
001	436-214-000	TRAVEL EXPENSE		760.00	YEAR END ESTIMATE
001	436-343-001	AUTO GASOLINE		(1,235.00)	YEAR END ESTIMATE
-					
BUILDINGS & GROUNDS					
001	440-103-008	OVERTIME EXPENSE		1,000.00	YEAR END ESTIMATE
001	440-211-000	TELEPHONE EXPENSE		500.00	YEAR END ESTIMATE
001	440-212-000	OUTSIDE PRINTING		500.00	YEAR END ESTIMATE
001	440-213-000	UTILITIES - GAS		5,000.00	YEAR END ESTIMATE
001	440-215-000	MAINT & REPAIR BUILDINGS		27,000.00	YEAR END ESTIMATE
001	440-341-041	SUPPLIES - CITY PARK		6,317.00	YEAR END ESTIMATE
001	440-341-042	SUPPLIES - WHARTON TRUST		75.00	YEAR END ESTIMATE
001	440-341-043	SUPPLIES - MOSQUITO CTRL		(2,500.00)	YEAR END ESTIMATE
001	440-341-044	SUPPLIES - TENNIS COURTS		(20,258.00)	YEAR END ESTIMATE
001	440-459-000	CAPITAL OUTLAY EQUIP		5,000.00	YEAR END ESTIMATE
				<u>22,634.00</u>	

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
POLICE DEPARTMENT					
001	700-103-109	HOLIDAY PAYOUT		19,000.00	YEAR END ESTIMATE
001	700-103-309	PATROLMEN SALARIES		(35,000.00)	YEAR END ESTIMATE
001	700-216-000	MAINT & REPAIR - EQUIP		4,000.00	YEAR END ESTIMATE
001	700-217-000	MAINT & REPAIR - AUTO		7,000.00	YEAR END ESTIMATE
001	700-222-000	DUES & SUBSCRIPTIONS		1,200.00	YEAR END ESTIMATE
001	700-223-000	PROFESSIONAL EXPENSE		400.00	YEAR END ESTIMATE
001	700-230-000	CONTRACTUAL SERVICES		(11,000.00)	YEAR END ESTIMATE
001	700-341-000	SUPPLIES		12,400.00	YEAR END ESTIMATE
001	700-343-001	AUTO GASOLINE		(5,000.00)	YEAR END ESTIMATE
001	700-458-000	CAPITAL OUTLAY OTHER		11,000.00	YEAR END ESTIMATE
				<u>4,000.00</u>	
FIRE DEPARTMENT					
001	706-103-008	OVERTIME EXPENSE		20,000.00	YEAR END ESTIMATE
001	706-103-303	CAPTAIN SALARIES		14,200.00	YEAR END ESTIMATE
001	706-103-310	FIREMEN SALARIES		(34,200.00)	YEAR END ESTIMATE
001	706-215-000	MAINT & REPAIR BUILDINGS		5,000.00	YEAR END ESTIMATE
001	706-341-000	SUPPLIES		1,489.00	YEAR END ESTIMATE
001	706-343-001	AUTO GASOLINE		(6,500.00)	YEAR END ESTIMATE
001	706-345-000	UNIFORMS		(1,489.00)	YEAR END ESTIMATE
001	706-458-000	CAPITAL OUTLAY OTHER		4,039.00	YEAR END ESTIMATE
001	706-459-000	CAPITAL OUTLAY EQUIP		(2,539.00)	YEAR END ESTIMATE
				<u>-</u>	
FLOODWALL					
001	714-103-008	OVERTIME EXPENSE		1,200.00	YEAR END ESTIMATE
001	714-230-000	CONTRACTUAL SERVICES		(34,187.00)	YEAR END ESTIMATE
001	714-343-001	AUTO GASOLINE		(1,200.00)	YEAR END ESTIMATE
				<u>(34,187.00)</u>	
STREETS					
001	750-103-008	OVERTIME EXPENSE		3,500.00	YEAR END ESTIMATE
001	750-220-000	ADVERTISING & PUBLICATION		400.00	YEAR END ESTIMATE
001	750-225-000	LAUNDRY & DRY CLEANING		1,000.00	YEAR END ESTIMATE
001	750-230-000	CONTRACTUAL SERVICES		6,000.00	YEAR END ESTIMATE
001	750-341-003	SUPPLIES - SIDEWALK		250.00	YEAR END ESTIMATE
001	750-343-001	AUTO GASOLINE		(15,000.00)	YEAR END ESTIMATE
001	750-458-000	CAPITAL OUTLAY OTHER		32,000.00	YEAR END ESTIMATE
001	750-459-000	CAPITAL OUTLAY EQUIP		6,750.00	YEAR END ESTIMATE
				<u>34,900.00</u>	
STREET LIGHTING					
001	751-219-000	EQUIPMENT RENTAL		(10,000.00)	YEAR END ESTIMATE
001	751-230-000	CONTRACTUAL SERVICES		12,000.00	YEAR END ESTIMATE
001	751-343-001	AUTO GASOLINE		(2,000.00)	YEAR END ESTIMATE
				<u>-</u>	

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
CENTRAL GARAGE					
001	754-103-008	OVERTIME EXPENSE		1,500.00	YEAR END ESTIMATE
001	754-222-000	DUES & SUBSCRIPTIONS		50.00	YEAR END ESTIMATE
001	754-341-000	SUPPLIES		3,300.00	YEAR END ESTIMATE
001	754-343-001	AUTO GASOLINE		750.00	YEAR END ESTIMATE
001	754-343-005	AUTO REPAIR SUPPLIES		(2,600.00)	YEAR END ESTIMATE
001	754-459-000	CAPITAL OUTLAY EQUIP		<u>(3,000.00)</u>	YEAR END ESTIMATE
STREET CLEANING & SNOW REMOVAL					
001	756-230-002	CONTRACT SVS - RECLAIM		(2,500.00)	YEAR END ESTIMATE
001	756-343-001	AUTO GASOLINE		<u>(10,000.00)</u>	YEAR END ESTIMATE
				(12,500.00)	
SANITATION					
001	800-213-200	UTILITIES WATER		500.00	YEAR END ESTIMATE
001	800-215-000	MAINT & REPAIR BUILDINGS		2,000.00	YEAR END ESTIMATE
001	800-216-000	MAINT & REPAIR EQUIP		9,620.00	YEAR END ESTIMATE
001	800-217-000	MAINT & REPAIR AUTO		8,000.00	YEAR END ESTIMATE
001	800-219-000	EQUIPMENT RENTAL		(25,000.00)	YEAR END ESTIMATE
001	800-220-000	ADVERTISING & PUBLICATION		33.00	YEAR END ESTIMATE
001	800-343-001	AUTO GASOLINE		<u>(10,000.00)</u>	YEAR END ESTIMATE
				(14,847.00)	
