

AGENDA FOR A FINANCE COMMITTEE FOR  
TUESDAY, AUGUST 11, 2015, 6:30 PM,  
EXECUTIVE CONFERENCE ROOM  
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Reed, Reynolds, Carpenter)

- I. CALL TO ORDER – Councilwoman Kim Coram, Chairman
- II. ROLL CALL
- III. MINUTES - meetings July 28, 2015
- IV. NEW BUSINESS
  1. Audit (from audit ending June 30, 2014, (Tetrick & Bartlett)
    - Noncompliance with Bond Debt Coverage in parking department
    - Maintaining schedule of Capital Assets
    - Update on audit hiring procedure, including scoring card method.
  2. Revenues and expenditures report
  3. Payroll Reconciliation Report
  4. Continued review of Charter and City ordinances
    - Plan to amend Charter as noted by State Auditor's Office, in particular sections 5.10, 5.105, and 5.108.
  5. Budget revisions, if necessary
  6. Capital Program guide.
- V. ADJOURNMENT

**CHARTER ARTICLE V: FINANCIAL PROCEDURES**

For Calendar Year:

Due Date	Requirement	✓ Complete
	<p><b>SECTION 5.104 CAPITAL PROGRAM.</b>                      (1) Submission to Council. The Mayor shall prepare and submit to the Council a five-year capital program at least three months prior to the final date for submission of the budget.</p>	
	<p>Does the submission include the following:                      (2) Contents. The capital program shall include:</p>	
	<p>(a) A clear general summary of its contents;</p>	
	<p>(b) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;</p>	
	<p>(c) Cost estimates, method of financing and recommended time schedules for each such improvements; and</p>	
	<p>(d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired</p>	
	<p><b>SECTION 5.106 COUNCIL ACTION ON CAPITAL PROGRAM; NOTICE AND HEARING.</b>                      The Council shall publish in one or more newspapers of general circulation in the City the general summary of the capital program and a notice stating:                      (1) The time and place where copies of the capital program are available for inspection by the public; and                      (2) The time and place, not less than two weeks after such publication, for a public hearing on the capital program.</p>	
	<p>The capital program shall be adopted by Council by separate resolution or as part of the budget resolution.</p>	

The Finance Committee of City Council met Tuesday, July 28, 2015 at 6:45 PM in the executive 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 Kim Coram, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Jim Reed, Mike Reynolds, JR Carpenter, and Kim Coram.

Others attending were John Rockhold, Nancy Wilcox, Sharon Lynch, John Whitmore, Dan Huffman, Rick Lemley, Chief Martin, Chief Taylor, and Rickie Yeager. There were several local volunteer firemen attending, including from Williamstown, RESA and the Firefighters Association.

MINUTES – Mr. Reed moved, seconded by Mr. Carpenter, to approve the minutes from the meeting held July 14, 2015, and the motion was adopted by unanimous vote.

NEW BUSINESS – Police Chief, Joe Martin, is requesting to move funds from the contingency fund for travel and training, noting specific dates, amounts, and explanations for the training.

Chief explained that the officers have to have a required number of training hours, and what makes it difficult is that they may find out about training for a meeting in three weeks. He is asking for 1/4 of his budget for travel and training, and to report back to the committee. He further explained that we get billed every month from the Wood County Commission an amount of \$500.00 to \$700.00 to transfer inmates.

MOTION – Mr. Reed moved, seconded by Mr. Carpenter, to move \$3,000.00 out of travel contingency to the 700-214 line item for travel; and \$3,750.00 moved to the 700-221 line item, but the committee decided to make that amount \$5,000.00.

VOTE – the motion was adopted by unanimous vote.

Chief Martin made the committee aware that bids are out for cruisers being purchased from Danville, WV, and the financing should be out for bid soon. He has no money in his line item to pay for the cruisers, and laptops, that have been approved during the budget.

The Chief is asking for a special council meeting for this purpose, and it was decided that Friday, July 31<sup>st</sup> at 6:30 PM was the soonest they could meet to consider this budget revision.

Fire Chief, Eric Taylor, told the committee that his training officer, Jason Fleak, has made him aware of deficiencies in our fire training for some time. We have no facility for some of their training, he said. After they identified some of the problems, they came up with a plan similar to the one in Belpre, Ohio.

They propose to build a fire training facility on a one acre parcel on Camden Avenue behind our fire station. They have already built a class room and a fire tower would be built near there. The cost is approximately \$450,000.00. Our department will not need this facility 100% of the time, so they propose a joint effort with all the other firefighters in our county.

Chief Taylor explained that using an old house to train by burning is not a good idea now because they have to remove everything out of the house before they can burn it. This site is preferred because it is close to the station and centrally located. They are asking for a 50 year lease at \$1.00 per year.

Parkersburg Fire Department would participate with our portion being \$6,000.00 per year for twenty (20) years.

Currently we have to send out men out of town for training. The Firefighters Association would secure the funding, he said. RESA would be part of it, and also the college. The life span of the building will be up to 40 years, depending on how they take care of it.

There is not a facility like this in Wood County, Chief Taylor stated, and with the help of RESA and any industry that may want to use the facility, he thinks it is the right thing to do. The City of Parkersburg is helping by the use of the property. The firefighters are asking the City for the lease so they can get a loan.

Mr. Carpenter asked if this facility would affect the quality of life for any residents nearby, and Mr. Fleak said the Belpre has never had any problems.

Mr. Reed stated that we were not obligating the City financially, but we were just giving up that real estate.

Ms. Coram said she did not feel like she had enough information and it was suggested that Mr. Taylor get sponsors and take his proposal to City Council,

The meeting adjourned at 7:20 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk