

AGENDA FOR A FINANCE COMMITTEE FOR
TUESDAY, JULY 28, 2015, 6:45 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 14, 2015
- IV. NEW BUSINESS
 1. Request from Police Chief Joe Martin concerning his travel and training budget.
 2. Request from Fire Chief Eric Taylor for the Wood County Firefighter's Association to discuss the possibility of leasing a land parcel from the City of Parkersburg for training.
- V. ADJOURNMENT

The Finance Committee of City Council met Tuesday, July 14, 2015 at 6:30 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 included John Rockhold, Nancy Wilcox, Roger Brown and Sharon Lynch; Rickie Yeager, Pam Salvage, Mike Wilson, Adam Stout, and Chief Taylor.

MINUTES – Mr. Reynolds moved, seconded by Mr. Reed, to approve the minutes from the meetings held June 10, 2015 and June 23, 2015, and the motion was adopted by unanimous vote.

Ms. Coram stated that until all audit questions were resolved, she would like to discuss the parking department fund and questioned utility bills for the Point Park Market Place being paid from that fund. Ms. Salvage stated that the general fund had paid the parking department fund back all that was due. Ms. Coram also questioned a water bill that appeared twice, and Ms. Salvage will check on it.

Councilman Reed asked if the City was notified that we were in noncompliance, and Ms. Salvage stated that were not in default. Mr. Reed said we were told we should have a certain amount of funds by the auditors, but the bondholders had no concerns. We also have some funds in savings.

On the schedule of capital assets, Ms. Salvage stated that we have about half the departments who have turned in their inventories so far. The Fire Department will have theirs done in about a week.

On the accounts receivable aging report, Ms. Salvage stated that we were running it monthly, and that is on-going. Ms. Coram said she just wanted to be sure we were doing it, and it does not have to show up on the agenda again.

Concerning our audit hiring procedure, Ms. Salvage distributed information from the State Auditor's office and all materials that we are to use, including the basic steps in procuring an audit or review – 12 pages of instructions from the Chief Inspector Division.

REVENUE AND EXPENDITURE REPORTS – On the revenue report under fines and fees, Mr. Carpenter noted that the year to date income was at 8,000%. Ms. Salvage explained that we don't know the categories they will come in under and the deposit is all under that line item when it should be spread out under several categories. He also asked about page 3, weeds and grass, why the amount was at 800%, and Ms. Salvage said the money is not consistent on how many people pay when we bill them for cutting their lots.

On the report numbered #6, Ms. Coram asked about a \$4,400.00 expenditure on page three. Ms. Salvage said it had been for alcohol and health permits at the market, and we are no longer doing that. Mr. Yeager stated that there was an event gathering permit and another one for mass gathering.

On page 6, Ms. Coram questioned how many members we have that pay rotary dues, and Mr. Yeager said there are four. The amount is \$175.00 a quarter

and Ms. Salvage did not think Mayor Colombo would attend, and we are not sure about the finance director.

On page 7, Ms. Coram asked about a \$90.00 amount for B & O collections. Ms. Salvage explained that we have an agency that we use sometimes for collections.

On page 32, Ms. Coram asked about the repairs on Quincy Hill, and Ms. Salvage said that was for radio tower work for the police department who use that tower.

Page 57, sanitation department, Ms. Coram asked under capital outlay if we were paying for two recycling trucks, and Mr. Yeager said that the invoice comes in quarterly. We covered it up front for now, he said.

In report #5, it was explained that the amounts of \$9,794.98 and \$12,273.48 are straight wages on the payroll reconciliation report.

CHARTER AND ORDINANCE REVIEW – Ms. Coram said we were waiting for the administration to get something to the committee for their consideration.

BUDGET REVISIONS – Ms. Salvage is requesting budget revisions for \$4,000.00 in revenue donations for the tennis courts, and to move \$25,000.00 out of contingency for upgrades to engineering technology for five work stations and server upgrades.

MOTION – Mr. Reed moved, seconded by Mr. Reynolds, to refer the revisions to the full Council for approval, and the motion was adopted by unanimous vote.

The other revision for \$46,677.26 is on Council's agenda this evening, and we are asking to bring the carryover in coal severance over to 15/16 budget for street department supplies.

Ms. Coram asked that if we owe money to the coal severance fund, can the budget be adjusted, and Ms. Salvage said it could. In this case, the State just wants something by the end of July, and this will go to Council July 28th.

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

The Capital Program guide will be discussed July 28th.

The meeting adjourned at 7:00 PM.

Respectfully submitted,



Connie Shaffer, City Clerk