

**AGENDA FOR A FINANCE COMMITTEE MEETING  
TUESDAY, APRIL 26, 2016, 5:00 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 April 12, 2016
- IV. NEW BUSINESS
  - 1. CDBG budget for 2016/2017 - \$789,165.00;
  - 2. HOME Program for 2016/2017 - \$267,153.00.
- V. ADJOURNMENT

24<sup>th</sup>. NOTE – no other meetings this evening. Next Council meetings are May 3<sup>rd</sup> and

The Finance Committee of City Council met Tuesday, April 12, 2016 at 6:45 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. Those present included Councilmen Jim Reed, Warren Bigley, Roger Brown, John Rockhold, and Nancy Wilcox.

Also attending, Eric Jiles, Rick Lemley, Pam Salvage, Chief Martin, Joe Santer, Kim Coram, JR Carpenter, Sharon Lynch.

MINUTES – Mr. Reed moved, seconded by Mr. Rockhold, to approve the minutes from the meeting held March 22, 2016, and the motion was adopted by unanimous vote.

BUDGET REVISION \$27,206 – Mr. Jiles stated that if the City incurs insurance claims we are required to pay for the damage up front, then get reimbursement from the insurance companies. When we get this money back, it will come in as a revenue. This would be to repair a fence, vehicles and a fire truck.

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

BUDGET REVISION - \$50,000.00 – Mr. Jiles explained that this was for temporary labor for our sidewalk program. Residents pay for the materials and the City does the labor. This will also cover pay rate increases for the rest of the year in Sanitation Department, and Building and Grounds. Mr. Salvage stated that in the budget starting July 1<sup>st</sup>, we are budgeted for \$10.00 per hour, but now it is \$8.75.

Ms. Wilcox asked if we would make a note of our sidewalk program on the trash bills to let people know we are doing it again this year, and Mr. Jiles said we would.

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

BUDGET REVISION - \$162,000.00 for court damages. City Attorney, Joe Santer, told the committee that in the 1970's we put a storm sewer in with permission of the property owner, but we had nothing in writing. The property changed hands a number of times. The owner now wanted a building permit to build on the property, and found he could not, and brought an action against the City for compensation. He did not know there was a storm sewer on his property and there was no right of way. We negotiated for damages and another lot. This amount includes interest and attorney fees, and we will get a written right of way. We are not aware of any other instances, he said.

Mr. Reed asked if we would own the property, and Mr. Santer said the owner will own it and we will have a 20' right of way. He still cannot build on it.

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

UPCOMING AUDIT – Mr. Jiles said he has talked with the State Auditor's Office about what to consider for fiscal year audit 2015/2016. He said the finance committee operates as the audit committee and he is asking for direction for our upcoming audit. If we want the State, we need to schedule as soon as possible. If we want to do an RFP for a firm approved to do it, we also need to do that as soon as possible.

Mr. Rockhold said he thought the State comes in every three years, and it would be to our advantage to have them two years in a row. On the other hand, a different company would have different eyes on it.

We had a very good audit from the State this year, Mr. Jiles stated, and they have a niche understanding to everything that applies, and he recommends we stay with the State Auditor's Office. They do have a rotating schedule, but he recommends them next year.

The Mayor prefers we go with the State, Mr. Santer added, as he is comfortable they will do a better job.


Ms. Wilcox asked about the difference in cost, and Mr. Jiles said the State just charged us \$41,000.00; and our previous audit by a CPA firm was \$28,000.00 or \$29,000.00. Sometimes private firms can negotiate and he believes they are less expensive, but the State is arbitrary. For the level of service, the State is who he wants, he said.

MOTION – Mr. Brown moved, seconded by Mr. Rockhold, to authorize the City to contract with the State Auditor's Office for our upcoming audit for 2015/2016, and the motion was adopted by unanimous vote.

Mr. Reed asked if we go through the State, do we have to go through the selection process, and Mr. Jiles said we did not.

The meeting adjourned at 7:00 PM.

Respectfully submitted,



Connie Shaffer, City Clerk

## RESOLUTION

Be it resolved by the City Council of the City of Parkersburg that the 2016-2017 Consolidated One Year Action Plan for the use of Community Development Block Grant (CDBG) and HOME Investment Partnership Grant funds be approved as follows:

---

<b>City of Parkersburg - Community Development Block Grant Program</b>		
FY16-17 CDBG Allocation	\$	764,165.00
Projected FY16-17 CDBG Program Income	\$	25,000.00
<b>Total</b>	<b>\$</b>	<b>789,165.00</b>

---

### **CDBG Projects and Activities**

<i>I. Improvements to Community Infrastructure and Public Facilities</i>		
b. Riverfront Park - Section 108 Loan Repayment	\$	180,000.00
d. Wood County Senior Center Improvement Project	\$	25,000.00
e. Neighborhood Partnership Program	\$	20,000.00
f. Rayon Drive Sidewalk Project	\$	50,000.00
g. Pocket Park Project - Boys and Girls Club	\$	8,000.00
h. Downtown Façade Program	\$	37,000.00
<i>II. Enhancement of Public Services</i>		
a. COPE Police Program	\$	70,000.00
b. Code Enforcement Officer	\$	48,000.00
<i>III. Housing Programs</i>		
a. Minor Home Repair Program	\$	80,000.00
b. Emergency Home Repair Program	\$	67,277.82
<i>IV. Economic Development</i>		
a. Incentive Program	\$	50,000.00
<i>V. General Administration</i>	\$	153,887.18
<b>Total</b>	<b>\$</b>	<b>789,165.00</b>

---

<b>Parkersburg-Wood County HOME Consortium Program</b>		
FY16-17 HOME Allocation	\$	242,153.00
Projected FY16-17 Program Income	\$	25,000.00
<b>Total</b>	<b>\$</b>	<b>267,153.00</b>

---

### **HOME Investment Partnership Grant Fund Project and Activities**

<i>I. First-time Homebuyers Program (SHOP)</i>	\$	50,000.00
<i>II. Community Housing Development Organization</i>	\$	85,000.00
<i>III. Single-Family Owner-Occupied Rehabilitation Program</i>	\$	50,000.00
<i>IV. Down Payment Assistance Program</i>	\$	56,773.46
<i>IV. General Administration</i>	\$	25,379.54
<b>Total</b>	<b>\$</b>	<b>267,153.00</b>

---

Total HUD Allocation	\$	<b>1,056,318.00</b>
----------------------	----	---------------------

Sponsored by: