

AGENDA FOR A SPECIAL CITY COUNCIL MEETING
MONDAY, OCTOBER 29, 2018, 5:30 PM
CITY COUNCIL CHAMBERS, SECOND FLOOR
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, John Reed
- II. ROLL CALL
- III. MESSAGE FROM THE EXECUTIVE
- IV. PUBLIC FORUM
- V. OLD BUSINESS
 - 1. Six (6) budget revisions for fund balance purposes (referred to Committee of the Whole October 23, 2018)
- VI. ADJOURNMENT

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 2018-2019 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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
FUND BALANCE					
299-00	FUND BALANCE	9,281,832	341,230	9,623,062	FY18 SURPLUS APPROPRIATION
MAYOR'S OFFICE					
409-223-000	PROFESSIONAL SERVICES	32,000	3,000	35,000	GRANT WRITING SERVICES
DEVELOPMENT					
421-230-000	CONTRACTUAL SERVICES	127,750	37,500	165,250	LRS SERVICES
CONTRIBUTIONS TO OTHER GOVERNMENTS					
444-567-025	CONTRIB - STATE OF WV	-	31,250	31,250	WVDOH MULTI-USE TRAIL GRT MATCH
CODE ADMINISTRATION					
436-230-000	CONTRACTUAL SERVICES	85,000	34,180	119,180	DEMOS & GRASS/WEEDS MOWING SVS
TRANSFERS TO OTHER FUNDS					
444-566-001	TRANSFERS TO CAPITAL RESERVE	2,324,010	59,925	2,383,935	TRANSFER TO CAP RES - SIGN TRUCK
POLICE DEPARTMENT					
700-353-000	COMPUTER SOFTWARE	-	76,591	76,591	RMS IMPLEMENTATION SERVICES
STREET DEPARTMENT					
750-230-000	CONTRACTUAL SERVICES	7,500	24,103	31,603	SIDEWALK PROGRAM CONTRACTED SVS
STREET CLEANING & SNOW REMOVAL					
756-341-007	SUPPLIES - SALT	40,000	21,268	61,268	FINAL FY18 SALT CONTRACT ORDER
PARKS & RECREATION					
900-230-000	CONTRACTUAL SERVICES	34,500	23,413	57,913	ENV REVIEW, 7/4 FIREWORKS
900-458-000	CAPITAL OUTLAY - OTHER	-	30,000	30,000	MULTI-USE TRAIL LAND PURCHASE
			<u>341,230</u>		
			<u>-</u>		

The above resolution proposes to reappropriate the portion of the FY18 General Fund balance that is already encumbered from prior appropriations and for which the City is contractually obligated to fulfill.

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GENERAL FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
FUND BALANCE					
299-00	FUND BALANCE	9,623,062	534,041	10,157,103	FY18 SURPLUS APPROPRIATION
STORMWATER MANAGEMENT					
805-230-000	CONTRACTUAL SERVICES	116,000	263,000	379,000	REHAB OF EXISTING DRAINAGE SYSTEMS
805-458-000	CAPITAL OUTLAY - IMPROVEMENTS	9,000	<u>271,041</u>	280,041	CONST. OF NEW DRAINING SYSTEMS
			<u>534,041</u>		
			<u>-</u>		

The above resolution proposes to revise the FY19 General Fund budget to reappropriate \$523,000, representing a partial amount of the anticipated FY18 budget surplus, in the Stormwater Management Division for the purposes of rehabilitating various existing drainage systems and the construction of new drainage systems.



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 2018-2019 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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
FUND BALANCE					
444-566-420	FUND BALANCE	10,417,440	908,568	11,326,008	FY18 SURPLUS APPROPRIATION
INFORMATION TECHNOLOGY					
414-230-050	CONTRACTUAL SERVICES - IT	5,000	(5,000)	-	REALLOCATE TO 414-341-050
414-341-050	DEPARTMENTAL SUPPLIES - IT	3,000	59,000	62,000	NETWORK BUILDOUT (PARKS/REMOTE)
414-459-000	CAPITAL OUTLAY - EQUIPMENT	12,000	16,000	28,000	CORE UPGRADE; HIGH CAPACITY STG
DEVELOPMENT					
421-230-000	CONTRACTUAL SERVICES	127,750	10,000	137,750	MASTER PLAN EST
TRANSFERS TO OTHER FUNDS					
444-566-001	TRANSFER OUT - CAPITAL RESERVE	2,324,010	64,000	2,388,010	TRANSFER TO CAPITAL RESERVE
444-566-036	TRANSFER OUT - USER FEE FUND	1,501,700	454,740	1,956,440	TRANSFER TO USER FEE FUND
POLICE DEPARTMENT					
700-106-000	RETIREMENT EXPENSE	2,532,159	100,000	2,632,159	ADDT'L PD PENSION CONTRIBUTION
FIRE DEPARTMENT					
706-106-000	RETIREMENT EXPENSE	2,419,873	100,000	2,519,873	ADDT'L FD PENSION CONTRIBUTION
706-458-000	CAPITAL OUTLAY - OTHER	-	70,000	70,000	STATION #4 PROPERTY ACQUISITION
PARKS & RECREATION					
900-230-000	CONTRACTUAL SERVICES	34,500	<u>39,828</u>	74,328	PARKS IMPROVEMENTS
			<u>908,568</u>		
			<u>-</u>		

The above resolution proposes to revise the FY19 General Fund budget to reflect the remainder of the FY18 fund balance requiring reappropriation.

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 2018-2019 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
369-000-000	TRANSFERS IN FROM OTHER FUNDS	2,674,010	123,925	2,797,935	FY18 PO CARRYOVER
CAPITAL OUTLAY - EQUIPMENT					
436-459-000	EQUIPMENT - CODE ADMIN	36,000	4,000	40,000	ADDITIONAL CODE VEHICLE
756-459-000	EQUIPMENT - STREET CLEANING	425,000	<u>119,925</u>	544,925	SIGN TRUCK C/O; ST SWEEPER
			<u>4,000</u>		

The above resolution proposes to revise the 2018-2019 Capital Reserve Fund budget to correspond with the General Fund revision to account for the carryover of an outstanding PO for a sign truck currently being manufactured as well as account for the actual cost returned for a street sweeper and an additional appropriation for a new Code Enforcement vehicle.

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 2018-2019 Fiscal Year to reflect the following changes:

PARKING FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
PARKING					
571-353-000	COMPUTER SOFTWARE	-	10,635	10,635	RMS IMPLEMENTATION SERVICES

MEMORIAL BRIDGE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
MEMORIAL BRIDGE					
570-212-000	OUTSIDE PRINTING	45,000	28,303	73,303	ANNUAL TICKET BOOK ORDER PO
570-223-005	ENGINEERING SVS - RATING	5,000	<u>46,228</u>	51,228	GUSSET PLATE RATING PO
			<u>74,531</u>		

The above resolution proposes to reappropriate outstanding FY18 purchase orders that were issued from prior appropriations and for which the City is contractually obligated to fulfill.

The Finance Committee of City Council met Wednesday, October 17, 2018 at 5:00 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 Chairman, Councilman Zach Stanley, who presided over the meeting. Members attending included Councilmen Mike Reynolds, Sharon Kuhl, Dave McCrady, Jeff Fox, and Zach Stanley.

Others attending included Mayor Tom Joyce, Joe Santer, Rickie Yeager, Chief Martin, Eric Jiles, Adam Stout, Garrett Bradlyn, and John Reed.

MINUTES – Mr. Reynolds moved, seconded by Mr. McCrady, to approve the minutes from the meeting held July 5, 2018, and the motion was adopted by unanimous vote.

NEW BUSINESS – Finance Director, Eric Jiles, explained seven budget revisions proposed for fund balance purposes with \$2,044,000.00 to be re-appropriated.

Of that amount, \$341,230.00 was proposed for grant writing, LRS services, multi-use trail grant match, demolitions and grass/weeds services, a sign truck, computer upgrade, sidewalk program, salt contract, fireworks and trail land purchase.

Another \$534,041.00 was for stormwater management.

\$260,337.00 was for police pay increase.

And, \$908,568.00 was for IT upgrades, master plan estimate, transfer to capital reserve and user fee fund, pension contributions to police and fire, and parks improvements.

From \$123,925.00 transferred in from other funds, they proposed \$4,000.00 more in order to purchase a code vehicle; and \$119,925.00 for a sign truck c/o; street sweeper.

\$454,740.00 will be added to the spring 2019 street rehabilitation project.

In the parking fund, \$10,635.00 will be used for computer upgrades; and \$74,531.00 in the Memorial Bridge fund will be used for ticket books, and engineering services.

MOTION – Ms. Kuhl moved, seconded by Mr. Reynolds, to refer resolution #3 for \$260,000.00 for police department pay raises, on to City Council for approval, contingent upon approval of the ordinance on final reading October 23, 2018, and the motion was adopted by unanimous vote.

MOTION – Ms. Kuhl moved, seconded by Mr. McCrady, to refer the remaining revisions on to Council for approval October 23, 2018.

Mr. Fox asked if anything would be left if Council approves these revisions for any possible employee pay increases after the City receives the classification and compensation study that is due by the end of November, 2018.

Mr. Jiles stated that it is difficult to prepare a budget revision mid year, and it would be better if it was discussed during the budget meetings.

City Attorney, Joe Santer, told the committee that they could go into the budget at any time for revisions.

Mr. Reynolds said he would also like to look at a fire fee reduction. These are all good expenditures that have been proposed, but it is easy to spend and hard to cut.

VOTE – the motion was adopted by majority vote with all members voting “yes” with the exception of Mr. Fox, who voted “no”.

The meeting adjourned at 5:45 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

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