

AGENDA FOR A FINANCE COMMITTEE MEETING,  
THURSDAY, JANUARY 20, 2022, 6:00 PM,  
EXECUTIVE CONFERENCE ROOM,  
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Rexroad, Kuhl, Richards, and Reynolds)

- I. CALL TO ORDER – Councilman Zach Stanley, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held October 7, 2021
- IV. NEW BUSINESS
  1. Request for mid-year budget revisions for the General Fund, Capital Reserve Fund, Sanitation Fund, Memorial Bridge Fund, and Parks and Recreation Capital projects fund.
- V. ADJOURNMENT

The Finance Committee of City Council met Thursday, October 7, 2021 at 6:00 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 Zach Stanley, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Sharon Kuhl, Wendy Tuck and Zach Stanley. Councilmen JR Carpenter and Jesse Cottrille were absent.

Others attending included Mayor Tom Joyce, Eric Jiles, Everett Shears, Adam Stout, Ryan Barber, Chief Joe Martin, Chief Jason Matthews, and Bob Mercer.

MINUTES – the minutes from the meeting held August 20, 2021 were approved as previously distributed by unanimous vote.

Finance Director, Eric Jiles, explained the budget revision request with a two-page summary of balances and requested uses. The beginning fund balance as of July 1, 2020 was \$3,701,496.00 and FY 2021 unencumbered fund balance is \$2,082,547.00. See attached with uses requested per department. There is also \$844,184.00 in outstanding purchase orders as of June 30, 2021 for the general fund; \$461,670.00 for capital reserve purchase orders; \$1,791,713.00 purchase orders for the user fee fund which includes \$60,169.00 for asphalt rejuvenation; and \$1,731,544.00 for 2021 paving contract.

City Engineer, Adam Stout, reported that the Ohio River Trail would be put out for bid by the DOH this winter, and we are already committed to it. It will be a 2.5 mile trail north with a bridge across Pond Run and concluding before it gets to the Grand Central Mall. We have received three letters of support for the project, which has been designed by the DOH.

Mayor Tom Joyce reminded the committee and all that this time next year they will begin constructing this 2.5 miles of recreational space that will need more infrastructure, it will need to be mowed and trimmed. This has been an eight-year process, and the State won't give us money to help maintain the trail, or keep it clean of trash.

The rendering is very nice, Development Director Ryan Barber stated, and includes seating, lights, a bridge and path. The maintenance will be under the Public Works Department.

Other highlights of the revision include \$62,000.00 for active cyber monitoring services in the Finance Department; \$25,000.00 for a regional housing assessment; \$160,343.00 for the Ohio River Trail project; funds for retention pay in the police and fire departments; \$35,000.00 for Christmas decorations.

Other revisions in the capital reserve fund included fulfilling purchase orders, \$170,000.00 additional for elevator rehab; \$673,617 for Southwood park pool rehab; \$175,000.00 for Beechwood retention; \$93,000.00 for shelter and pickle ball courts;

\$170,000.00 to rebuild our south elevator, and \$673,617.00 as a reserve amount for replacement of Southwood pool/features.

Mr. Jiles explained all the other revisions in detail, as attached.

MOTION – Ms. Kuhl moved, seconded by Mr. Stanley, to refer the revisions on to council for approval, and the motion was adopted by unanimous vote

The meeting adjourned at 6:50 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 Year 2021-2022 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**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>REVENUE</b>					
301-002-000	PROPERTY TAX - PRIOR YEAR	86,710	30,000	116,710	REVISED ESTIMATE
301-092-000	EXCESS LEVY TAX - PRIOR YEAR	43,290	12,000	55,290	REVISED ESTIMATE
303-001-000	GAS & OIL TAX	50,000	4,865	54,865	ADJUSTMENT TO ACTUAL
305-000-000	BUSINESS & OCCUPATION TAX	7,400,000	140,000	7,540,000	DATAMAX RECEIPTS ESTIMATE
314-000-000	MUNICIPAL SALES TAX	6,000,000	498,523	6,498,523	REVISED ESTIMATE
325-000-000	LICENSES	67,000	(5,477)	61,523	ADJUSTMENT TO ACTUAL
361-000-015	PROCESS FEES	45,000	15,000	60,000	REVISED ESTIMATE - BILLED TO CUST
365-000-000	FEDERAL GRANTS	48,000	18,000	66,000	HITDA GRANT OT REVISED ESTIMATE
365-000-001	FEDERAL GRANTS - JAG	30,000	35,000	65,000	ADJUSTMENT FOR CESA GRANT FUNDS
380-000-000	INTEREST EARNED	30,000	(15,000)	15,000	REVISED ESTIMATE
386-000-000	INSURANCE CLAIMS	-	17,728	17,728	CLAIM REIMBURSEMENTS TO DATE
	<b>NET REVENUE ADJUSTMENT - GENERAL FUND</b>		<b>750,639</b>		
<b>EXPENDITURES</b>					
<b>CIVIL SERVICE</b>					
407-220-000	ADVERTISING & LEGAL PUB	6,000	10,000	16,000	ADVERTISING ESTIMATE
<b>MAYOR'S OFFICE</b>					
409-214-000	TRAVEL EXPENSE	640	500	1,140	REVISED ESTIMATE
409-230-000	CONTRACTUAL SERVICES	2,500	500	3,000	REVISED ESTIMATE
			<u>1,000</u>		
<b>FINANCE</b>					
414-103-008	OVERTIME EXPENSE	2,000	2,000	4,000	REVISED ESTIMATE
414-104-000	FICA EXPENSE	51,598	153	51,751	REVISED ESTIMATE
414-106-000	RETIREMENT EXPENSE	65,888	200	66,088	REVISED ESTIMATE
414-211-000	TELEPHONE/COMM EXPENSE	12,665	1,500	14,165	ADDED LANDLINES FOR EMERGENCIES
414-220-000	ADVERTISING & LEGAL PUB	6,200	8,000	14,200	REVISED ESTIMATE
414-221-000	TRAINING & EDUCATION	2,500	1,000	3,500	REVISED ESTIMATE - ADDT'L IT STAFF
414-226-005	WORKERS COMP EXPENSE	15,846	47	15,893	REVISED ESTIMATE
414-229-000	COURT COSTS & DAMAGES	25,000	15,000	40,000	REVISED ESTIMATE - BILLED TO CUST
414-230-000	CONTRACTUAL SERVICES	62,550	70,000	132,550	DATAMAX COLLECTION FEE ESTIMATE
414-341-050	DEPARTMENTAL SUPPLIES - IT	30,000	3,000	33,000	REVISED ESTIMATE
			<u>100,900</u>		
<b>CITY CLERK</b>					
415-214-000	TRAVEL EXPENSE	1,000	500	1,500	REVISED ESTIMATE
415-216-000	MAINT & REPAIR - EQUIPMENT	700	100	800	REVISED ESTIMATE
415-222-000	DUES & SUBSCRIPTIONS	225	50	275	REVISED ESTIMATE
			<u>650</u>		
<b>MUNICIPAL JUDGE</b>					
416-221-000	TRAINING & EDUCATION	50	175	225	REVISED ESTIMATE
416-240-000	REFUNDS	400	300	700	REVISED ESTIMATE
			<u>475</u>		

<b>CITY ATTORNEY</b>					
417-223-000	PROFESSIONAL SERVICES	10,000	5,000	15,000	REVISED ESTIMATE - LEGAL SERVICES
417-230-000	CONTRACTUAL SERVICES	500	800	1,300	REVISED ESTIMATE
			<u>5,800</u>		
<b>ENGINEERING</b>					
420-225-000	LAUNDRY & DRY CLEANING	1,000	100	1,100	REVISED ESTIMATE
420-230-000	CONTRACTUAL SERVICES	110,250	50,000	160,250	REVISED ESTIMATE - EMERG DEMOS
			<u>50,100</u>		
<b>DEVELOPMENT</b>					
421-230-000	CONTRACTUAL SERVICES	111,470	20,000	131,470	REVISED ESTIMATE - TITLE OPINIONS
<b>TRANSFERS TO OUTSIDE ENTITIES</b>					
424-567-030	CONTRIB - PNTF	15,000	18,000	33,000	REVISED HIDTA GRANT OT ESTIMATE
<b>CODE ADMINISTRATION</b>					
436-212-000	OUTSIDE PRINTING	500	250	750	REVISED ESTIMATE
436-220-000	ADVERTISING & LEGAL PUB	500	500	1,000	REVISED ESTIMATE
436-222-000	DUES & SUBSCRIPTIONS	400	1,000	1,400	REVISED ESTIMATE
436-225-000	LAUNDRY & DRY CLEANING	2,000	783	2,783	REVISED ESTIMATE
436-230-000	CONTRACTUAL SERVICES	50,000	(10,000)	40,000	REALLOCATED TO ENGINEERING
			<u>(7,467)</u>		
<b>TRANSFERS TO OTHER FUNDS</b>					
444-566-207	TRANSFER - P&R CAP PROJECTS	-	200,000	200,000	TRANSFER TO CAP PROJ - SW POOL
<b>MUNICIPAL BUILDING</b>					
440-213-200	UTILITIES - WATER/SEWER	15,199	1,233	16,432	REVISED ESTIMATE
440-225-000	LAUNDRY & DRY CLEANING	1,800	600	2,400	REVISED ESTIMATE
440-341-000	DEPARTMENTAL SUPPLIES	20,000	5,000	25,000	REVISED ESTIMATE
			<u>6,833</u>		
<b>CONTINGENCY</b>					
699-226-000	CONTINGENCY	50,000	(25,000)	25,000	REDUCTION FOR INSURANCE DEDUCT
<b>POLICE</b>					
700-103-008	OVERTIME EXPENSE	275,000	80,000	355,000	REVISED ESTIMATE
700-103-109	HOLIDAY PAYOUT EXPENSE	175,000	(15,000)	160,000	REALLOCATE TO OVERTIME
700-103-309	PATROLMEN SALARY	2,512,224	(50,000)	2,462,224	REALLOCATE TO OVERTIME
700-219-000	BUILDING & EQUIP RENTAL/LEASE	1,791	307	2,098	REVISED ESTIMATE
700-222-000	DUES & SUBSCRIPTIONS	15,000	2,000	17,000	REVISED ESTIMATE
700-223-000	PROFESSIONAL SERVICES	10,000	2,000	12,000	REVISED ESTIMATE
700-226-000	AUTO & LIABILITY INSURANCE	290,102	10,000	300,102	REVISED ESTIMATE - DEDUCTIBLES
700-228-000	FREIGHT	875	500	1,375	REVISED ESTIMATE
700-345-000	UNIFORM EXPENSE	36,707	7,000	43,707	REVISED ESTIMATE - FOR NEW HIRES
			<u>36,807</u>		
<b>FIRE</b>					
706-103-008	OVERTIME EXPENSE	135,000	25,000	160,000	REVISED ESTIMATE
706-103-109	HOLIDAY PAYOUT EXPENSE	92,000	40,000	132,000	REVISED ESTIMATE
706-104-000	FICA EXPENSE	46,626	943	47,569	REVISED ESTIMATE
706-221-000	TRAINING & EDUCATION	8,000	6,000	14,000	REVISED ESTIMATE - EMT CERT CLASSES
706-226-000	WORKERS COMP EXPENSE	71,316	1,528	72,844	REVISED ESTIMATE
706-343-001	GASOLINE	35,000	1,000	36,000	REVISED ESTIMATE
706-345-000	UNIFORM EXPENSE	5,000	2,500	7,500	REVISED ESTIMATE - FOR NEW HIRES
706-459-001	CAPITAL OUTLAY - GRANT EQUIPMENT	-	35,000	35,000	CESA GRANT EXPENDITURES
			<u>111,971</u>		
<b>FLOODWALL</b>					
714-225-000	LAUNDRY & DRY CLEANING	1,500	100	1,600	REVISED ESTIMATE

**STREETS**

750-216-000	MAINT & REPAIR - EQUIPMENT	5,975	5,000	10,975	TRUCK BED REPAIR ESTIMATE
750-220-000	ADVERTISING & LEGAL PUB	-	51	51	REVISED ESTIMATE
750-225-000	LAUNDRY & DRY CLEANING	11,000	280	11,280	REVISED ESTIMATE
750-230-000	CONTRACTUAL SERVICES	231,950	<u>70,000</u>	301,950	RESIDENTIAL SIDEWALK PROJECT EXP
			75,331		

**CENTRAL GARAGE**

754-213-200	UTILITIES - WATER/SEWER	2,105	214	2,319	REVISED ESTIMATE
754-217-000	MAINT & REPAIR - AUTO/TRUCK	50,000	50,000	100,000	REVISED ESTIMATE
754-222-000	DUES & SUBSCRIPTIONS	-	190	190	REVISED ESTIMATE
754-225-000	LAUNDRY & DRY CLEANING	3,500	150	3,650	REVISED ESTIMATE
754-341-000	DEPARTMENTAL SUPPLIES	30,000	15,000	45,000	REVISED ESTIMATE
754-343-005	AUTO REPAIR SUPPLIES	130,000	<u>15,000</u>	145,000	REVISED ESTIMATE
			80,554		

**STREET CLEANING**

756-220-000	ADVERTISING & LEGAL PUB	120	15	135	REVISED ESTIMATE
756-225-000	LAUNDRY & DRY CLEANING	4,900	1,000	5,900	REVISED ESTIMATE
756-341-007	SUPPLIES - SALT	40,000	<u>30,000</u>	70,000	ANTICIPATED INCREASE IN SALT NEEDS
			31,015		

**MASS TRANSIT**

759-567-005	CONTRIB - MASS TRANSIT	2,201,269	12,000	2,213,269	EQUALS THE INCREASE IN REVENUE
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**STORMWATER MANAGEMENT**

805-219-000	BUILDING & EQUIP RENTAL/LEASE	-	2,000	2,000	REVISED ESTIMATE
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**SANITATION GRANTS**

809-341-000	DEPARTMENTAL SUPPLIES	-	9,020	9,020	ADJUSTMENT TO ACTUAL
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**PARKS & RECREATION**

900-213-100	UTILITIES - ELECTRIC	76,336	4,500	80,836	REVISED ESTIMATE
900-213-200	UTILITIES - WATER/SEWER	16,335	5,000	21,335	REVISED ESTIMATE
900-219-000	BUILDING & EQUIP RENTAL/LEASE	1,500	50	1,550	REVISED ESTIMATE
900-225-000	LAUNDRY & DRY CLEANING	5,000	<u>1,000</u>	6,000	REVISED ESTIMATE
			10,550		

**CIVIC PROMOTIONS**

912-568-070	CONTRIB - HALF MARATHON	10,000	(10,000)	-	REALLOCATE TO RIVER CITY RUNNERS
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**CULTURE & RECREATION GRANTS**

920-568-060	RIVER CITY RUNNERS	-	<u>10,000</u>	10,000	REALLOCATE TO RIVER CITY RUNNERS
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NET EXPENDITURE ADJUSTMENT - GENERAL FUND 750,639

EXCESS/DEFICIT -

The above resolution proposed to the revised the FY22 General Fund budget to reflect adjustments to the budget as a result of activity year-to-date. The additional revenues appropriated are offset by expenditures revisions that are normally routine shoring up line items as an estimate for the remainder of the year.

**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 2021-2022 Fiscal Year to reflect the following changes:

**CAPITAL RESERVE FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>EXPENDITURES</b>					
414-459-000	EQUIPMENT - FINANCE	75,000	7,500	82,500	REALLOCATED FOR SUV
420-459-000	EQUIPMENT - ENGINEERING	32,000	3,895	35,895	REALLOCATED FOR SUV
421-459-000	EQUIPMENT - DEVELOPMENT	20,000	7,500	27,500	REALLOCATED FOR SUV
436-459-000	EQUIPMENT - CODE	20,000	7,500	27,500	REALLOCATED FOR SUV
444-566-082	EQUIPMENT - PARKS & REC	780,267	(673,617)	106,650	REALLOCATED AS XFER TO CAP PROJ
444-566-090	EQUIPMENT - SANITATION	180,000	(21,000)	159,000	REMAINDER - REALLOCATED FOR SUV
444-566-207	TRANSFER - PARKS & REC CAPITAL PRC	-	673,617	673,617	REALLOCATED AS XFER TO CAP PROJ
706-459-000	EQUIPMENT - FIRE	41,761	(257)	41,504	REMAINDER - REALLOCATED FOR SUV
714-459-000	EQUIPMENT - FLOODWALL	44,000	(5,138)	38,862	REMAINDER - REALLOCATED FOR SUV
	<b>EXCESS/DEFICIT</b>		<u><u>-</u></u>		

The above resolution proposes to revise the FY22 Capital Reserve Fund budget to reflect revisions to expenditure line items. Specifically, a reallocation of funds remaining after bids returned in order to provide an additional \$30,000 for 4 SUV's as well as a reallocation of the Southwood Pool Replacement funding as a transfer to the Parks & Recreation Capital Projects Fund.

**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 2021-2022 Fiscal Year to reflect the following changes:

**SANITATION FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>REVENUES</b>					
399-350-000	SALE OF RECYCLED MATERIAL	75,000	<u>50,000</u>	125,000	REVISED ESTIMATE
	NET REVENUE ADJUSTMENT		<u>50,000</u>		
<b>EXPENDITURES</b>					
800-215-000	MAINT & REPAIR - BUILDINGS	5,000	10,000	15,000	FIRE ALARM/EXTING SERVICE/REPAIR
800-225-000	LAUNDRY & DRY CLEANING	14,500	3,300	17,800	REVISED ESTIMATE
800-225-000	DEPARTMENTAL SUPPLIES	45,000	<u>10,000</u>	55,000	REVISED ESTIMATE
	NET EXPENDITURE ADJUSTMENT		<u>23,300</u>		
	EXCESS/DEFICIT		<u><u>26,700</u></u>		

The above resolution proposes to revise the FY22 Sanitation Fund to reflect an increase in the expected receipts on sale of recycled material, portions of which are appropriated toward operational needs and maintenance.



**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 2021-2022 Fiscal Year to reflect the following changes:

**MEMORIAL BRIDGE FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>EXPENDITURES</b>					
570-223-000	PROFESSIONAL SERVICES	-	15,000	15,000	LEGAL REP FOR WORKERS COMP CLAIM
570-223-002	PROF SVS - ENGINEERING/ARCH	60,000	45,000	105,000	CONTINUING REHAB PLAN REVIEWS
570-223-003	PROF SVS - INSPECTION	65,000	50,000	115,000	REHAB Q&A INSPECTIONS SERVICES
570-226-000	AUTO & LIABILITY INSURANCE	98,308	20,000	118,308	REVISED ESTIMATE
570-230-000	CONTRACTUAL SERVICES	50,000	7,000	57,000	REVISED ESTIMATE
570-341-000	DEPARTMENTAL SUPPLIES	60,000	5,000	65,000	REVISED ESTIMATE
	EXCESS/DEFICIT		<u>142,000</u>		

The above resolution proposes to revise the FY22 Memorial Bridge Fund to reflect revised estimates in terms of engineering services for rehabilitation reviews and inspections, as well as for outside counsel as representation for a Workers Comp claim.

**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 2021-2022 Fiscal Year to reflect the following changes:

**PARKS & RECREATION CAPITAL PROJECTS FUND**

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
<b>REVENUES</b>					
369-000-000	TRANSFER IN - OTHER FUNDS	-	<u>873,617</u>	873,617	GF \$200,000; CAP RES \$673,617 xfer in
	NET REVENUE ADJUSTMENT		<u>873,617</u>		
<b>EXPENDITURES</b>					
900-458-030	SOUTHWOOD PARK POOL RESTORATIC	-	<u>873,617</u>	873,617	SOUTHWOOD POOL REPLACEMENT
	NET EXPENDITURE ADJUSTMENT		<u>873,617</u>		
	EXCESS/DEFICIT		<u><u>-</u></u>		

The above resolution proposes to revise the the Parks & Recreation Capital Projects Fund to account for funds transferred in with an expenditure accumulated-to-date appropriation for the replacement of Southwood pool.