

AGENDA FOR PARKERSBURG CITY COUNCIL,  
**TUESDAY, MAY 23, 2017, 7:30 PM**  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, JR Carpenter
- II. ROLL CALL
- III. MINUTES - City Council meeting May 9, 2017
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
  - 1. Resolution re-appointing Mr. Paul Hoblitzell, #1 Fairway Acres, to the Parkersburg Utility Board for a term to expire May 17, 2021. (Sponsored by Councilmen Reed, Kuhl, Stanley, Carpenter, and Mercer.)
  - 2. Resolution re-appointing Mr. Charles Harris, 1226 Juliana Street, Parkersburg, WV to the Mid-Ohio Valley Transit Authority Board for a term to expire September 23, 2019. (Sponsored by Councilmen McCrady, Kuhl, Carpenter, Mercer, Stanley and Reed.)
  - 3. Resolution adopting the Community Development Block Grant and HOME Funds budget for fiscal year 2017/2018. (Sponsored by the Finance Committee.)
  - 4. Resolution adopting Investment Plan Policy and Guidelines for General, General Reserve, Special Revenue and Proprietary Funds. (Sponsored by Councilmen Kuhl, Mercer, McCrady, Stanley and Reed.)
  - 5. Resolution authorizing Mayor Tom Joyce to plan, budget, and apply for a matching grant not to exceed \$6,000, 50% of which would come out of the Public Works Department – Sanitation Division’s Supplies Budget for Fiscal Year 2018, remaining 50% of which would come from the West Virginia Department of Environmental Protection. (Sponsored by Councilmen Fox, McCrady and Reed.)

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VIII. ORDINANCE, FINAL READING

6. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by adding "temporary promotion" to Section VIII, Part C. (Sponsored by Councilmen Reed, Mercer, Kuhl, Carpenter, and Reynolds.)
7. An ordinance amending Article 959, Park and Recreational Facilities, by stating that all fishing in the City park ponds or lakes shall be Catch-and-Release only except for and during the annual spring Fishing Derby. (Sponsored by Councilmen Kuhl, Reed, and Barber.)
8. An ordinance to abandon an unnamed 22.2' street off Clyde Street, near 11<sup>th</sup> Avenue for petitioner to build six homes. (Sponsored by the Municipal Planning Commission, their vote 11-0 in favor)

IX. ADJOURNMENT

**NOTE – next City Council meeting June 13, 2017**

PARKERSBURG, W. VA., May 9, 2017

The Council of the City of Parkersburg met in regular session Tuesday, May 9, 2017 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, and joined in the Lord's Prayer and Pledge of Allegiance prior to the beginning of the meeting.

The meeting was called to order by Council President, JR Carpenter, who presided over the meeting. The Clerk noted those members attending as Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, Mike Reynolds, John Reed, Zach Stanley, Jeff Fox, and JR Carpenter.

MINUTES – Mr. Reynolds moved, seconded by Mr. Stanley, to approve Committee of the Whole minutes from April 11, 2017; City Council minutes April 11, 2017; and City Council minutes from April 18, 2017, and the motion was adopted by unanimous vote.

YOUTH ACHIEVEMENT AWARDS – there were three Youth Achievement Awards this evening presented by Mayor Tom Joyce and Councilwoman Sharon Kuhl: Jacob Huggins, 14 years old from Williamstown High School, the only student in Wood County to qualify for the 2017 Raytheon Mathcounts National Competition and will go to Orlando Florida soon for the championship.

Lakyn Campbell, 12 years old from Jackson Middle School, 1<sup>st</sup> place in school science fair and spelling bee, and will go to the regionals. She is also #1 seed player on the girl's tennis team and doubles team, and member of the select choir.

Chris Runion from Parkersburg South High School, spent five days in Clendenin, WV with the MOV disaster relief team helping families after the devastating floods, held a benefit for classmate suffering from cancer, honor roll student with 3.8 average, member of drug free clubs of America, and Raze Program.

The students were welcomed, presented with certificates, and given a standing ovation for their accomplishments.

Councilwoman Sharon Kuhl reported from the Youth Advisory Committee as Chairman that committee. She stated that Michael Hess, Chairman of the Youth Advisory Committee, a National league of Cities platform adopted by City Council, has appointed 27 members for his committee, and she asked citizens to attend and support them.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce announced that the work on Friendship Park is final, and we will plan a re-dedication soon. The swimming pools are being filled, and they are working on the steps at the waterslide. An agility test is scheduled for this week-end for some men on the list to be City firemen. Also, we are in the process of seeing nine more houses demolished, with more going out for bid.

The clerk presented a communication from Mayor Tom Joyce appointing seven members to the Parks Advisory commission, Article 157 of the City Code, as follows for staggered one and two year terms:

District #1, Steve Vrolyk, 4416 11th Avenue, term expires May 9, 2018

District #2, Melvin Wermter, 2605 Capital Drive, term expires May 9, 2019

District #3, Christi Walcutt, 2102 Division St. Ext, term expires May 9, 2018

District #4, Mark Dasher, 13th Street, term expires May 9, 2019

District #5, Nancy Cordonier, 1330 Market Street, term expires May 9, 2018

District #6 (no nomination at this time)

District #7, Mickie Flowers, 2612 Brooklyn Drive, term expires May 9, 2018

District #8, Stephanie Agee, 2332 Liberty Street, term expires May 9, 2019

District #9, (no nomination at this time)

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to confirm these nominations, and the motion was adopted by unanimous vote.

The clerk presented a communication from Mayor Joyce appointing Mr. Warren Bigley, 2421 Harrison Avenue, to the Parkersburg Housing Authority for a term to expire May 9, 2022.

MOTION – Mr. Reed moved, seconded by Mr. Reynolds, to receive and file the communication, and the motion was adopted by unanimous vote. (does not require confirmation)

PUBLIC FORUM – During the 40 minute public forum, the Council heard from four citizens asking them to adopt the non-discrimination ordinance, and two who did not want it passed.

Ms. Carmen Hathaway thanked our Police Department for taking care of participants for the Relay of Life events in the City Park, and presented Captain Elliot with a certificate.

Nancy Wilcox, 16<sup>th</sup> Avenue, asked Council not to close the alley off Clyde Street this evening, and she commended Councilman McCrady for representing their District #1.

Michael Hess, 26<sup>th</sup> Avenue, reported to Council on the Youth Advisory Committee telling them the committee hoped to work with students who make self-destructive decisions, and help them with life skills.

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 12275-13

Councilmen McCrady and Kuhl thanked the Administration for the work on the new courts at the City Park, and for stocking the ponds with fish. Ms. Kuhl explained that the budget revision tonight was not only for a pickleball court fence, but also grills at the parks.

**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 2016-2017 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**

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditur Increase/ (Decrease)	Fund Source /
001	369-000-000	TRANSFER IN - PARKS & REC FUND	25,000.00		RETURN OF SUBSIDY
001	900-341-000	DEPARTMENTAL SUPPLIES		15,000.00	VARIOUS PARK SUPPLIES
001	900-458-000	CAPITAL OUTLAY - OTHER		10,000.00	PICKLEBALL FENCING EST.
			25,000.00	25,000.00	

The above resolution proposes to revise the General Fund budget to reflect a return of excess subsidy from the Parks & Recreation (swimming pools) fund to be reappropriated for various parks and recreation supplies including a fence around the new pickleball court, new charcoal grills at shelters, screens/straps for various fences in Southwood and City Park, and the stocking of fish.

MOTION – Mr. Reynolds moved, seconded by Mr. Stanley, to adopt the resolution, and the motion was adopted by unanimous vote.

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 2016-2017 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**

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditur Increase/ (Decrease)	Fund Source / Description
001	386-000-000	INSURANCE CLAIMS	11,978.00		INSURANCE CLAIM REIMB.
001	700-459-000	CAPITAL OUTLAY - EQUIPMENT		11,978.00	EQUIPMENT REPLACEMENT
			11,978.00	11,978.00	

The above resolution proposes to revise General Fund budget to reflect the expenditures necessary for the replacement of a totaled police vehicle and the related insurance proceeds associated with claim reimbursement.

MOTION – Mr. Reynolds moved, seconded by Mr. Reed, to adopt the resolution, and the motion was adopted by unanimous vote.

RESOLUTION

2008 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
685 Family Crisis Center ADA Rmp	\$ 15,000.00	\$ 14,995.00	\$ (5.00)
690 Smoke Detectors	\$ 5,000.00	\$ 4,991.00	\$ (9.00)
Minor Home Repair Program	\$	\$ 14.00	\$ 14.00
<b>Totals</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$</b>

2009 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
740/748 Sidewalk Projects	\$ 19,602.71	\$ 16,747.04	\$ (2,855.67)
Minor Home Repair Program	\$	\$ 2,855.67	\$ 2,855.67
<b>Totals</b>	<b>\$ 19,602.71</b>	<b>\$ 19,602.71</b>	<b>\$</b>

2010 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
781 ADA Ramps	\$ 74,504.25	\$ 75,000.00	\$ 495.75
855 WVI - P Elevator	\$ 184,665.00	\$ 184,664.95	\$ (0.05)
Minor Home Repair Program	\$ 56,837.80	\$ 56,342.10	\$ (495.70)
<b>Totals</b>	<b>\$ 316,007.05</b>	<b>\$ 316,007.05</b>	<b>\$</b>

2011 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
823 Street Paving	\$ 266,430.00	\$ 266,424.80	\$ (5.20)
Minor Home Repair Program	\$	\$ 5.20	\$ 5.20
<b>Totals</b>	<b>\$ 266,430.00</b>	<b>\$ 266,430.00</b>	<b>\$</b>

2013 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
944 ADA Accessibility Market Restrm	\$ 13,494.28	\$ 7,500.00	\$ (5,994.28)
913 Administration	\$ 172,994.60	\$ 171,994.60	\$ (1,000.00)
Minor Home Repair Program	\$ 20,437.52	\$ 27,341.80	\$ 6,904.28
<b>Totals</b>	<b>\$ 206,926.40</b>	<b>\$ 206,836.40</b>	<b>\$ (90.00)</b>

2015 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
954 Schools to Pools	\$ 1,000.00	\$ 733.12	\$ (266.88)
Minor Home Repair Program	\$ 31,485.00	\$ 31,751.88	\$ 266.88
<b>Totals</b>	<b>\$ 32,485.00</b>	<b>\$ 32,485.00</b>	<b>\$</b>

2016 COBG Adjustment of Funds

Activity	Current Budget	Proposed Budget	Change
Emergency Repair Housing	\$ 67,277.82	\$ 17,200.82	\$ (50,077.00)
Minor Home Repair Program	\$ 79,259.94	\$ 129,259.94	\$ 50,000.00
<b>Totals</b>	<b>\$ 146,537.76</b>	<b>\$ 146,537.76</b>	<b>\$</b>

Total Minor Repair Adjustment:

2008	\$	14.00
2009	\$	2,855.67
2010	\$	(495.70)
2011	\$	5.20
2013	\$	6,904.28
2015	\$	266.88
2016	\$	50,000.00
<b>Total Adjustment</b>	<b>\$</b>	<b>59,550.33</b>

MOTION – Mr. Reynolds moved, seconded by Mr. Stanley, to adopt the resolution, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING:

AN ORDINANCE AMENDING AND RE-ENACTING THE CITY OF PARKERSBURG PERSONNEL POLICY AND PROCEDURE MANUAL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective upon passage that Section VIII, Part C of the City of Parkersburg Personnel Policy and Procedure Manual be amended and re-enacted as follows:

C. PAY RATES IN TRANSFER, PROMOTION, DEMOTION (excluding appointed position) OR TEMPORARY PROMOTION.

If an employee is transferred to another department in the same position his or her rate of pay shall stay the same.

If an employee is promoted, the difference between the base pay for the current position and base pay for the new position will be added to the employee's current salary.

If an employee is demoted, the difference between the base pay for the current position and the base pay for the new position will be deducted from the employee's current salary.

CASTO & HARRIS, INC., SPENCER, WV, RE-ORDER NO. 12275-13

**Temporary Promotions: Temporary Promotions, in excess of 29 calendar days, of qualified personnel to fill an existing vacant supervisory position open due to approved leave of absence shall receive an increase based on the difference in his/her base rate of pay to the vacant position's base rate of pay. This increase will commence after 30 days in the position, be retroactive 15 days and not exceed six months in duration. When the absence ceases or the vacancy is filled, the temporarily promoted employee shall return to his/her former rate of pay, adjusted by any increases the employee may have received in the absence of the temporary promotion.**

\*Bold text reflects amendments.

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING

AN ORDINANCE AMENDING ARTICLE 959, PARK AND RECREATIONAL FACILITIES OF THE CODIFIED ORDINANCES OF THE CITY OF PARKERSBURG

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Article 959, Park and Recreational Facilities, be and it is hereby amended with the addition of the following:

**Section 959.02, Fishing**

All fishing in City park ponds or lakes shall be Catch-and-Release only except for and during the annual spring Fishing Derby.

Catch-and-Release shall mean that all fish caught in any City park pond or lake shall be returned to the water at once.

BE IT FURTHER ORDAINED that Section 959.99, Penalty, of Article 959, be amended with the addition of the following:

Subsection (d) Whoever violates Section 959.02, Fishing, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500).

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING:

AN ORDINANCE VACATING A TWENTY TWO POINT TWO (22.2) FOOT WIDE UNNAMED PUBLIC RIGHT-OF-WAY LOCATED ON PARKERSBURG CITY TAX MAP 113, PARCEL A

The Municipal Planning Commission of the City of Parkersburg recommends that a twenty- two point two (22.2) foot wide unnamed right-of-way located on City Tax Map 113, Parcel A, to be vacated;

WHEREAS, the City believes it proper to do so and,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the following described property is hereby vacated and closed as a public thoroughfare.

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows: The 22.2 feet wide unnamed street as platted in the subdivision of the east half of Lot 4 of Parkersburg Industrial Company's Little Farm No.4, recorded in Plat Book 7, Page 52 in the Office of the Clerk of the County Commission of Wood County, West Virginia.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG the City shall not maintain a utility easement for the vacated and closed public thoroughfare so as to encourage private investment and redevelopment in the property of City Tax Map 113, Parcel A and in the portion of the 22.2 foot right-of-way described herein that would revert back to the property owner.

Mayor Tom Joyce is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the property owner.

MOTION – Ms. Kuhl moved, seconded by Mr. McCrady, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

The meeting adjourned at 8:30 PM.

*Conna Skypov*  
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City Clerk

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Council President

## RESOLUTION

WHEREAS, the term of Mr. Paul Hoblitzell on the Parkersburg Utility Board will expire on May 22, 2017; and

WHEREAS, Mr. Hoblitzell is willing and desires to be re-appointed to this Board;


NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Paul Hoblitzell, #1 Fairway Acres, Parkersburg, be re-appointed to serve as a member of the Parkersburg Utility Board for a four-year term to expire May 22, 2021.

Sponsored by Councilmen Reed, Kuhl, Stanley, Carpenter, and Fox

## RESOLUTION

WHEREAS, a vacancy has occurred on the board for the Mid-Ohio Valley Transit Authority due to the term expiration of Board Member, Charles Harris; and

WHEREAS, Mr. Harris has shown great support and dedication to the operation of the transit system, and desires to serve another term;



NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Charles Harris, 1226 Juliana Street, Parkersburg, WV, be re-appointed to serve as a member of that Board with the three-year term to expire September 23, 2019.

Sponsored by Councilmen McCrady, Kuhl, Carpenter, Mercer, and Reed



**RESOLUTION**

Be it resolved by the City Council of the City of Parkersburg that the 2017-2018 Consolidated One Year Action Plan for the use of Community Development Block Grant (CDBG) and HOME Investment Partnership Grant funds be approved as follows:

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<b>City of Parkersburg - Community Development Block Grant Program</b>		
FY 17-18 CDBG Allocation	\$	748,882
Projected FY17-18 CDBG Program Income	\$	7,500.00
<b>Total</b>	<b>\$</b>	<b>756,382.00</b>

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**CDBG Projects and Activities**

<i>I. Improvements to Community Infrastructure and Public Facilities</i>		
a. Riverfront Park - Section 108 Loan Repayment (Interest Only)	\$	76,855.00
b. Neighborhood Partnership Program	\$	20,000.00
c. YMCA Childcare Expansion Project	\$	20,000.00
d. Family Crisis Intervention Center - Rental Assistance Program	\$	10,000.00
e. Circles Campaign - Children's Program	\$	10,000.00
f. St. Mary/Dudley Avenue Streetscape Enhancement Project	\$	150,000.00
g. Schools to Pools Program	\$	1,000.00
h. 16th and Covert Fire Station - Section 108 Loan Repayment	\$	20,000.00
 <i>II. Enhancement of Public Services</i>		
a. COPE Police Program	\$	75,000.00
b. Code Enforcement Officer	\$	49,000.00
 <i>III. Housing Programs</i>		
a. Minor Home Repair Program	\$	100,000.00
b. Emergency Home Repair Program	\$	20,527.00
 <i>IV. Economic Development</i>		
a. SW Resources Expansion Project	\$	50,000.00
b. Small Business Incubator/Co-Working Space Project	\$	5,000.00
 <i>V. General Administration</i>		
	\$	149,000.00
<b>Total</b>	<b>\$</b>	<b>756,382.00</b>

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<b>Parkersburg-Wood County HOME Consortium Program</b>		
FY17-18 HOME Allocation	\$	237,310.00
Program Income (2nd Half of FY 2016-2017)	\$	120,000.00
<b>Total</b>	<b>\$</b>	<b>357,310.00</b>

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**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>		
	\$	69,310.00

IV. Down Payment Assistance Program	\$	100,000.00
V. Children's Home Society - Tenant Based Rental Assistance (TBRA) Program	\$	20,000.00
<i>IV. General Administration</i>	\$	33,000.00
<b>Total</b>	\$	<b>357,310.00</b>
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Total HUD Allocation	\$	<b>1,113,692.00</b>

## 2017 -2018 Annual Action Plan for CDBG and HOME Programs

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The following provides a brief description of each program or activity proposed in the 2017-2018 Annual Action Plan:

### CDBG Projects and Activities

#### I. Improvements to Community Infrastructure and Public Facilities

##### a. *Riverfront Park - Section 108 Loan Repayment (Interest Only)*

- A defeasance account was setup for principal payments only in May 2017. As such, the City is only required to make interest payments on the Section 108 loan through August 1, 2020.

##### b. *Neighborhood Partnership Program*

- This program is intended to fund community-driven projects that are locally planned and implemented by residents in the community. Total funds available through the program is \$40,000. This includes a \$20,000 match from City's General Fund for FY 2017-2018.

##### c. *YMCA Childcare Expansion Project*

- The YMCA of Parkersburg requested funding to build a Child Development Center at St. Joseph's Landing. Funds would be used to renovate a portion of the facility (5,500 sq. ft.) and develop an outdoor playground. The CDC would allow the YMCA to serve up to 150 children by doubling the afterschool program and create 28 additional slots for infant care.

##### d. *Family Crisis Intervention Center (FCIC) - Rental Assistance Program*

- The FCIC requested funding to provide victims of domestic violence with rental services. More specifically, funds would be used for a deposit and first month rent. Approximately 25 individuals could be assisted.

##### e. *Circles Campaign - Children's Program*

- The Circles Campaign of the Mid-Ohio Valley requested funding to provide Children's Programming for families that are participating in the 18 month training program. Funds would be used to hire a part-time coordinator and purchase Circles USA Children's Curriculum materials and other supplies for the program. Circles is a community-based initiative that is focused on helping families transition out of poverty.

***f. St. Mary/Dudley Avenue Streetscape Enhancement Project***

- The first of several phases proposed to install new ADA accessible sidewalks, lighting and other streetscape improvements on St. Mary Street/Dudley Avenue, between 13<sup>th</sup> Street and Emerson Avenue. When complete, this project would improve public safety for pedestrians and motorists alike, as well as make the corridor a more desirable place for future redevelopment opportunities.

***g. Schools to Pools Program***

- This program gives students in low income families an opportunity to use the swimming pools at City Park and Southwood Park at no cost. Funds are used to purchase pool passes for the season.

***h. 16th and Covert Fire Station - Section 108 Loan Repayment***

- The City may utilize a Section 108 Loan from the U.S. Department of Housing and Urban Development to finance one of the new fire stations. This allocation is not a future payment, but a placeholder while the City develops a financial plan for the project(s).

**II. Enhancement of Public Services**

***a. COPE Police Program***

- The Community Oriented Police Enforcement Program was established to help the Parkersburg Police Department patrol lower-income neighborhoods in the community. Funding for this program supports the City's Bike Patrol and a full-time COPE Officer.

***b. Code Enforcement Officer***

- Funding for this programs supports a full-time Code Officer in the Building/Code Division. Similar to the COPE Program, the Code Officer spends a majority of their time identifying and addressing code violation issues in lower-income neighborhoods.

**III. Housing Programs**

***a. Minor Home Repair Program***

- The Minor Home Repair Program (MHRP) seeks to provide residents who may not normally qualify for a traditional home equity loan with a grant to make needed improvements to their home to bring the unit closer to state and local building code standards. The program operates on a first-come first-served basis. Up to \$15,000 in funds may be awarded to income eligible households and projects.

## ***II. Community Housing Development Organization***

- Provides eligible CHDOs with funding to construct new housing for qualified households in Wood County. The Consortium's CHDO is Habitat for Humanity of the Mid-Ohio Valley.

## ***III. Single-Family Owner-Occupied Rehabilitation Program***

- This program allows residents, who may not qualify for a traditional home equity loan, to make important improvements to their home. Loan amounts consist of the following \$25,000 (no lead) limit, \$30,000 (lead detected). Additionally, up to \$36,000 is the loan limit for extreme low income sections of the city.

## **IV. Down Payment Assistance Program**

- The program was designed to assist eligible households to become homeowners through downpayment and closing cost assistance. As such, eligible households may be awarded a grant, not to exceed \$10,000, for downpayment and closing cost assistance. The City will be working local lending institutions and realtors to promote the program.

## **V. Children's Home Society - Tenant Based Rental Assistance (TBRA) Program**

- The Children's Home Society of West Virginia requested funding to support the organization's Transitional Living Program for youth in the community. Funds would be used to provide homeless youth with startup funds and ongoing rental assistance until they qualify for additional assistance or become financially independent.

## **IV. General Administration**

- Includes salary reimbursement for Development Staff (4), supplies, travel and other planning activities related to administration of the Parkersburg-Wood County HOME Consortium program.

***b. Emergency Home Repair Program***

- A grant of up to \$6,000.00 is available per owner occupied home to assist with specific home repairs that eliminate conditions that are detrimental to the safety, and health of the residents. Eligible repairs include but are not limited to the following: faulty roofs, heating systems, air conditioning, electrical and plumbing problems.

**IV. Economic Development**

**a. SW Resources Expansion Project**

- SW Resources requested funding to expand their warehouse facility at 7<sup>th</sup> and East Street by 7,200 sq. ft. The project would result in the retention/expansion of the number of individuals served to 500. Currently, SW Resources serves approximately 376 individuals in the community on an annual basis. SW Resources in a non-profit community rehabilitation program.

***b. Small Business Incubator/Co-Working Space Project***

- The City is working with several stakeholders to assess the need for and develop a small business incubator/co-working space in the community. These funds would be used to help the project as eligible activities were identified.

**V. General Administration**

- Includes salary reimbursement for Development Staff (4), supplies, travel and other planning activities related to administration of City's CDBG program.

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

***I. First-time Homebuyers Program (SHOP)***

- This program provides low interest loans to qualified households for the purchase of new homes. Homebuyers will be assisted by the SHOP program based on a need-based scale. Please see below:
  - 60-80% home cost median income: Eligible for 25% of the overall or \$25,000 max.
  - 50-60% home cost median income: Eligible for 30% of the overall or \$25,000 max.
  - 30-50% home cost median income: Eligible for 35% of the overall or \$25,000 max.
  - 0-30% home cost median income: Eligible for 40% of the overall or \$25,000 max.

## CDBG/HOME 2017-2018 Project Descriptions

### Improvements to Community Infrastructure:

**Riverfront Park – Section 108 Loan Repayment (Interest Only):** CDBG funds will be used to repay a Section 108 Loan that was originally used to redevelop Riverfront Park. Riverfront Park is located in a predominantly LMI Neighborhood. A loan defeasance was paid in FY 2016 hence why the City is only making an interest payment in FY 2017.

**Neighborhood Partnership Program:** The Neighborhood Participation Program is an inclusive community program where groups of residents, can come together as one, and apply for City-funding for a local project which supports or addresses specific needs to strengthen their community.

**YMCA Daycare Project:** CDBG funds will be used in part to purchase materials necessary to expand and operate a daycare facility. Primarily assisting childcare services to low and moderate income children. A result of this daycare expansion will also increase the staffing requirements of the facility, creating additional job opportunities.

**Family Crisis Intervention Center Rental Assistance Program:** CDBG Funds will be used to provide assistance with rent and down payments to victims of domestic abuse, and residing at the Center. This Program assists residents who are experiencing homelessness or are on the brink of becoming homeless.

**Circles Campaign Program:** The Circles campaign is a community based initiative that assists families in poverty to achieve their goals to become self-sufficient through education and supportive friendships. CDBG funding will provide administrative supports for a children's instructor as well as specific classroom materials.

**St. Marys/Dudley Avenue Streetscape Enhancement Project:** This project proposes to enhance the streetscape along Dudley Avenue and Saint Marys Avenue. This will include new sidewalks with ADA Standard Ramps, period lighting, and landscaping. The project is proposed for one of the highest percent LMI Census Areas in the city, so the project is expected to almost exclusively benefit LMI Individuals. It's expected that approximately 8,000 motorists travel this route daily, while many more non-motorized pedestrians' access this route as well.

**School to Pools Program:** CDBG funds will be used to provide reimbursement to the City's Schools to Pools Program for summer membership to City-owner swimming pools. The Schools to Pools Program is an effort that allows children, living in the city, on free or reduced lunch the opportunity to utilize city pools free of charge. This helps in the effort to give children of low-income households more recreational opportunities.

**16<sup>th</sup> & Covert Fire Station – Section 108 Loan Repayment:** CDBG funds are being proposed to assist in the construction of a Fire Station in a low income census tract. This funding will be in the form of a low-interest loan through the U.S. Housing and Urban Developments Section 108 loan Program.





### **Enhancement of Public Services:**

**COPE Program:** CDBG Funds will be used to fund a full time officer to patrol neighborhoods that experience higher crime. The COPE Program also funds COPE Sweeps and Bike Patrols in the same neighborhoods, where officers place special attention on areas where they've been addressed of problems.

**Code Enforcement Officer:** The Development Office will use CDBG Funds to continue to fund a full-time Code Officer. The Code Officers will address Code Violations primarily in low to moderate income census tracts.

### **Housing Programs:**

**Minor Home Repair Program:** CDBG funds used to provide minor repairs for home owners residing in the city, and are at or below 60% median income. Qualifying residents are provided a grant for much needed home repairs. Each household is provided up to \$15,000 for repairs.

**Emergency Home Repair Program:** CDBG Funds used to provide emergency repairs for home owners residing in the city. Qualifying residents are provided a grant for emergency repairs. These repairs are provided to eliminate conditions that are detrimental to the health and safety of the household. An emergency repair is such that it requires immediate attention. The program provides each household up to \$6,000 for repairs.

### **Economic Development:**

**SW Resources Business Expansion Project:** CDBG Funds will be used to provide funding to SW Resources to expand their business and create additional revenue and jobs.

**Small Business Incubator/Co-Working Space Project:** CDBG funds are proposed to fund a feasibility study on the construction and viability of a small business incubator/co-working space.

### **General Administration:**

**CDBG Administration:** Funds provided for employee salaries and soft costs.

## **HOME Investment Partnership**

**SHOP – First Time Homebuyer Program:** HOME funds are used to provide low-interest loans for LMI residents looking to purchase a home in Wood County. The program provides Income Qualifying Individuals with an opportunity to attain 40% of the overall home loan through the Parkersburg/Wood

**Community Housing Development Organization (CHDO):** At least 15% of HOME Funds must be used for a CHDO to build new affordable housing within the county. The Parkersburg/Wood County HOME



Consortium is currently using Wood County Habitat for Humanity as their CHDO. The consortium will fund Habitat to build one new single family home during the 2017-18 year.

**Owner Occupied Housing Rehabilitation Program:** HOME Funds provided for low interest loans, for home owners to make needed home renovations. Home owners living in Wood County, who are at or below 80% median income, may apply for the program. The program provides homeowners with an opportunity to bring the unit up to International Code standards, where each home owner may apply for a loan up to \$30,000.

**Down Payment Assistance Program:** The Wood County HOME Consortium intends to provide financial assistance of up to \$10,000 to first time home buyers with down payment and closing cost expenses to income-qualified buyers that plan to live within Wood County.

**Children's Home Society – Tenant Based Rental Assistance (TBRA) Program:** This program is intended to provide continuing housing assistance over 6-18 months in the form of rent to at risk and homeless youth aged 18-24. This you will have a plan of action to attain self-sufficiency through the course of this program.

**General Administration:** HOME Funds provided for employee salaries and soft costs.



## RESOLUTION

WHEREAS the City presently has no formal investment plan, and

WHEREAS in order to properly and consistently handle any and all City investments while maximizing return without exposing the City funds to undue risk, it is needed and necessary to adopt a sound investment policy.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the attached City of Parkersburg Investment Plan Policy and Guidelines be and it is hereby adopted and approved.

SPONSORED BY COUNCILMEN:



## INVESTMENT PLAN POLICY AND GUIDELINES

### GENERAL, GENERAL RESERVE, SPECIAL REVENUE AND PROPRIETARY FUNDS

- I. Unless otherwise limited by federal, state, or local regulation or law, the City of Parkersburg General, General Reserve (Financial Stabilization, Workers' Compensation, Unemployment, etc.) Special Revenue and Proprietary Funds assets will be invested in a plan or plans with the principal objective of maximizing long-term total return without exposing the assets to undue risk. Assets will be invested in a balanced portfolio comprised of equities, fixed income securities and cash equivalents. The City of Parkersburg will adhere to West Virginia Code §8-13-22a and §8-13-22c regarding investment of municipal funds and further defines its investment plan in this Policy. To the extent that this policy may be deemed in conflict with the provisions of the aforementioned section of West Virginia Code, the provision of this policy shall be deemed to conform thereto.
- II. This policy shall govern the investment of municipal funds which shall not be governed by other provisions of West Virginia Code, not required for the payment of current obligations, and not otherwise prohibited by some other provision, rule, law, or contractual agreement.
- III. The City shall keep as an available sum for the purpose of making operating expense payments and administrative expense payments an amount estimated to meet such payments for a minimum period of thirty days.
- IV. The Council for the City of Parkersburg shall, by resolution, designate the City's Finance Director to have investment authority over these funds and day-to-day responsibility for their prudent management and to report to the Mayor on a quarterly basis (at minimum) the balances of cash on hand and value of investments. City Council also requires written notification to the Mayor when assets sold or assets purchased exceed 10% of the portfolio's value in any 30-day period and if those purchases are outside of the normal, repurchase of same-type assets due to maturities.
- V. The Finance Director, in acquiring, investing, reinvesting, exchanging, retaining, selling and managing property for the benefit of the City, shall exercise judgment and care which persons of experience, prudence, discretion and intelligence exercise in the management of financial affairs, considering the probable income as well as the probable security of

the investment and with regard to the permanent disposition of the City. Within the limitations of the foregoing standard, the Finance Director is authorized in his/her sole discretion to invest and reinvest any funds received in the following:

1. Cash invested in money market funds and may also be held while market direction is determined;
2. Any direct obligation of, or obligation guaranteed as to the payment of both principal and interest by, the United States of America;
3. Any evidence of indebtedness issued by any United States government agency guaranteed as to the payment of both principal and interest, directly and indirectly, by the United States of America including, but not limited to the following: Government National Mortgage Association, federal land banks, federal home loan banks, federal intermediate credit banks, banks for cooperatives, Tennessee Valley Authority, United States postal service, farmers home administration, export-import bank, federal financing bank, federal home loan mortgage corporation, student loan marketing association and federal farm credit banks;
4. Any evidence of indebtedness issued by the Federal National Mortgage Association to the extent such indebtedness is guaranteed by the Government National Mortgage Association;
5. Any evidence of indebtedness that is secured by a first lien deed of trust or mortgage upon real property situate within the State of West Virginia, if the payment thereof is substantially insured or guaranteed by the United States of America or any agency thereof;
6. Direct and general obligations of this State;
7. Any undivided interest in a trust, the corpus of which is restricted to mortgages on real property and, unless all of such property is situate within the State and insured, the trust at the time of the acquisition of the undivided interest is rated in one of the three highest rating grades by an agency which is nationally known in the field of rating pooled mortgage trusts;
8. Any bond, note, debenture, commercial paper or other evidence of indebtedness of any private corporation or association: *Provided*, That any such security is, at the time of its acquisition, rated in one of the three highest rating grades by an agency which is nationally known in the field of rating corporate securities: *Provided, however*, That if any commercial paper or any such security will mature within one year from the date of its issuance, it shall, at the time of its acquisition, be rated in one of the two

highest rating grades by any such nationally known agency and commercial paper or other evidence of indebtedness of any private corporation or association shall be purchased upon the written recommendation of an investment adviser that has over \$300 million funds under its management;

9. Negotiable certificates of deposit issued by any bank, trust company, national banking association or savings institution which mature in no more than five years and are fully collateralized;
10. Interest earnings deposits including certificates of deposit, with any duly designated state depository, which deposits are fully secured by a collaterally secured bond as provided in §12-1-4 of West Virginia Code: *Provided*, That a banking institution is not required to provide this collaterally secured bond, or other security in lieu of a bond, if the deposits accepted are placed in certificates of deposit meeting the following requirements: (A) The funds are invested through a designated state depository selected by the City of Parkersburg; (B) the selected depository arranges for the deposit of the funds in certificates of deposit in one or more banks or savings and loan associations wherever located in the United States, for the account of the City of Parkersburg; (C) the full amount of principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation; (D) the selected depository acts as custodian for the City of Parkersburg with respect to such certificates of deposit issued for the City of Parkersburg's account; and (E) as the same time that the City of Parkersburg's funds are deposited and the certificates of deposit are issued, the selected depository receives an amount of deposits from customers of other financial institutions wherever located in the United States equal to or greater than the amount of the funds invested by the City of Parkersburg through the selected depository;
11. Mutual funds registered with the Securities and Exchange Commission which have assets in excess of \$300 million; and
12. Deposits with any duly designated stated depository that is selected and authorized by the City of Parkersburg to arrange for the redeposit of the funds through a deposit placement program that meets the following conditions:
  - (a) On or after the date that City of Parkersburg funds are received the selected depository: (i) Arranges for the redeposit of the funds into deposit accounts in one or more federally insured banks or savings and loan associations that are located in the United States; and (ii) serves as custodian for the City of Parkersburg with respect to the funds deposited into such accounts.



- (b) City of Parkersburg funds deposited in a selected depository in accordance with this section and held at the close of business in the selected depository in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured in accordance with §12-1-4 of the West Virginia Code.
- (c) The full amount of the funds of the City of Parkersburg redeposited by the selected depository into deposit accounts in banks or savings and loan associations pursuant to this subsection (plus accrued interest, if any) shall be insured by the Federal Deposit Insurance Corporation.
- (d) On the same date that the funds of the City of Parkersburg are redeposited pursuant to this subsection, the selected depository receives an amount of deposits from customers of other financial institutions through the direct placement program that are equal tot the amount of the City of Parkersburg's funds redeposited by the selected depository.

VI. Moneys invested as permitted by Section V of this policy are subject to the following restrictions and conditions:

1. At no time may more than seventy-five percent of the portfolio be invested in securities described in subdivision (8) of Section V of this policy;
2. At no time may more than twenty percent of the portfolio be invested in securities described in subdivision (8) of Section V of this policy which mature within one year from the date of issuance thereof;
3. At no time may more than nine percent of the portfolio be invested in securities issued by a single private corporation or association;
4. At no time may more than sixty percent of the portfolio be invested in equity mutual funds under subdivision (11) of Section V of this policy; and
5. Any further limitations as provided in §8-13-22c of West Virginia Code.

VII. Moneys invested as permitted by Section V of this policy are further specified with the following general strategies:

1. **General, General Reserve, and Special Revenue, and Proprietary Surpluses:** General surplus and reserves including stabilization, workers' compensation, and unemployment funds, special revenue, and proprietary fund surpluses may be invested with the primary goal of preservation of principal, with earnings reinvested in the same conservative risk category. This portfolio(s) will primary consist of fixed

income securities and/or a combination of fixed income securities and certificates of deposit; however, it may include equity mutual funds not to exceed 10% of the total portfolio allocation. These funds must be liquid and available for withdrawal within seven business days.

2. **Memorial Bridge Demolition Restricted Reserve:** This investment portfolio is expected to be liquidated in the year 2037 for the purposes of the demolition and removal of the bridge structure. Demolition funds will be invested with the equal priority goals of principal preservation achieving a target net total return on assets of at least 3.6% per market cycle. Additional funds in the amount of \$65,000 will be contributed to the portfolio in July of each year. This amount may be adjusted if the net total return on assets exceeds or does not meet the desired 3.6%. This portfolio will primary consist of fixed income securities and/or a combination of fixed income securities and certificates of deposit; however, it may include equity mutual funds not to exceed 10% of the total portfolio allocation. The bridge demolition portfolio is long-term in nature, as the funds can only be withdrawn at such time as the bridge has been condemned.

VIII. The guidelines and objectives set forth in this Policy and investment portfolio performance will be monitored on a regular basis. This policy will be modified as new legislation is enacted which modifies referenced West Virginia Code and deemed necessary by the Council of the City of Parkersburg.

Approved by Resolution:

By: \_\_\_\_\_

Clerk of the City of Parkersburg

\_\_\_\_\_

Date

**RESOLUTION AUTHORIZING AN APPLICATION FOR  
A MATCHING FUND GRANT FOR LITTER CONTROL**

**WHEREAS, the City of Parkersburg recognizes the existence of a litter problem within the boundaries of the City of Parkersburg, and**

**WHEREAS, the West Virginia Litter Control Program of 1985 provides matching grants of “litter control funds” through the West Virginia Department of Environmental Protection for the purpose of establishing local litter control programs, and**

**WHEREAS, having reviewed and considered West Virginia Administrative Regulations, Department of Environmental Protection, Series 6 and 7.**

**BE IT RESOLVED that the City Council of the City of Parkersburg hereby endorses and supports such a program for the City of Parkersburg as is indicated in the Application; and**

**WHEREAS, the City Council of the City of Parkersburg authorizes Mayor Tom Joyce to plan, budget, and apply for a matching grant not to exceed \$6,000, 50% of which would come out of the Public Works Department – Sanitation Division’s Supplies Budget for Fiscal Year 2018, remaining 50% of which would come from the West Virginia Department of Environmental Protection if approved, which will be used to fund said program being in accord with the regulations governing use and expenditure of said funds.**

**Sponsored by Councilmen Fox, McCrady, and Reed**

AN ORDINANCE AMENDING AND  
RE-ENACTING  
THE CITY OF PARKERSBURG PERSONNEL  
POLICY AND PROCEDURE MANUAL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective upon passage that Section VIII, Part C of the City of Parkersburg Personnel Policy and Procedure Manual be amended and re-enacted as follows:

C. PAY RATES IN TRANSFER, PROMOTION, DEMOTION (excluding appointed position) OR TEMPORARY PROMOTION.

If an employee is transferred to another department in the same position his or her rate of pay shall stay the same.

If an employee is promoted, the difference between the base pay for the current position and base pay for the new position will be added to the employee's current salary.

If an employee is demoted, the difference between the base pay for the current position and the base pay for the new position will be deducted from the employee's current salary.

**Temporary Promotions: Temporary Promotions, in excess of 29 calendar days, of qualified personnel to fill an existing vacant supervisory position open due to approved leave of absence shall receive an increase based on the difference in his/her base rate of pay to the vacant position's base rate of pay. This increase will commence after 30 days in the position, be retroactive 15 days and not exceed six months in duration. When the absence ceases or the vacancy is filled, the temporarily promoted employee shall return to his/her former rate of pay, adjusted by any increases the employee may have received in the absence of the temporary promotion.**

**\*Bold text reflects amendments.**



**AN ORDINANCE AMENDING ARTICLE 959, PARK AND RECREATIONAL  
FACILITIES OF THE CODIFIED ORDINANCES OF THE  
CITY OF PARKERSBURG**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Article 959, Park and Recreational Facilities, be and it is hereby amended with the addition of the following:

**Section 959.02, Fishing**

All fishing in City park ponds or lakes, shall be Catch-and-Release only except for and during the annual spring Fishing Derby.

Catch-and-Release shall mean that all fish caught in any City park pond or lake shall be returned to the water at once.

BE IT FURTHER ORDAINED that Section 959.99, Penalty, of Article 959, be amended with the addition of the following:

Subsection (d) Whoever violates Section 959.02, Fishing, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500).

Sponsored by Councilmen:

**AN ORDINANCE VACATING A TWENTY TWO POINT TWO (22.2) FOOT WIDE  
UNNAMED PUBLIC RIGHT-OF-WAY LOCATED ON PARKERSBURG CITY TAX  
MAP 113, PARCEL A**

The Municipal Planning Commission of the City of Parkersburg recommends that a twenty-two point two (22.2) foot wide unnamed right-of-way located on City Tax Map 113, Parcel A, to be vacated;

**WHEREAS**, the City believes it proper to do so and,

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS** that the following described property is hereby vacated and closed as a public thoroughfare.

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

The 22.2 feet wide unnamed street as platted in the subdivision of the east half of Lot 4 of Parkersburg Industrial Company's Little Farm No. 4, recorded in Plat Book 7, Page 52 in the Office of the Clerk of the County Commission of Wood County, West Virginia.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

***BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG*** the City shall not maintain a utility easement for the vacated and closed public thoroughfare so as to encourage private investment and redevelopment in the property of City Tax Map 113, Parcel A and in the portion of the 22.2 foot right-of-way described herein that would revert back to the property owner.

Mayor Tom Joyce is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the property owner.

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**



Mayor Tom Joyce

CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

April 24, 2017

The Honorable Tom Joyce, Mayor  
Members of City Council  
One Government Square  
Parkersburg, WV 26102

**Re: Petition to abandon an unnamed twenty-two point two (22.2) public right-of-way that comes off of Clyde Street onto City Tax Map 113, Parcel A.**

To the Honorable Mayor and City Council:

On April 21, 2017, the Municipal Planning Commission (MPC) held a public hearing to consider the following petition:

*Proposed abandonment of an unnamed twenty-two point two (22.2) foot wide right-of-way lying within the property on Tax Map 113, Parcel A.*

After hearing all interested parties, the Municipal Planning Commission (MPC) unanimously approved the petition described above (11-0-0) on April 21, 2017 and further recommended that Parkersburg City Council do the same. Please find enclosed a copy of the minutes from the public hearing, as well as a map of the proposed changes and the MPC's staff report.

If you have any questions, please contact me at 304.424.8558 or by email at [samuel.tuten@parkersburgwv.gov](mailto:samuel.tuten@parkersburgwv.gov).

Sincerely,

Sam Tuten  
City Planner/MPC Staff

LITTLE FARMS NO. 4  
PLAT BOOK 3, PAGE 9

4

3

SUBDIVISION OF EAST 1/2 OF LOT 4  
PLAT BOOK 7, PAGE 52

CLYDE STREET

ALLOTMENT NO. 1 OF  
RAYON PARK ADDITION  
PLAT BOOK 3, PAGE 69

11TH AVENUE 50'

10TH AVENUE 50'

10-FOOT OUTLET

ELDRIDGE

