

AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, MAY 5, 2020 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING  
**Microsoft Teams Live streamed for the public through YouTube)**  
**(Public seating in the Executive Conference Room)**

- I. CALL TO ORDER – Council President, Mike Reynolds
- II. ROLL CALL
- III. MINUTES – Council meeting held April 21, 2020
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTIONS
  - 1. Resolution stating that City Council meetings shall be May 5<sup>th</sup> and 19<sup>th</sup>; and June 2<sup>nd</sup> and 23<sup>rd</sup>, 2020. (Sponsored by Councilmen McCrady, Kuhl, and Reynolds)
  - 2. Proposed Revision to the City’s Citizen Participation Plan (with test and notes included). (Sponsored by Councilmen Fox, Kuhl, Reynold, McCrady, Stanley and Carpenter.)
  - 3. Proposed Substantial Amendment (Budget Revision) to utilize special allocation of CDBG-Coronavirus Response Funds in Program Year 2019-2020 (with revision and notes attached) (Sponsored by Councilmen Fox, Kuhl, Reynolds, McCrady, Stanley and Carpenter)
  - 4. Proposed Substantial Amendment (Budget Revision) to reallocate CDBG funds in Program Years 2018-2019 and 2019-2020 for the purpose of demolishing slum and blighted property in the City (revision and notes attached) Sponsored by Councilmen Fox, Kuhl, Reynolds, McCrady, Stanley and Carpenter.)
- IX. ORDINANCE, FINAL READING:
  - 5. An ordinance amending Section IX, Benefits, Vacation leave, of the City’s Personnel Policy and Procedure Manual, for a one-time carryover for any and all unused accrued vacation hours from July 1, 2019 – June 30, 2020, to the upcoming year. (Sponsored by Councilman Mercer, Kuhl, Fox, and Reynolds)
- X. ADJOURNMENT – Next meeting May 19, 2020

April 21, 2020

The Council of the City of Parkersburg met Tuesday, April 21, 2020 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV.

The meeting was called to order by Council President, Mike Reynolds, who presided over the meeting.

Because of the Corona Virus 19, known as COVID 19, the public is not permitted to gather except with boundaries. The City building has been closed to the public because of this pandemic, and City Council is attending, as follows:

Present in the Council Chambers: Councilmen Sharon Kuhl, JR Carpenter, Jeff Fox, and Mike Reynolds.

Present on the Team phone call: Councilmen Dave McCrady, John Reed, and Zach Stanley.

Councilmen Bob Mercer and Eric Barber were absent.

Mayor Tom Joyce; City Attorney Joe Santer; City Clerk Connie Shaffer participated by phone.

Although the meeting was set up through You Tube, technical difficulties did not allow for an adequate view of the meeting by the public. That will be remedied by our next meeting.

The public was invited to attend by microphone in the Executive Conference room, in order to keep social distancing as has been strongly recommended by authorities.

MINUTES – the clerk presented minutes from March 9<sup>th</sup>, March 10<sup>th</sup>, March 11<sup>th</sup> and March 13<sup>th</sup>, 2020. With no corrections or additions, the minutes were approved as previously distributed.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – No reports this evening.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce updated Council with our operating procedures since the pandemic began. On March 2<sup>nd</sup> he began a plan for all employees. March 9<sup>th</sup> they developed working areas for personnel, and a final plan for essential employees and high-risk employees were to work from home. Since March 15<sup>th</sup>, the Police, Fire and Sanitation departments have worked 20,000 regular scheduled hours.

Mayor Joyce thanked those departments for doing everything he has asked. Also, our IT department has worked very hard so we can continue our meetings, which included a lot of work with the phone system.

Paving has begun at the City Park with a contract that was awarded before the "stay at home" order.

PUBLIC FORUM – from the Executive Conference Room, Mr. Calvin Kirby, 818 15<sup>th</sup> Street, asked about a rumor he heard that would require a driver's license if you have and ride a motorized bike.

CITY COUNCIL FORUM – Councilman Carpenter asked for a Finance Committee meeting soon to assess the economic impact and take preventive action to protect the City's income. Mayor Joyce told him that we have ceased non-essential expenses except for the paving, which was a February contract. We have almost a full spending freeze except for whatever we need for the COVID response. The entrance to Point Park has to be finished.

Mayor Joyce said he had been in contract with our Congressional representatives and Governor Justice about our loss in revenue. We are only spending for payroll, he said.

PROCLAMATION – the Clerk read a Proclamation encouraging the residents of Parkersburg and of our greater community to fully and completely commit to and join in with the effort to overcome the dreaded disease, COVID-19, and aid in the prevention of harm to ourselves and our community during this epidemic.

MOTION – Mr. Carpenter moved, seconded by Mr. Fox, to adopt the proclamation, and the motion was adopted by unanimous vote.

OLD BUSINESS – At 7:48 PM, President Reynolds opened the floor to hear and consider any objections to the budget estimate for fiscal year 2020-2021. A microphone was set up in the Executive Conference Room for citizens to speak.

No one appeared, and the hearing was declared closed at 7:48 PM.

APPROVAL OF LEVY ESTIMATE – MOTION – Mr. Reed moved, seconded by Mr. Stanley, to receive, file and approve the State Auditor's approval of the Levy Estimate, and the motion was adopted by unanimous vote.

LEVY RATES – MOTION – Mr. Stanley moved, seconded by Mr. Fox, to lay the levy rates, and the motion was adopted by unanimous vote.

Parkersburg - Wood County HOME  
Consortium - Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the HOME Program Annual Action Plan and Budget be hereby amended as follows:

April 21, 2020

**2015 HOME Adjustment**

General Administration	\$	26,102.07	\$	29,820.55	\$	3,718.48
Owner Occupied Rehabilitation Loan Program			\$	130,602.39	\$	(26,000.00)
		156,602.39				
		9				
New Construction - Targeted Area	\$	12,920.28	\$	-	\$	(12,920.28)
Down Payment Assistance Program	\$	82,580.06	\$	117,781.86	\$	35,201.80
<b>Total:</b>	<b>\$</b>	<b>278,204.80</b>	<b>\$</b>	<b>278,204.80</b>	<b>\$</b>	<b>-</b>

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

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING SECTION IX,  
BENEFITS, VACATION LEAVE, OF THE CITY'S  
PERSONNEL POLICY AND PROCEDURE HANDBOOK

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

The meeting adjourned at 7:55 PM.

*Christy Shaffer*  
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City Clerk

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Council President

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that meetings for May 2020 shall be **May 5, 2020 and May 19, 2020; and**

BE IT FURTHER RESOLVED that meetings for June 2020 shall be **June 2, 2020 and June 23, 2020** (due to change in the election date)

Sponsored by Councilmen Reynolds, McCrady and Kuhl



## CITY OF PARKERSBURG, WEST VIRGINIA CITIZEN PARTICIPATION PLAN

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**PURPOSE:** The City of Parkersburg is committed to providing the citizens of the City with the opportunity to comment and make suggestions on the utilization of Community Development Block Grant and HOME Investment Partnership funds, to the greatest extent feasible. It is our position that funds can only go toward the areas of greatest need if those whom will benefit have input on their expenditure.

**STRATEGY FOR PUBLIC INPUT:** The City will solicit public input through public notices inviting input, and also by soliciting comments from relevant public and social service agencies.

- The City will publish in a newspaper of general circulation a legal advertisement regarding the city's Final Statement and Projected Use of Funds, (Consolidated Plan One-Year Action Plan) any proposed program amendment, Finding of No Significant Impact/Request for Release of Fund notices, availability of the Consolidated Action Plan Evaluation Report (CAPER) and any other relevant document or statement regarding the projected use of CDBG and HOME funds, such as guaranteed loan funds.
- The City will make available to the public copies of all relevant documents, including but not limited to the Consolidated Plan and CAPER. Copies will be available for review at the Development Department.
- Where applicable, the City will notify pertinent public service and housing agencies for their guidance and input on programming CDBG and HOME Funds, identifying housing and public service needs, and coordinating effort to meet those identified needs, prior to drafting any projected use, as well as prior to drafting the Consolidated Plan. Agencies to be contracted my include, but is not limited to
  - Parkersburg Housing Authority
  - Community Resources, Inc.
  - Wood County Board of Education
  - Mid-Ohio Valley Regional Council
  - Wood County Senior Citizens Association
  - Salvation Army
  - Family Crisis Intervention Center
  - Mid-Ohio Valley Fellowship Home
  - SW Resources
- Where applicable, the City will hold public hearings. Notices of the hearings will be printed in a legal advertisement of a newspaper of general circulation (The Parkersburg News and Sentinel) on proposed program amendments and use of funds, as well as the CAPER, Consolidated Plan and other program aspects as

deemed necessary by the City or as required under federal regulation. Notices shall be published at least seven (7) days in advance of the hearing, unless a longer period of time is required by regulatory authority, in which case the applicable time period shall be met.

- Where applicable, the City will meet with residents and representatives of various social service and housing agencies to discuss the use of CDBG and HOME funds, particularly where the proposed use of such funds will have an impact on those resident and clients. As necessary and appropriate, meetings with residents not represented by a particular advocacy group may also be held.
- In addition to the above steps, the City will make efforts to utilize the media, (print, radio and television), to inform the public of opportunities available through CDBG and HOME funds, and also of opportunities to comment on the utilization of those funds.

**SPECIFIC CONSOLIDATED PLAN REQUIREMENTS:** Prior to submission, the City will meet with requisite agencies, such as the Parkersburg Housing Authority, as well as various social service agencies serving the homeless, under-housed and impoverished or near impoverished populations of the City, to coordinate efforts to reduce the number of households in poverty, decrease the homeless population, and increase housing and economic opportunities for low, very-low and extremely-low income residents.

In developing the lead-based paint hazard portion of the plan, the City will consult with the local health department, as well as child welfare agencies and the board of education, as appropriate, to obtain data on housing units which have experienced lead-poisoning incidence, and numbers of children which have been identified as being lead-poisoned.

As required, the City will hold at least two (2) public hearing in regards to the Consolidated Plan, including one at least (30) days prior to publishing the proposed plan, in order to receive citizen input into the plan.

The City will publish, in the non-legal section of the newspapers, an advertisement notifying citizens, groups, organizations and any other interested party of their opportunity to comment on community needs and relevant issues they wish to have addressed in the Consolidated Plan.

The City will also hold a public hearing at least thirty (30) days prior to the submission of the Consolidated Plan, as well as any substantial amendment or report which is submitted to HUD. The City will respond to complaints in writing within 15 working days, where practicable.

In order to receive as much input from affected residents as feasible, the City will conduct a series of public hearings before publishing the proposed Consolidated Plan. These hearings will be held at different locations throughout the City, providing for easier access to citizens from different geographical areas of the City. The locations chosen will be handicapped-accessible.

## **AMENDMENT POLICY**

**PURPOSE:** In conformance with the Housing and Community Development Act of 1974, as amended, and the provisions of 24 CFR Pars 91, et al., the City of Parkersburg has adopted this policy to serve as the criteria for what constitutes a substantial change in the City's Consolidated Plan One-Year Action Plan for Community Development Block Grant and HOME funds.

**CRITERIA:** An amendment to the City's One-Year Action Plan will be considered to be substantial if one of the following criteria is met:

- Funds are to be used for an activity/project not identified in the plan;
- An activity/project originally identified in the plan is not to be carried out;
- The purpose, location or beneficiaries of a project/activity changes from the originally stated purpose, location or beneficiaries; OR the scope of the project/activity changes substantially;
- The budget of a particular activity/project exceeds the original line item budget for such project/activity by more than 25 percent.

### **DEFINITIONS:**

1. **CHANGE IN PURPOSE:** The reason for undertaking a particular project/activity, including the National Objective, has changed.
2. **CHANGE IN SCOPE:** A significant change in scope is when the cost of an activity/project increases by 25 percent or more; OR when 25 percent or more of the budgeted amount of an activity/project is to be removed; OR when the particular element of a project change substantially, (i.e. instead of road reconstruction, a project is changed to be water and sewer line reconstruction only).
3. **LOCATION:** A particular activity/project is relocated to an area different from that originally stated; OR the project/activity area increases or decreases by 25 percent or more.
4. **BENEFICIARIES:** A particular activity/project will serve a different group of beneficiaries than originally identified; OR the activity/project will no longer serve at least 51 percent low/moderate income persons/households.

For purposes of the City's Housing programs or Economic Development loan, a substantial change will be considered as a change in the program requirements, qualifying criteria or eligible activities.

**PROCEDURES:** The City will abide by the following procedures when it proposes to make a substantial amendment to the CDBG and HOME programs, as outlined above:

1. The City will notify citizens of the proposed substantial changes to the Consolidated Plan by publishing a statement of the changes in the local newspaper of general circulation (The Parkersburg News and Sentinel). The

statement shall contain a listing of the proposed changes, notification of the time(s), date(s) and place(s) of public hearing(s) on the proposed changes, and procedures to follow to make comments or register complaints about the proposed changes. Said notice shall provide for a period of at least 15 days for citizen comments, in advance of submitting such change to HUD as per the requirements of 24 CFR Parks 91, et al.

2. The City shall consider any such comments received, and if appropriate, modify the proposed changes. Any such comment shall be included as part of the City's submission of the amendment to HUD.
3. The substantial amendment shall be presented to CITY council and Wood County Commission, where appropriate for the HOME program, at a public meeting for their review and approval.
4. The City shall submit to HUD a description of the change.

**PROCEDURES FOR MINOR CHANGES:** Any change to the Consolidated Plan which is considered to be minor under the above criteria will be effected by the CD Program staff, with notification of such changes as the Administration and Council in a timely manner. Minor changes including such things as:

1. An overall increase or decrease in the line item budget of a particular activity/project which is less than 25 percent of the original budget amount.
2. A change of less than 25 percent in the service area of a particular project/activity.
3. A change in the overall number of persons benefiting from a particular activity/project, where such change does not constitute a substantial change, as stated above.

### **COVID-19 WAIVERS**

On April 13, 2020, In accordance with 24 CFR 5.110, The City of Parkersburg and the Parkersburg/Wood County HOME Consortium requesting to HUD, upon determination of good cause, to waive regulatory provisions for programs and consolidated planning requirements for the CDBG and HOME Program. These waiver requests shall pertain to the City of Parkersburg, WV and members of Parkersburg/Wood County HOME Consortium. They include Wood County, WV, as well as the cities of Williamstown, Vienna and Parkersburg, WV. The anticipated date the waivers will be utilized will be Thursday, April 16, 2020.

More specifically, the City of Parkersburg requests waiver #8 'Citizen Participation Public Comment Period for Consolidated Plan Amendment' Per the CPD Notice, This 30-day minimum for the required public comment period shall be waived for substantial amendments, provided that no less than 5 days are provided for public comments on



each substantial amendment proposed. The City of Parkersburg requests this waiver be made available through the end of the 2020 program year, June 30, 2021.

Additionally, the City requests waiver #9 'Reasonable Notice and Opportunity to Comment'. The City of Parkersburg recognizes the efforts to contain and slow the spread of COVID-19, the City shall seek to limit public gatherings, The City requests that HUD waive 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401. The City shall update its policies and procedures to include the definition of what constitutes reasonable notice and opportunity to comment. The City of Parkersburg requests this waiver be made available through the end of the 2020 program year, June 30, 2021.

## Proposed Citizen Participation Plan Amendment

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On April 3, the President of the United States issued Major Disaster Declaration for the State of West Virginia in light of the Covid-19 pandemic. In doing so, the U.S. Department of Housing and Urban Development issued several waivers and guidance on regulatory requirements that pertain to administration of Community Development Block Grant – Coronavirus Response (CDBG-CV) and the HOME Program. More specifically, the proposed amendment to the City's Citizen Participation Plan would 1) reduce to the public comment period on substantial amendments related to CDBG-CV funds from 15 days to 5 days and 2) allow for virtual meeting to take place if social distancing guidelines and local/state orders do not permit large gatherings of people. The details of said regulatory waivers are highlighted in the Citizen Participation Plan Amendment.

## Parkersburg Community Development Block Grant Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's Community Development Block Grant (CDBG) Program Annual Action Plan and Budget be hereby amended as follows:

#	Activity	Current Budget	Proposed Budget	Change
<b>2019-2020 CDBG Adjustment of Funds</b>				
	Small Business Relief Fund (SBRF)	\$ -	\$ 300,000.00	\$ 300,000.00
	Family Relief Fund (FRF)	\$ -	\$ 229,739.00	\$ 229,739.00
	<b>Total:</b>	<b>\$ -</b>	<b>\$ 529,739.00</b>	<b>\$ 529,739.00</b>

**Notes:**

The above mentioned programs are made possible through a special allocation of Community Development Block Grant Funds to the City of Parkersburg in the Coronavirus Aid, Relief and Economic Security (CARES) Act approved by the U.S. Congress and signed into law by President Trump on March 27, 2020. Total allocation of CDBG funds was \$529,739.

Sponsored by: Stanley, Reynolds, Kuhl and McCrady, Carpenter

The purpose of this public notice is to inform affected citizens and invite public comments on the proposed changes to the Community Development Block Grant Program. As part of the City's Citizen Participation Plan, the City of Parkersburg will receive written comments on the amendment until **May 2, 2020**. Comments should be submitted to the Development Department, #1 Government Square, P.O. Box 1627, Parkersburg, WV 26102. The City will consider comments received and if appropriate, modify the proposed changes. Changes proposed and changes adopted by City Council are available for review online at <http://parkersburgcity.com/pc/services-2/planning-development/pd-overview/>. The City will also email copies of the proposal to any person who requests a copy via email upon request. For further information, please contact Ryan Barber, Development Projects Administrator, at the above address or by calling (304) 424-8452.

## Parkersburg Community Development Block Grant Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's Community Development Block Grant (CDBG) Program Annual Action Plan and Budget be hereby amended as follows:

#	Activity	Current Budget	Proposed Budget	Change
<b>2018-2019 CDBG Adjustment of Funds</b>				
	Planning and Administration	\$ 108,109.49	\$ 87,457.86	\$ (20,651.63)
	Slum and Blight Demolition		20,651.63	\$ 20,651.63
	<b>Total:</b>	<b>\$ 108,109.49</b>	<b>\$ 108,109.49</b>	<b>\$ -</b>
<b>2019-2020 CDBG Adjustment of Funds</b>				
	PKB Pop Up Shop Initiative	\$ 45,000.00	\$ 25,000.00	\$ (20,000.00)
	Great Streets Initiative	\$ 60,000.00	\$ 20,000.00	\$ (40,000.00)
	Planning and Administration	\$ 171,349.62	\$ 81,349.62	\$ (90,000.00)
	Slum and Blight Demolition	\$ -	\$ 150,000.00	\$ 150,000.00
	<b>Total:</b>	<b>\$ 276,349.62</b>	<b>\$ 276,349.62</b>	<b>\$ -</b>

**Notes:**

Please see additional notes on the next page.

Sponsored by: Stanley, Reynolds, Kuhl, McCrady and Carpenter

The purpose of this public notice is to inform affected citizens and invite public comments on the proposed changes to the Community Development Block Grant Program. As part of the City's Citizen Participation Plan, the City of Parkersburg will receive written comments on the amendment until **May 12, 2020**. Comments should be submitted to the Development Department, #1 Government Square, P.O. Box 1627, Parkersburg, WV 26102. The City will consider comments received and if appropriate, modify the proposed changes. Changes proposed and changes adopted by City Council are available for review online at <http://parkersburgcity.com/pc/services-2/planning-development/pd-overview/>. The City will also email copies of the proposal to any person who requests a copy via email upon request. For further information, please contact Ryan Barber, Development Projects Administrator, at the above address or by calling (304) 424-8452.

## CDBG Budget Revision or Slum and Blight Demolition Notes

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To bolster the City's efforts to demolish slum and blighted structures in the community, the Administration proposes to reallocate \$170,651.53 in Community Development Block Grant (CDBG) funds from Program Years 2018-2019 and 2019-2020. Note, this revision would not adversely impact the following line items, programs or the Development Department's ability to continue to provide services:

1. Planning Administration (Salary Reimbursement, Departmental Supplies, etc.)
2. PKB Pop Up Shop Initiative (Small Business Development Program)
3. Great Streets Initiative (Facade Rehabilitation Program)

While the Department has not yet implemented programs #2 and #3, staff intend to do so later this year. As such, only a portion of funds were reallocated from those line items so they can be used now. Should these programs be in high demand, the Administration would consider bringing another revision to Parkersburg City Council for consideration, funds permitting.

## CDBG-CV Substantial Amendment Notes

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On March 27<sup>th</sup> 2020, President Trump signed into the law the Coronavirus Aid, Relief and Economic Security (CARES) Act. In doing so, \$5 billion was allocated to the U.S. Department of Housing and Urban Development (HUD). While \$1 billion was granted to the States, another \$2 billion was allocated directly to FY2020 grantees. As such, the City of Parkersburg was allocated \$529,739 in CDBG funds to 'prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19).'<sup>1</sup>

After review, the Administration proposes that the City's allocation of Community Development Block Grant – Coronavirus Response (CDBG-CV) funds directed to providing relief for small businesses and families in the community. With the support of Parkersburg City Council and our community partners, the City intends to stand up the following programs:

### **Small Business Relief Fund**

The City of Parkersburg, through the use of CDBG-CV funds, intends to launch a Small Business Relief Fund (SBRF). The SBRF will seek to assist small businesses in the City avoid job loss caused by closures and/or significant disruptions in service as a result of Covid-19, by providing short-term working capital assistance to eligible small businesses in the community, with goal being to enable the retention of jobs held by low- and moderate- income persons. Furthermore, this funding can be used to help small business restart their operations after being closed for a period of time due to the pandemic.

To be considered eligible for assistance through the SBRF, a small business must meet the following criteria:

- Be located in the corporation limits of the City of Parkersburg.
- Have been in business for at least one year (on or before March 1, 2020).
- Have been in good standing with applicable City fees prior to December 31, 2019.
- Must be low- to moderate-income (LMI) microbusiness owners and/or businesses that employ (or previously employed) at least 51% LMI workers.
- Employ ≤ 25 Full Time Equivalent (FTE) jobs/positions for low- and moderate- income (LMI) persons. Note, priority will be given to small businesses that employee ≤ 10 FTEs.

As the funding source for the Small Business Relief Fund is HUD, the City is required to comply with certain Federal regulatory requirements. For the purposes of this program, a qualifying FTE - LMI position/persons earns 80% of Area Median Income or ≤ \$ 32,950 per year<sup>2</sup>.

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<sup>1</sup> Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response, March 13, 2020.

<sup>2</sup> HUD's Income Limits for the Parkersburg Metropolitan Statistical Area – 80% Area Median Income. Effective June 28, 2019.

Assistance provided through the SBRF will be structured as a forgivable loan. Every approved applicant would receive a grant, not to exceed \$5,000 for working capital expenses.

Approved applicants would also be eligible to receive an additional \$500 per FTE as an incentive to retain low- and moderate-income jobs. However, approved applicants would need to demonstrate that at least fifty-one (51) percent of the small business payroll, specific to FTEs for LMI persons, was maintained and/or brought back onto the payroll during reporting period. For the purpose of this program, the reporting period shall be defined as 90 days from the date of the award notice of relief funds.

If this threshold is not met, a portion of the funds received would have to be paid back to the City of Parkersburg at zero (0) percent interest within 90 days. The portion of funds to be returned would be determined based on the number FTE - LMI positions not retained. Please note, FTEs are specific to the position and not individuals who may or may not currently hold it.

### **Family Relief Fund**

The City of Parkersburg, through the use of CDBG-CV funds, intends to establish a Family Relief Fund (FRF). The FRF will seek to provide residents who have been negatively impacted by COVID-19 to make short-term (up to three months) emergency payments on behalf of individuals or families. This may include utility payments to prevent a cutoff of service, and/or housing payments (rent/mortgage) to prevent eviction/homelessness. The program will operate on a first-come first-served basis.

As the funding source for the Family Relief Fund is HUD, the City is required to comply with certain Federal regulatory requirements.

Under the CDBG-CV Program's regulations, a qualifying applicant for the FRF must be a low-and moderate-income person, family, or household as defined under HUD's Income Limits for the Parkersburg Metropolitan Statistical Area – 80% Area Median Income. The income guidelines are subject to change. Effective 6-28-2019, the guidelines, or income limits, are as follows:

Number of persons in household – Maximum gross income

1 – \$32,950

2 – \$37,650

3 – \$42,350

4 – \$47,050

5 – \$50,850

6 – \$54,600

7 - \$58,350

8 - \$62,150



AN ORDINANCE  
AMENDING SECTION IX, BENEFITS, VACATION LEAVE,  
OF THE CITY'S PERSONNEL POLICY AND PROCEDURES HANDBOOK

WHEREAS the City has and will continue to be affected by the ongoing COVID-19 pandemic for the foreseeable future; and

WHEREAS due to the need for the City to maintain adequate and necessary employee staffing, both on call and on duty, during this crisis and especially for all essential services provided by our Fire and Police Departments' civil servants as well as by our civilian employees in the Sanitation and other Divisions, it was deemed necessary that Mayor Tom Joyce restrict and limit all future use of vacation leave; and

WHEREAS such restriction and limitation of vacation leave usage will certainly cause some City employees to lose a portion of their accrued vacation leave due to the City policy limiting an employee's ability to carry over unused vacation time from one year to the next; and

WHEREAS in order to alleviate this unintended circumstance and allow the carry over of all such unused vacation leave it is necessary to amend the City's Personnel Policy and Procedure Handbook.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Section IX, Benefits, Vacation Leave, of the City's Personnel Policy and Procedure Handbook be amended and it is hereby as follows:

The Vacation Leave policy limiting the number of accrued vacation leave days permitted to be carried over from one year to the next is suspended and City employees shall be permitted a one (1) time allowance to carryover any and all unused accrued vacation hours from this year, July 1, 2019-June 30, 2020, to the upcoming year, July 1, 2020-June 30, 2021.

Sponsored By Councilmembers: