

AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, MAY 19, 2020 7:30 PM

**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 May 5, 2020
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM (pending approval to temporarily limit May 15, 2020)
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTIONS
  - 1. Resolution requesting approval for eight (8), Year-End budget revisions for eight (8) different funds. (Pending approval of Finance Committee this evening)
  - 2. Resolution authorizing Mayor Tom Joyce to submit a Department of Justice, Coronavirus Emergency Supplemental Funding (CESF) application for fiscal year 2020. (Sponsored by Councilmen Kuhl, Reynolds, McCrady, and Stanley)
- IX. ORDINANCE, FIRST READING:
  - 3. An ordinance granting an exemption of Five Hundred Dollars (\$500.00) in the amount of tax computed for the second quarter of 2020 under Article 779, Business and Occupation Tax for certain retail sales, service businesses, and landlords, and further extending the time for such business to file their tax return and pay any tax due for said second quarter. (Pending approval of Finance Committee this evening)
- X. ADJOURNMENT

NOTE – Next meetings June 2<sup>nd</sup> and 23<sup>rd</sup>, 2020

May 5, 2020

The Council of the City of Parkersburg met Tuesday, May 5, 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 Eric Barber, JR Carpenter, Jeff Fox, and Mike Reynolds.

Present on the Team phone call: Dave McCrady, Sharon Kuhl, Bob Mercer, John Reed, and Zach Stanley.

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

The meeting was streamed through You Tube for the public.

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 April 21, 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 reported that paving at Southwood and City Park is completed, and when the weather is warmer they will seal and stripe both parks. Improvements have been made to the entrance to Point Park and will open this afternoon. We have high water at the Point, and crews will be cleaning that over the next two weeks.

The City continues to monitor Governor Jim Justice's orders for safety because of the pandemic, COVID 19 virus. We are preparing for when we can open our building to the public, and that the employees can be safe according to those orders. An announcement is forthcoming, he said.

PUBLIC FORUM – none.

CITY COUNCIL FORUM – none.

RESOLUTION – the Clerk presented a resolution stating that the City Council meetings shall be May 5 and 19<sup>th</sup>; and June 2<sup>nd</sup> and 23<sup>rd</sup>, 2020.

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

MOTION – Ms. Kuhl moved to combine the next three resolutions for one vote, but there was no second to that motion.

## RESOLUTION

### CITY OF PARKERSBURG, WEST VIRGINIA CITIZEN PARTICIPATION PLAN

**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 may 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

May 5, 2020

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.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to adopt the resolution, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Barber, who voted "no".

RESOLUTION:

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) | -0-            | \$300,000.00        | \$300,000.00        |
|   | Family Relief Fund (FRF)          | -0-            | 229,739.00          | 229,739.00          |
|   | <b>Total:</b>                     | <b>-0-</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.

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. or further information, please contact Ryan Barber, Development Projects Administrator, at the above address or by calling (304) 424-8452.

MOTION – Ms. Kuhl moved, seconded by Mr. McCrady, to adopt the resolution.

Councilmen Barber asked how the funds would be used, and Mayor Joyce explained that when the CARE package passed in Washington D. C. we got notice that we would receive \$529,739.00, with guidelines. Mr. Yeager talked to HUD, and our plan is for small business relief for businesses with fewer than 25 employees, and ten or fewer. The funds are to be used to fill any gaps for inventory or any business related expenses, and all tied to low to moderate income. The family relief portion is for rent or mortgage, or utility bills. We have talked with HUD and they were complimentary of our plan.

May 5, 2020

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.

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 7:50 PM.

Corrie Shaffer  
City Clerk

\_\_\_\_\_  
Council President

May 5, 2020

We can partner with people who do this, such as the Mid-Ohio Valley Regional Council, the Salvation Army, or the Senior Citizens, as examples. The City will not run the program completely.

Mayor Joyce said they would go through the applications and vet them for those with ten or fewer employees. If they are eligible, they are considered, then they will move on to ten or more employees. They will have to document their need and that they are ready to open their doors for business and stay open.

Ms. Kuhl asked about the assistance through the family relief fund, and how the funds are issued. Mr. Yeager said the money will go directly to the banks or utility service provider, and not directly to the household.

VOTE – the motion was adopted by unanimous vote.

RESOLUTION:

PARKERSBURG COMMUNITY DEVELOPMENT  
BLOCK GRANT BUDGET REVISION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARKERSBURG that the City of Parkersburg' Community Development Block Grant (CDBG) Program Annual Action Plan and Budget be hereby amended as follows:

| # | Activity                           | Current budget | Proposed budget | Change        |
|---|------------------------------------|----------------|-----------------|---------------|
|   | 2018-2019 CDBG adjustment of funds |                |                 |               |
|   | Planning and Admin                 | \$108,109.49   | \$ 87,457.86    | \$(20,651.63) |
|   | Slum and Blight Demolition         | -----0-----    | 20,651.63       | 20,651.63     |
|   | TOTAL                              | \$108,109.49   | \$108,109.49    | -----0-----   |
|   | 2019-2020 CDBG Adjustment of funds |                |                 |               |
|   | 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 Admin                 | 171,349.62     | 81,349.62       | (90,000.00)   |
|   | Slum and Blight Demolition         | -----0-----    | 150,000.00      | 150,000.00    |
|   | TOTAL                              | \$276,349.62   | \$276,349.62    | ---0---       |

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.

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

ORDINANCE, FINAL READING:

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

May 5, 2020

- 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.

A 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.

**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 2019-2020 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**

| <u>Account</u>       | <u>Description</u>              | <u>Current Budget</u> | <u>Proposed Adjustment</u> | <u>Revised Budget</u> | <u>Comments</u>             |
|----------------------|---------------------------------|-----------------------|----------------------------|-----------------------|-----------------------------|
| <b>REVENUE</b>       |                                 |                       |                            |                       |                             |
| 301-001-000          | PROPERTY TAX - CURRENT YEAR     | 3,708,444             | (60,000)                   | 3,648,444             | REVISED COLLECTION ESTIMATE |
| 301-002-000          | PROPERTY TAX - PRIOR YEAR       | 145,500               | (5,000)                    | 140,500               | REVISED COLLECTION ESTIMATE |
| 301-006-000          | SUPPLEMENTAL TAXES              | 125,000               | (5,000)                    | 120,000               | REVISED COLLECTION ESTIMATE |
| 301-090-000          | EXCESS LEVY TAX                 | 1,919,280             | (31,052)                   | 1,888,228             | REVISED COLLECTION ESTIMATE |
| 305-000-000          | BUSINESS & OCCUPATION TAX       | 8,313,561             | (1,042,010)                | 7,271,551             | REVISED COLLECTION ESTIMATE |
| 306-000-000          | WINE & LIQUOR TAX               | 355,000               | 60,000                     | 415,000               | REVISED COLLECTION ESTIMATE |
| 308-000-000          | HOTEL OCCUPANCY TAX             | 425,500               | (100,000)                  | 325,500               | REVISED COLLECTION ESTIMATE |
| 314-000-000          | MUNICIPAL SALES TAX             | 5,952,946             | (363,696)                  | 5,589,250             | REVISED COLLECTION ESTIMATE |
| 320-000-001          | FINES & FEES - MCF              | 58,000                | (14,400)                   | 43,600                | REVISED COLLECTION ESTIMATE |
| 320-000-002          | FINES & FEES - PTF              | 2,900                 | 1,800                      | 4,700                 | REVISED COLLECTION ESTIMATE |
| 320-000-003          | FINES & FEES - REG FINE         | 224,300               | (62,400)                   | 161,900               | REVISED COLLECTION ESTIMATE |
| 320-000-004          | FINES & FEES - RJPAHF           | 4,800                 | (800)                      | 4,000                 | REVISED COLLECTION ESTIMATE |
| 326-000-000          | BUILDING PERMIT FEES            | 150,000               | (20,000)                   | 130,000               | REVISED COLLECTION ESTIMATE |
| 345-000-000          | RENTAL INCOME                   | 28,580                | (9,500)                    | 19,080                | REVISED COLLECTION ESTIMATE |
| 351-000-000          | POLICE PROTECTION FEES          | 1,670,000             | (56,163)                   | 1,613,837             | REVISED COLLECTION ESTIMATE |
| 352-000-000          | FIRE PROTECTION FEES            | 3,011,500             | (103,378)                  | 2,908,122             | REVISED COLLECTION ESTIMATE |
| 361-000-010          | FEE PENTALTIES & INTEREST       | 145,500               | (65,260)                   | 80,240                | REVISED BILLING ESTIMATE    |
| 361-000-015          | PROCESS FEES                    | 35,000                | (11,000)                   | 24,000                | REVISED BILLING ESTIMATE    |
| 361-000-025          | GRASS & WEEDS                   | 45,500                | (23,483)                   | 22,017                | ADJUSTMENT TO ACTUAL        |
| 361-000-030          | POLICE REPORTS                  | 5,500                 | (1,500)                    | 4,000                 | REVISED COLLECTION ESTIMATE |
| 365-000-001          | FEDERAL GRANTS - JAG            | 61,125                | 86,796                     | 147,921               | COVID-19 JAG ALLOCATION     |
| 369-000-000          | TRANSFERS IN - OTHER FUNDS      | 2,217,000             | 1,065,389                  | 3,282,389             | STABILIZATION TRANSFER IN   |
| 386-000-000          | INSURANCE PROCEEDS              | 10,758                | <u>12,705</u>              | 23,463                | ADJUSTMENT TO ACTUAL        |
|                      | SUBTOTAL - REVENUE              |                       | (747,952)                  |                       |                             |
| <b>EXPENDITURES</b>  |                                 |                       |                            |                       |                             |
| <b>CIVIL SERVICE</b> |                                 |                       |                            |                       |                             |
| 407-220-000          | ADVERTISING & LEGAL AD          | 10,000                | 2,000                      | 12,000                | REVISED ESTIMATE            |
| 407-223-000          | PROFESSIONAL SERVICES           | 15,000                | (6,000)                    | 9,000                 | REDUCTION/REVISED ESTIMATE  |
| 407-341-001          | SUPPLIES - POLICE CIVIL SERVICE | 2,500                 | <u>700</u>                 | 3,200                 | REVISED ESTIMATE            |
|                      |                                 |                       | (3,300)                    |                       |                             |
| 409-103-000          | MAYOR'S SALARY                  | 80,000                | (1,260)                    | 78,740                | REDUCED APPROPRIATION       |
| 409-104-000          | FICA EXPENSE                    | 8,422                 | (96)                       | 8,326                 | REDUCED APPROPRIATION       |
| 409-106-000          | RETIREMENT                      | 11,034                | (126)                      | 10,908                | REDUCED APPROPRIATION       |
| 409-212-000          | OUTSIDE PRINTING                | 400                   | 81                         | 481                   | REVISED ESTIMATE            |
| 409-214-000          | TRAVEL EXPENSE                  | 1,000                 | 51                         | 1,051                 | REVISED ESTIMATE            |
| 409-226-005          | WORKERS COMP                    | 2,582                 | (30)                       | 2,552                 | REDUCED APPROPRIATION       |
| 409-230-000          | CONTRACTUAL SERVICES            | 3,000                 | (500)                      | 2,500                 | REDUCED APPROPRIATION       |
| 409-341-000          | DEPARTMENTAL SUPPLIES           | 2,500                 | <u>(500)</u>               | 2,000                 | REDUCED APPROPRIATION       |
|                      |                                 |                       | (2,380)                    |                       |                             |

|             |                          |         |          |         |                           |
|-------------|--------------------------|---------|----------|---------|---------------------------|
| 410-212-000 | OUTSIDE PRINTING         | 500     | (500)    | -       | REDUCED APPROPRIATION     |
| 410-214-000 | TRAVEL EXPENSE           | 3,250   | (355)    | 2,895   | REDUCED APPROPRIATION     |
| 410-221-000 | TRAINING & EDUCATION     | 2,000   | 200      | 2,200   | REVISED ESTIMATE          |
| 410-230-000 | CONTRACTUAL SERVICES     | 500     | (500)    | -       | REDUCED APPROPRIATION     |
| 410-341-000 | DEPARTMENTAL SUPPLIES    | 1,250   | (500)    | 750     | REDUCED APPROPRIATION     |
|             |                          |         | (1,655)  |         |                           |
| 414-212-000 | OUTSIDE PRINTING         | 4,000   | (500)    | 3,500   | REDUCED APPROPRIATION     |
| 414-220-000 | ADVERTISING & LEGAL AD   | 5,000   | 1,500    | 6,500   | REVISED ESTIMATE          |
| 414-221-000 | TRAINING & EDUCATION     | 5,000   | (2,000)  | 3,000   | REDUCED APPROPRIATION     |
| 414-222-050 | LICENSES & SUBS - IT     | 193,900 | (10,000) | 183,900 | REDUCED APPROPRIATION     |
| 414-224-000 | AUDIT COSTS              | 25,000  | 1,440    | 26,440  | REVISED ESTIMATE          |
| 414-230-000 | CONTRACTUAL SERVICES     | 61,235  | 1,800    | 63,035  | REVISED ESTIMATE          |
| 414-230-050 | IT CONTRACTUAL SERVICES  | 80,000  | (65,000) | 15,000  | REDUCED APPROPRIATION     |
| 414-341-000 | DEPARTMENTAL SUPPLIES    | 14,050  | (2,000)  | 12,050  | REALLOCATION TO IT        |
| 414-341-050 | IT DEPARTMENTAL SUPPLIES | 35,000  | 2,000    | 37,000  | REALLOCATION FROM FINANCE |
|             |                          |         | (72,760) |         |                           |
| 415-214-000 | TRAVEL EXPENSE           | 3,000   | (1,200)  | 1,800   | REDUCED APPROPRIATION     |
| 415-220-000 | ADVERTISING & LEGAL AD   | 200     | (50)     | 150     | REDUCED APPROPRIATION     |
| 415-221-000 | TRAINING & EDUCATION     | 1,200   | (200)    | 1,000   | REDUCED APPROPRIATION     |
| 415-222-000 | DUES & SUBSCRIPTIONS     | 425     | 120      | 545     | REVISED ESTIMATE          |
| 415-230-000 | CONTRACTUAL SERVICES     | 14,000  | (9,000)  | 5,000   | REDUCED APPROPRIATION     |
| 415-341-000 | DEPARTMENTAL SUPPLIES    | 2,000   | (800)    | 1,200   | REDUCED APPROPRIATION     |
|             |                          |         | (11,130) |         |                           |
| 416-212-000 | OUTSIDE PRINTING         | 600     | (600)    | -       | REDUCED APPROPRIATION     |
| 416-214-000 | TRAVEL EXPENSE           | 500     | (500)    | -       | REDUCED APPROPRIATION     |
| 416-221-000 | TRAINING & EDUCATION     | 500     | (400)    | 100     | REDUCED APPROPRIATION     |
| 416-341-000 | DEPARTMENTAL SUPPLIES    | 3,000   | (600)    | 2,400   | REDUCED APPROPRIATION     |
|             |                          |         | (2,100)  |         |                           |
| 417-212-000 | OUTSIDE PRINTING         | 300     | (100)    | 200     | REDUCED APPROPRIATION     |
| 417-229-000 | COURT COSTS & DAMAGES    | 1,500   | (1,000)  | 500     | REDUCED APPROPRIATION     |
| 417-341-000 | DEPARTMENTAL SUPPLIES    | 900     | (500)    | 400     | REDUCED APPROPRIATION     |
|             |                          |         | (1,600)  |         |                           |
| 420-214-000 | TRAVEL EXPENSE           | 1,500   | (1,500)  | -       | REDUCED APPROPRIATION     |
| 420-216-000 | MAINT & REPAIR EQUIPMENT | 2,514   | 350      | 2,864   | REVISED ESTIMATE          |
| 420-220-000 | ADVERTISING & LEGAL AD   | 800     | 700      | 1,500   | REVISED ESTIMATE          |
| 420-221-000 | TRAINING & EDUCATION     | 1,000   | (300)    | 700     | REDUCED APPROPRIATION     |
| 420-222-000 | DUES & SUBSCRIPTIONS     | 11,350  | (6,000)  | 5,350   | REDUCED APPROPRIATION     |
| 420-230-000 | CONTRACTUAL SERVICES     | 57,000  | 33,000   | 90,000  | REVISED ESTIMATE          |
| 420-341-000 | DEPARTMENTAL SUPPLIES    | 9,000   | (500)    | 8,500   | REDUCED APPROPRIATION     |
| 420-345-000 | UNIFORM EXPENSE          | 1,000   | 50       | 1,050   | REVISED ESTIMATE          |
|             |                          |         | 25,800   |         |                           |
| 421-214-000 | TRAVEL EXPENSE           | 6,500   | (3,000)  | 3,500   | REDUCED APPROPRIATION     |
| 421-216-000 | MAINT & REPAIR EQUIPMENT | 1,425   | 15       | 1,440   | REVISED ESTIMATE          |
| 421-220-000 | ADVERTISING & LEGAL AD   | 5,000   | (1,500)  | 3,500   | REDUCED APPROPRIATION     |
| 421-221-000 | TRAINING & EDUCATION     | 4,000   | (800)    | 3,200   | REDUCED APPROPRIATION     |
| 421-230-000 | CONTRACTUAL SERVICES     | 172,167 | (3,000)  | 169,167 | REDUCED APPROPRIATION     |
| 421-341-000 | DEPARTMENTAL SUPPLIES    | 8,500   | (1,000)  | 7,500   | REDUCED APPROPRIATION     |
|             |                          |         | (9,285)  |         |                           |



|             |                                |         |                  |         |                                |
|-------------|--------------------------------|---------|------------------|---------|--------------------------------|
| 422-212-000 | OUTSIDE PRINTING               | 200     | (200)            | -       | • REDUCED APPROPRIATION        |
| 422-214-000 | TRAVEL EXPENSE                 | 1,000   | (1,000)          | -       | REDUCED APPROPRIATION          |
| 422-220-000 | ADVERTISING & LEGAL AD         | 300     | (300)            | -       | REDUCED APPROPRIATION          |
| 422-221-000 | TRAINING & EDUCATION           | 1,000   | (200)            | 800     | REDUCED APPROPRIATION          |
| 422-230-000 | CONTRACTUAL SERVICES           | 15,000  | (3,000)          | 12,000  | REDUCED APPROPRIATION          |
| 422-341-000 | DEPARTMENTAL SUPPLIES          | 5,000   | <u>(1,200)</u>   | 3,800   | REDUCED APPROPRIATION          |
|             |                                |         | (5,900)          |         |                                |
| 424-567-001 | CONTRIB - OTHER GOV UNITS      | 1,500   | (1,500)          | -       | REDUCED APPROPRIATION          |
| 436-211-000 | TELEPHONE/COMM EXPENSE         | 8,229   | (700)            | 7,529   | REDUCED APPROPRIATION          |
| 436-214-000 | TRAVEL EXPENSE                 | 4,500   | (1,800)          | 2,700   | REDUCED APPROPRIATION          |
| 436-219-000 | BUILDING/EQUIP LEASE           | 1,068   | (800)            | 268     | REDUCED APPROPRIATION          |
| 436-220-000 | ADVERTISING & LEGAL AD         | 1,000   | 1,550            | 2,550   | REVISED ESTIMATE               |
| 436-221-000 | TRAINING & EDUCATION           | 3,500   | (1,700)          | 1,800   | REDUCED APPROPRIATION          |
| 436-230-000 | CONTRACTUAL SERVICES           | 55,245  | (3,000)          | 52,245  | REDUCED APPROPRIATION          |
| 436-341-000 | DEPARTMENTAL SUPPLIES          | 13,000  | (3,000)          | 10,000  | REDUCED APPROPRIATION          |
| 436-345-000 | UNIFORM EXPENSE                | 150     | <u>145</u>       | 295     | REVISED ESTIMATE               |
|             |                                |         | (9,305)          |         |                                |
| 440-211-000 | TELEPHONE/COMM EXPENSE         | 599     | 500              | 1,099   | REVISED ESTIMATE               |
| 440-212-000 | OUTSIDE PRINTING               | 100     | (100)            | -       | REDUCED APPROPRIATION          |
| 440-215-000 | MAINT & REPAIR BUILDINGS       | 25,000  | (15,000)         | 10,000  | REDUCED/REALLOCATED TO 440-230 |
| 440-216-000 | MAINT & REPAIR EQUIPMENT       | 4,000   | (1,000)          | 3,000   | REDUCED APPROPRIATION          |
| 440-219-000 | BUILDING/EQUIP LEASE           | 500     | (300)            | 200     | REDUCED APPROPRIATION          |
| 440-220-000 | ADVERTISING & LEGAL AD         | 100     | (100)            | -       | REDUCED APPROPRIATION          |
| 440-221-000 | TRAINING & EDUCATION           | 250     | (100)            | 150     | REDUCED APPROPRIATION          |
| 440-228-000 | FREIGHT                        | 500     | (300)            | 200     | REDUCED APPROPRIATION          |
| 440-230-000 | CONTRACTUAL SERVICES           | 17,000  | 11,000           | 28,000  | REVISED ESTIMATE/BLDG FOGGING  |
| 440-341-000 | DEPARTMENTAL SUPPLIES          | 26,000  | <u>(7,000)</u>   | 19,000  | REDUCED APPROPRIATION          |
|             |                                |         | (12,400)         |         |                                |
| 444-566-001 | TRANSFER OUT - CAPITAL RESERVE | 721,335 | (380,228)        | 341,107 | REDUCED APPROPRIATION          |
| 444-566-036 | TRANSFER OUT - USER FEE        | -       | 224,612          | 224,612 | TRANSFER TO USER FEE FUND      |
| 444-566-039 | TRANSFERS OUT - DEMO FUND      | 350,000 | <u>(250,000)</u> | 100,000 | REDUCED APPROPRIATION          |
|             |                                |         | (405,616)        |         |                                |
| 566-214-000 | TRAVEL EXPENSE                 | 500     | (500)            | -       | REDUCED APPROPRIATION          |
| 566-216-000 | MAINT & REPAIR EQUIPMENT       | 300     | (200)            | 100     | REDUCED APPROPRIATION          |
| 566-221-000 | TRAINING & EDUCATION           | 500     | (500)            | -       | REDUCED APPROPRIATION          |
| 566-222-000 | DUES & SUBSCRIPTIONS           | 100     | 50               | 150     | REVISED ESTIMATE               |
| 566-341-000 | DEPARTMENTAL SUPPLIES          | 400     | <u>(50)</u>      | 350     | REDUCED APPROPRIATION          |
|             |                                |         | (1,200)          |         |                                |
| 590-215-000 | MAINT & REPAIR BUILDINGS       | 2,000   | (1,000)          | 1,000   | REDUCED APPROPRIATION          |
| 590-341-000 | DEPARTMENTAL SUPPLIES          | 1,000   | <u>(500)</u>     | 500     | REDUCED APPROPRIATION          |
|             |                                |         | (1,500)          |         |                                |
| 699-226-000 | CONTINGENCY                    | 7,417   | (7,417)          | -       | REALLOCATION FOR REDUCED REV   |

|             |                            |         |               |         |                                 |
|-------------|----------------------------|---------|---------------|---------|---------------------------------|
| 700-212-000 | OUTSIDE PRINTING           | 5,000   | (1,500)       | 3,500   | REDUCED APPROPRIATION           |
| 700-214-000 | TRAVEL EXPENSE             | 12,500  | (500)         | 12,000  | REDUCED APPROPRIATION           |
| 700-216-000 | MAINT & REPAIR EQUIPMENT   | 13,037  | 2,000         | 15,037  | REVISED ESTIMATE                |
| 700-220-000 | ADVERTISING & LEGAL AD     | 2,500   | (300)         | 2,200   | REDUCED APPROPRIATION           |
| 700-221-000 | TRAINING & EDUCATION       | 20,000  | (1,500)       | 18,500  | REDUCED APPROPRIATION           |
| 700-221-001 | FIREARM TRAINING           | 17,000  | (4,000)       | 13,000  | REDUCED APPROPRIATION           |
| 700-226-000 | AUTO & LIABILITY INSURANCE | 217,591 | 11,000        | 228,591 | REVISED ESTIMATE                |
| 700-226-004 | FIDELITY & SURETY BOND     | 1,226   | 931           | 2,157   | REVISED ESTIMATE                |
| 700-230-000 | CONTRACTUAL SERVICES       | 82,614  | 1,000         | 83,614  | REVISED ESTIMATE                |
| 700-233-000 | INVESTIGATION EXPENSE      | 5,000   | (3,000)       | 2,000   | REDUCED APPROPRIATION           |
| 700-341-000 | DEPARTMENTAL SUPPLIES      | 88,755  | (20,000)      | 68,755  | REDUCED/LAPTOP GRANT            |
| 700-343-001 | AUTO SUPPLIES - GASOLINE   | 110,000 | 5,000         | 115,000 | REVISED ESTIMATE                |
| 700-345-000 | UNIFORM EXPENSE            | 25,000  | 6,000         | 31,000  | REVISED ESTIMATE                |
| 700-459-001 | JAG GRANT                  | 122,074 | <u>86,796</u> | 208,870 | COVID-19 JAG GRANT EXPENDITURES |
|             |                            |         | 81,927        |         |                                 |
| 706-212-000 | OUTSIDE PRINTING           | 5,000   | (1,500)       | 3,500   | REDUCED APPROPRIATION           |
| 706-213-000 | UTILITIES - NATURAL GAS    | 12,784  | 250           | 13,034  | REVISED ESTIMATE                |
| 706-214-000 | TRAVEL EXPENSE             | 1,500   | (300)         | 1,200   | REDUCED APPROPRIATION           |
| 706-220-000 | ADVERTISING & LEGAL AD     | 500     | (500)         | -       | REDUCED APPROPRIATION           |
| 706-221-000 | TRAINING & EDUCATION       | 8,500   | (2,500)       | 6,000   | REDUCED APPROPRIATION           |
| 706-341-000 | DEPARTMENTAL SUPPLIES      | 57,000  | <u>7,061</u>  | 64,061  | INSURANCE PROCEEDS FOR PPE      |
|             |                            |         | 2,511         |         |                                 |
| 714-215-000 | MAINT & REPAIR BUILDINGS   | 4,000   | (2,000)       | 2,000   | REDUCED APPROPRIATION           |
| 714-216-000 | MAINT & REPAIR EQUIPMENT   | 4,000   | (2,500)       | 1,500   | REDUCED APPROPRIATION           |
| 714-341-000 | DEPARTMENTAL SUPPLIES      | 10,000  | 3,000         | 13,000  | REVISED ESTIMATE/PT PK ENTRANCE |
| 714-343-001 | AUTO SUPPLIES - GASOLINE   | 1,500   | 500           | 2,000   | REVISED ESTIMATE                |
| 714-345-000 | UNIFORM EXPENSE            | 900     | <u>200</u>    | 1,100   | REVISED ESTIMATE                |
|             |                            |         | (800)         |         |                                 |
| 750-216-000 | MAINT & REPAIR EQUIPMENT   | 6,076   | (3,000)       | 3,076   | REDUCED APPROPRIATION           |
| 750-219-000 | BUILDING/EQUIP LEASE       | 5,000   | (2,000)       | 3,000   | REDUCED APPROPRIATION           |
| 750-220-000 | ADVERTISING & LEGAL AD     | 500     | (500)         | -       | REDUCED APPROPRIATION           |
| 750-222-000 | DUES & SUBSCRIPTIONS       | 500     | (200)         | 300     | REDUCED APPROPRIATION           |
| 750-225-000 | LAUNDRY & DRY CLEANING     | 8,000   | 70            | 8,070   | REVISED ESTIMATE                |
| 750-230-000 | CONTRACTUAL SERVICES       | 35,000  | (25,000)      | 10,000  | REDUCED APPROPRIATION           |
| 750-341-000 | DEPARTMENTAL SUPPLIES      | 160,000 | (30,000)      | 130,000 | REDUCED APPROPRIATION           |
| 750-345-000 | UNIFORM EXPENSE            | 7,000   | <u>500</u>    | 7,500   | REVISED ESTIMATE                |
|             |                            |         | (60,130)      |         |                                 |
| 751-212-000 | OUTSIDE PRINTING           | 100     | (100)         | -       | REDUCED APPROPRIATION           |
| 751-219-000 | BUILDING/EQUIP LEASE       | 750     | (500)         | 250     | REDUCED APPROPRIATION           |
| 751-230-000 | CONTRACTUAL SERVICES       | 5,000   | (2,000)       | 3,000   | REDUCED APPROPRIATION           |
| 751-341-000 | DEPARTMENTAL SUPPLIES      | 45,823  | 7,000         | 52,823  | REVISED ESTIMATE                |
| 751-345-000 | UNIFORM EXPENSE            | 1,700   | <u>250</u>    | 1,950   | REVISED ESTIMATE                |
|             |                            |         | 4,650         |         |                                 |
| 754-212-000 | OUTSIDE PRINTING           | 100     | (100)         | -       | REDUCED APPROPRIATION           |
| 754-216-000 | MAINT & REPAIR EQUIPMENT   | 2,000   | (1,500)       | 500     | REDUCED APPROPRIATION           |
| 754-219-000 | BUILDING/EQUIP LEASE       | 4,000   | 300           | 4,300   | REVISED ESTIMATE                |
| 754-222-000 | DUES & SUBSCRIPTIONS       | -       | 1,428         | 1,428   | REVISED ESTIMATE                |
| 754-228-000 | FREIGHT                    | 2,000   | 1,000         | 3,000   | REVISED ESTIMATE                |
| 754-230-000 | CONTRACTUAL SERVICES       | 2,000   | (500)         | 1,500   | REDUCED APPROPRIATION           |
| 754-341-000 | DEPARTMENTAL SUPPLIES      | 35,000  | (3,000)       | 32,000  | REDUCED APPROPRIATION           |
| 754-343-005 | AUTO REPAIR SUPPLIES       | 132,150 | <u>5,000</u>  | 137,150 | REVISED ESTIMATE                |
|             |                            |         | 2,628         |         |                                 |

|             |                              |           |                  |           |                       |
|-------------|------------------------------|-----------|------------------|-----------|-----------------------|
| 756-216-000 | MAINT & REPAIR EQUIPMENT     | 4,976     | (3,000)          | 1,976     | REDUCED APPROPRIATION |
| 756-219-000 | BUILDING/EQUIP LEASE         | 3,000     | (1,000)          | 2,000     | REDUCED APPROPRIATION |
| 756-222-000 | DUES & SUBSCRIPTIONS         | 800       | 2,550            | 3,350     | REVISED ESTIMATE      |
| 756-230-000 | CONTRACTUAL SERVICES         | 32,500    | 1,200            | 33,700    | REVISED ESTIMATE      |
| 756-341-000 | DEPARTMENTAL SUPPLIES        | 60,000    | (15,000)         | 45,000    | REDUCED APPROPRIATION |
| 756-341-007 | SUPPLIES - SALT              | 40,000    | <u>(15,817)</u>  | 24,183    | ADJUSTMENT TO ACTUAL  |
|             |                              |           | (31,067)         |           |                       |
| 759-567-005 | CONTRIB - MASS TRANSIT       | 1,919,280 | (31,052)         | 1,888,228 | REVISED ESTIMATE      |
| 805-230-000 | CONTRACTUAL SERVICES         | 468,588   | (130,000)        | 338,588   | REDUCED APPROPRIATION |
| 809-230-000 | CONTRACTUAL SERVICES         | 3,000     | (232)            | 2,768     | ADJUSTMENT TO ACTUAL  |
| 809-240-000 | REFUNDS                      | -         | 1,589            | 1,589     | ADJUSTMENT TO ACTUAL  |
| 809-341-000 | DEPARTMENTAL SUPPLIES        | 25,212    | <u>(1,428)</u>   | 23,784    | ADJUSTMENT TO ACTUAL  |
|             |                              |           | (71)             |           |                       |
| 900-212-000 | OUTSIDE PRINTING             | 300       | (300)            | -         | REDUCED APPROPRIATION |
| 900-215-000 | MAINT & REPAIR BUILDINGS     | 2,000     | (300)            | 1,700     | REDUCED APPROPRIATION |
| 900-216-000 | MAINT & REPAIR EQUIPMENT     | 4,031     | (2,000)          | 2,031     | REDUCED APPROPRIATION |
| 900-219-000 | BUILDING/EQUIP LEASE         | 1,500     | (500)            | 1,000     | REDUCED APPROPRIATION |
| 900-221-000 | TRAINING & EDUCATION         | 200       | (200)            | -         | REDUCED APPROPRIATION |
| 900-230-000 | CONTRACTUAL SERVICES         | 134,344   | 5,000            | 139,344   | REVISED ESTIMATE      |
| 900-341-000 | DEPARTMENTAL SUPPLIES        | 100,000   | <u>(10,000)</u>  | 90,000    | REDUCED APPROPRIATION |
|             |                              |           | (8,300)          |           |                       |
| 901-568-020 | CONTRIB - VISITOR'S BUREAU   | 212,750   | (50,000)         | 162,750   | REVISED ESTIMATE      |
| 903-568-030 | CONTRIB - MULTICULTURAL FEST | 5,000     | <u>(5,000)</u>   | -         | REDUCED APPROPRIATION |
|             | SUBTOTAL - EXPENDITURES      |           | <u>(747,952)</u> |           |                       |
|             | GRAND TOTAL                  |           | <u>-</u>         |           |                       |

The above resolution proposed to revised the FY20 General Fund budget to reflect year-end revenue and expenditures estimates. The revision includes reduced revenue estimates and reduced appropriations as well as a transfer in from the Stablization Fund to cover expected revenue shortfalls due to the economic impact of the COVID-19 pandemic.

**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 Coal Severance Special Revenue Fund for the Fiscal Year 2019-2020 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:

**COAL SEVERANCE SPECIAL REVENUE FUND**

| <u>Account</u>      | <u>Description</u>           | <u>Current Budget</u> | <u>Proposed Adjustment</u> | <u>Revised Budget</u> | <u>Comments</u>             |
|---------------------|------------------------------|-----------------------|----------------------------|-----------------------|-----------------------------|
| <b>REVENUE</b>      |                              |                       |                            |                       |                             |
| 310-000-000         | COAL SEVERANCE TAX           | 80,000                | <u>(5,000)</u>             | 75,000                | REVISED COLLECTION ESTIMATE |
|                     |                              |                       | (5,000)                    |                       |                             |
| <b>EXPENDITURES</b> |                              |                       |                            |                       |                             |
| 444-566-002         | TRANSFER OUT - USER FEE FUND | 80,000                | <u>(5,000)</u>             | 75,000                | USER FEE FUND TRANSFER OUT  |
|                     |                              |                       | <u>(5,000)</u>             |                       |                             |
|                     |                              |                       | <u>-</u>                   |                       |                             |

The above resolution proposed to revised the FY20 Coal Severance Special Revenue Fund budget to reflect year-end revenue and expenditures estimates. The revision includes reduced revenue estimates and reduced appropriations due to the economic impact of the COVID-19 pandemic.

**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 2019-2020 Fiscal Year to reflect the following changes:

**CAPITAL RESERVE FUND**

| Account             | Description                 | Current<br>Budget | Proposed<br>Adjustment | Revised<br>Budget | Comments                    |
|---------------------|-----------------------------|-------------------|------------------------|-------------------|-----------------------------|
| <b>REVENUE</b>      |                             |                   |                        |                   |                             |
| 369-000-000         | TRANSFERS IN - OTHER FUNDS  | 971,335           | (380,228)              | 591,107           | REDUCED TRANSFER FROM GF    |
| 380-000-000         | INTEREST EARNED             | -                 | 4,500                  | 4,500             | REVISED ESTIMATE            |
| 383-000-000         | SALE OF FIXED ASSETS        | 10,000            | 2,324                  | 12,324            | ADJUSTMENT TO ACTUAL        |
|                     |                             |                   | <u>(373,404)</u>       |                   |                             |
| <b>EXPENDITURES</b> |                             |                   |                        |                   |                             |
| 420-459-000         | EQUIPMENT - ENGINEERING     | 34,000            | (4,219)                | 29,781            | ADJUSTMENT TO ACTUAL        |
| 421-458-000         | IMPROVEMENTS - DEVELOPMENT  | 120,000           | (50,000)               | 70,000            | MKT ST & FLOODWALL LIGHTING |
| 436-459-000         | EQUIPMENT - CODE            | 41,195            | (9,327)                | 31,868            | ADJUSTMENT TO ACTUAL        |
| 440-459-000         | EQUIPMENT - CITY BLDG       | 14,500            | 300                    | 14,800            | ADJUSTMENT TO ACTUAL        |
| 444-566-082         | EQUIPMENT - POOLS           | 48,000            | (3,505)                | 44,495            | ADJUSTMENT TO ACTUAL        |
| 714-458-000         | IMPROVEMENTS - FLOODWALL    | 40,000            | (24,193)               | 15,807            | PUMP STATION REHAB          |
| 750-458-000         | IMPROVEMENTS - STREETS      | 300,000           | (12,900)               | 287,100           | ADJUSTMENT TO ACTUAL        |
| 750-459-000         | EQUIPMENT - STREETS         | 10,750            | (4,808)                | 5,942             | ADJUSTMENT TO ACTUAL        |
| 756-459-000         | EQUIPMENT - STREET CLEANING | 150,701           | (335)                  | 150,366           | ADJUSTMENT TO ACTUAL        |
| 805-458-000         | IMPROVEMENTS - STORMWATER   | 264,417           | (264,417)              | -                 | CITY PARK RETENTION SYSTEM  |
|                     |                             |                   | <u>(373,404)</u>       |                   |                             |
|                     |                             |                   | <u>-</u>               |                   |                             |

The above resolution proposes to revise the FY20 Capital Reserve Fund budget to reflect reduced transfers in from the General Fund due to the economic impact of the COVID-19 pandemic, as well reduced appropriations to balance the 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 2019-2020 Fiscal Year to reflect the following changes:

**USER FEE SPECIAL REVENUE FUND**

| Account        | Description                | Current<br>Budget | Proposed<br>Adjustment | Revised<br>Budget | Comments                    |
|----------------|----------------------------|-------------------|------------------------|-------------------|-----------------------------|
| <b>REVENUE</b> |                            |                   |                        |                   |                             |
| 341-000-000    | CITY SERVICE USER FEE      | 2,225,000         | (219,612)              | 2,005,388         | REVISED COLLECTION ESTIMATE |
| 369-000-000    | TRANSFERS IN - OTHER FUNDS | 80,000            | <u>219,612</u>         | 299,612           | GENERAL FUND TRANSFER IN    |
|                |                            |                   | <u>-</u>               |                   |                             |

The above resolution proposes to revise the FY20 User Fee Fund budget to reflect a transfer in from the General Fund to cover an estimated shortfall in 4th quarter User Fee receipts due to the economic impact of the COVID-19 pandemic.

**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 2019-2020 Fiscal Year to reflect the following changes:

**DEMOLITION FUND**

| Account             | Description                | Current<br>Budget | Proposed<br>Adjustment        | Revised<br>Budget | Comments                    |
|---------------------|----------------------------|-------------------|-------------------------------|-------------------|-----------------------------|
| <b>REVENUE</b>      |                            |                   |                               |                   |                             |
| 369-000-000         | TRANSFERS IN - OTHER FUNDS | 350,000           | <u>(250,000)</u><br>(250,000) | 100,000           | REDUCED TRANSFER IN FROM GF |
| <b>EXPENDITURES</b> |                            |                   |                               |                   |                             |
| 436-230-000         | CONTRACTUAL SERVICES       | 368,512           | <u>(250,000)</u><br>(250,000) | 118,512           | REDUCE APPROPRIATION        |
| <hr/> <hr/>         |                            |                   |                               |                   |                             |

The above resolution proposes to revise the FY20 Demolition Fund budget to reflect reduced transfers in from the General Fund due to the economic impact of the COVID-19 pandemic, as well reduced appropriations for demolitions to balance the 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 2019-2020 Fiscal Year to reflect the following changes:

**PARKING FUND**

| Account             | Description                  | Current<br>Budget | Proposed<br>Adjustment | Revised<br>Budget | Comments                        |
|---------------------|------------------------------|-------------------|------------------------|-------------------|---------------------------------|
| <b>REVENUE</b>      |                              |                   |                        |                   |                                 |
| 342-000-000         | PARKING METER REVENUES       | 50,000            | (10,500)               | 39,500            | REVISED COLLECTION ESTIMATE     |
| 343-001-000         | SEARS LOT                    | 5,000             | (500)                  | 4,500             | REVISED COLLECTION ESTIMATE     |
| 343-002-000         | 5TH & AVERY LOT RENTAL       | 4,500             | (300)                  | 4,200             | REVISED COLLECTION ESTIMATE     |
| 343-003-000         | B&O LOT 6TH & GREEN RENTAL   | 18,000            | (500)                  | 17,500            | REVISED COLLECTION ESTIMATE     |
| 343-004-000         | BRIDGE LOT                   | 2,500             | (200)                  | 2,300             | REVISED COLLECTION ESTIMATE     |
| 343-005-000         | 4TH & AVERY RENTAL           | 88,000            | (5,000)                | 83,000            | REVISED COLLECTION ESTIMATE     |
| 343-008-000         | 5TH & AVERY LOT METERS       | 6,000             | (3,000)                | 3,000             | REVISED COLLECTION ESTIMATE     |
| 343-011-000         | PHILLIPS COURT ALLEY METERS  | 1,800             | (1,000)                | 800               | REVISED COLLECTION ESTIMATE     |
| 343-019-000         | 3RD & AVERY LOT RENTAL       | 5,800             | (400)                  | 5,400             | REVISED COLLECTION ESTIMATE     |
| 343-023-000         | 7TH & JULIANA MONTHLY RENTAL | 8,000             | (1,200)                | 6,800             | REVISED COLLECTION ESTIMATE     |
|                     |                              |                   | <u>(22,600)</u>        |                   |                                 |
| <b>EXPENDITURES</b> |                              |                   |                        |                   |                                 |
| 571-212-000         | OUTSIDE PRINTING             | 1,500             | 1,000                  | 2,500             | REVISED ESTIMATE                |
| 571-216-000         | MAINT & REPAIR EQUIPMENT     | 1,002             | (300)                  | 702               | REDUCED APPROPRIATIONS          |
| 571-230-000         | CONTRACTUAL SERVICES         | 15,000            | (13,000)               | 2,000             | REDUCED APPROPRIATIONS          |
| 571-341-000         | DEPARTMENTAL SUPPLIES        | 19,000            | 10,000                 | 29,000            | REVISED ESTIMATE/PARKING METERS |
| 571-345-000         | UNIFORM EXPENSE              | 2,400             | (2,400)                | -                 | REDUCED APPROPRIATIONS          |
|                     |                              |                   | <u>(4,700)</u>         |                   |                                 |
|                     | GRAND TOTAL                  |                   | <u>(17,900)</u>        |                   |                                 |

The above resolution proposes to revised the FY20 Parking Fund budget to reflect reduced revenue estimates and appropriations due to the temporary cessation of the imposition of parking fees and the economic impact of the COVID-19 pandemic, as well as other year-end expenditure estiamtes for the replacement of parking meters. The \$17,900 deficit will be balanced by the current unrestricted fund balance.



**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 2019-2020 Fiscal Year to reflect the following changes:

**SANITATION FUND**

| Account             | Description                | Current<br>Budget | Proposed<br>Adjustment | Revised<br>Budget | Comments                    |
|---------------------|----------------------------|-------------------|------------------------|-------------------|-----------------------------|
| <b>REVENUE</b>      |                            |                   |                        |                   |                             |
| 350-000-000         | SANITATION FEES            | 2,310,000         | (72,168)               | 2,237,832         | REVISED COLLECTION ESTIMATE |
| 399-350-000         | SALE OF RECYCLED MATERIAL  | 80,124            | <u>(20,000)</u>        | 60,124            | REVISED COLLECTION ESTIMATE |
|                     |                            |                   | <u>(92,168)</u>        |                   |                             |
| <b>EXPENDITURES</b> |                            |                   |                        |                   |                             |
| 800-211-000         | TELEPHONE/COMM EXPENSE     | 2,268             | 157                    | 2,425             | REVISED ESTIMATE            |
| 800-213-100         | UTILITIES - ELECTRIC       | 18,788            | 2,611                  | 21,399            | REVISED ESTIMATE            |
| 800-215-000         | MAINT & REPAIR BUILDINGS   | 8,000             | (2,500)                | 5,500             | REDUCED APPROPRIATION       |
| 800-216-000         | MAINT & REPAIR EQUIPMENT   | 30,108            | (6,000)                | 24,108            | REDUCED APPROPRIATION       |
| 800-219-000         | BUILDING/EQUIP RENTAL      | 2,908             | (1,500)                | 1,408             | REDUCED APPROPRIATION       |
| 800-220-000         | ADVERTISING & LEGAL AD     | 300               | (250)                  | 50                | REDUCED APPROPRIATION       |
| 800-226-000         | AUTO & LIABILITY INSURANCE | 51,214            | 2,000                  | 53,214            | REVISED ESTIMATE            |
| 800-230-000         | CONTRACTUAL SERVICES       | 690,000           | (50,000)               | 640,000           | REALLOCATION TO 676         |
| 800-676-000         | BAD DEBT EXPENSE           | 85,000            | 50,000                 | 135,000           | REALLOCATION FROM 230       |
|                     |                            |                   | <u>(5,482)</u>         |                   |                             |
|                     | GRAND TOTAL                |                   | <u>(86,686)</u>        |                   |                             |

The above resolution proposes to revised the FY20 Sanitation Fund budget to reflect reduced revenue estimates and appropriations due to the economic impact of the COVID-19 pandemic, as well as a reallocation of contractual services to bad debt expense. The \$86,686 deficit will be balanced by the current unrestricted fund balance.

**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 2019-2020 Fiscal Year to reflect the following changes:

**MEMORIAL BRIDGE FUND**

| Account             | Description              | Current<br>Budget | Proposed<br>Adjustment | Revised<br>Budget | Comments                    |
|---------------------|--------------------------|-------------------|------------------------|-------------------|-----------------------------|
| <b>REVENUE</b>      |                          |                   |                        |                   |                             |
| 315-000-000         | BOOK SALES               | 970,000           | (161,667)              | 808,333           | REVISED COLLECTION ESTIMATE |
| 316-000-000         | CASH SALES               | 825,000           | <u>(137,500)</u>       | 687,500           | REVISED COLLECTION ESTIMATE |
|                     |                          |                   | (299,167)              |                   |                             |
| <b>EXPENDITURES</b> |                          |                   |                        |                   |                             |
| 570-212-000         | OUTSIDE PRINTING         | 45,000            | (22,000)               | 23,000            | REDUCED APPROPRIATION       |
| 570-215-000         | MAINT & REPAIR BUILDINGS | 3,000             | (2,000)                |                   | REDUCED APPROPRIATION       |
| 570-216-000         | MAINT & REPAIR EQUIPMENT | 20,000            | (10,000)               |                   | REDUCED APPROPRIATION       |
| 570-230-000         | CONTRACTUAL SERVICE      | 65,000            | (2,500)                |                   | REDUCED APPROPRIATION       |
| 570-341-000         | DEPARTMENTAL SUPPLIES    | 50,000            | (35,000)               | 15,000            | REDUCED APPROPRIATION       |
| 570-458-004         | CAPITAL MAINTENANCE      | 250,000           | <u>(200,000)</u>       | 50,000            | REDUCED APPROPRIATION       |
|                     |                          |                   | <u>(271,500)</u>       |                   |                             |
|                     |                          |                   | <u>(27,667)</u>        |                   |                             |

The above resolution proposes to revise the FY20 Memorial Bridge Fund budget to reflect reduced revenue estimates as a result of the temporary cessation of toll imposition during the COVID-19 pandemic, as well reduced appropriations to cover a portion of the resulting deficit. The remaining \$27,667 deficit will be covered by current unrestricted fund balance.

City of Parkersburg  
 FY20 User Fee/Sales Tax/B&O Summary  
 As of May 12, 2020

**CITY SERVICE USER FEE**

|                          |                  |
|--------------------------|------------------|
| Current User Fee budget  | 2,225,000        |
| Receipts to date (5/12)  | <u>1,675,971</u> |
| Remaining current budget | <u>549,029</u>   |

**Calculation of estimated User Fee receipts for remainder of fiscal year**

|                       | <b>Current<br/>Budget</b> | <b>Reduction<br/>Estimate</b> | <b>%</b> | <b>Reduced<br/>Estimate</b>             |
|-----------------------|---------------------------|-------------------------------|----------|---|
| CITY SERVICE USER FEE | 549,029                   | 219,612                       | 40%      | 329,417                                 |
|                       |                           |                               |          | Current remaining budget <u>549,029</u> |
|                       |                           |                               |          | Revision amount <u>(219,612)</u>        |

**MUNICIPAL SALES TAX**

|                          |                  |
|--------------------------|------------------|
| Current Sales Tax budget | 5,952,946        |
| Receipts to date (5/12)  | <u>4,657,707</u> |
| Remaining current budget | <u>1,295,239</u> |

**Calculation of estimated User Fee receipts for remainder of fiscal year**

|                     | <b>Current<br/>Budget</b> | <b>Reduction<br/>Estimate</b> | <b>%</b> | <b>Reduced<br/>Estimate</b>               |
|---------------------|---------------------------|-------------------------------|----------|---|
| MUNICIPAL SALES TAX | 1,295,239                 | 363,696                       | 28%      | 931,543                                   |
|                     |                           |                               |          | Current remaining budget <u>1,295,239</u> |
|                     |                           |                               |          | Revision amount <u>(363,696)</u>          |

City of Parkersburg  
 FY20 User Fee/Sales Tax/B&O Summary  
 As of May 12, 2020

**BUSINESS & OCCUPATION TAX**

|                          |                  |
|--------------------------|------------------|
| Current B&O budget       | 8,313,561        |
| Receipts to date (5/12)  | <u>6,167,674</u> |
| Remaining current budget | <u>2,145,887</u> |

**\* Exemption details**

\$500 B&O tax liability exemption as follows:

|                                 |         |
|---------------------------------|---------|
| - Exempt revenues, C06 business | 178,571 |
| - Exempt revenues, C13 business | 55,556  |
| - Exempt revenues, C14 business | 62,500  |

**Calculation of estimated B&O receipts for remainder of fiscal year**

|                               | Current<br>Budget | Reduction<br>Estimate | %   | Reduced<br>Estimate | Exemption<br>Estimate* | %     | Revised<br>Budget |
|-------------------------------|-------------------|-----------------------|-----|---------------------|------------------------|-------|-------------------|
| C06 - RETAIL/RESTAURANTS      | 637,386           | 318,693               | 50% | 318,693             | 64,695                 | 20.3% | 253,998           |
| C07 - WHOLESALE               | 66,000            | 13,200                | 20% | 52,800              |                        |       | 52,800            |
| C11 - CONTRACTORS             | 351,041           | 52,656                | 15% | 298,385             |                        |       | 298,385           |
| C12 - AMUSEMENT/HMO           | 4,817             | 1,204                 | 25% | 3,613               |                        |       | 3,613             |
| C13 - SERVICE/OTHER BUSINESS  | 685,326           | 342,663               | 50% | 342,663             | 81,554                 | 23.8% | 261,109           |
| C14 - RENTS/ROYALTIES         | 172,402           | 86,201                | 50% | 86,201              | 46,807                 | 54.3% | 39,394            |
| C16 - BANKING/OTHER FINANCIAL | 228,915           | 34,337                | 15% | 194,578             |                        |       | 194,578           |
|                               | <u>2,145,887</u>  | <u>848,954</u>        |     | <u>1,296,933</u>    | <u>193,056</u>         |       | <u>1,103,877</u>  |

Current remaining budget 2,145,887

Revision amount (1,042,010)

**Exemption Notes:**

In category C06, approximately 358 small businesses would have a zero tax liability, while approximately 158 businesses would have a reduced tax liability.

In category C13, approximately 506 small businesses would have a zero tax liability, while approximately 199 businesses would have a reduced tax liability.

In category C14, approximately 632 small businesses would have a zero tax liability, while approximately 64 businesses would have a reduced tax liability.

**RESOLUTION AUTHORIZING MAYOR JOYCE TO SUBMIT A DEPARTMENT OF JUSTICE -  
CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) APPLICATION FOR FY 2020**

**WHEREAS**, The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Coronavirus Emergency Supplemental Funding (CESF) Program; and

**WHEREAS**, funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus; and

**WHEREAS**, the City of Parkersburg has been allocated a direct award of \$86,796 from the CESF Program for FY 2020; and

**WHEREAS**, the City of Parkersburg is seeking to purchase personal protective equipment (PPE), COVID-19 test kits, climate-controlled storage of the necessary PPE and a contract to professionally clean, disinfect and sanitize necessary first response vehicles; and

**NOW THEREFOR BE IT RESOLVED** by the City Council of the City of Parkersburg that Mayor Tom Joyce be and is hereby authorized to submit an application for the CESF Program for purchases necessary for the City of Parkersburg Police Department, Fire Department and other essential employees. A total request of \$86,796.

Sponsored By:

## CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) APPLICATION

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Coronavirus Emergency Supplemental Funding (CESF) Program. The City of Parkersburg has been allocated a direct award of \$86,796 from the CESF Program for FY 2020. Expenses are eligible for reimbursement beginning January 20, 2020 and must be fully expensed by January 20, 2022.

Funds awarded under the CESF Program are to be utilized to prevent, prepare for, and respond to the coronavirus. The City of Parkersburg seeks to purchase the items below;

- **Personal Protective Equipment - \$7,956.67**
  - 1,025 Face Masks: \$3,331.25
  - 5,000 Gloves: \$1,499.50
  - 100 Face Shields: \$299
  - 100 Gowns: \$379.94
  - 510 Hand Sanitizers (2 oz. bottle) \$2,446.98
  
- **Contract to sanitize and disinfect first responder vehicles - \$21,500**
  - 70 Police Cruisers (12 times): \$8,400
  - 1 Rescue Truck (15 times): \$300
  - 6 Fire Engines (12 times): \$2,160
  - 6 Fire Departments (1 time): \$10,640
  
- **Long term storage unit to safely store necessary PPE - \$2,300**
  - \$2,300 /20 months (through January 2022)
  
- **Fire Department COVID -19 Equipment - \$45,031**
  - 4 Air Packs (Self-contained berating apparatus): \$20,756
  - 4 Masks to accompany air packs and spare air cylinders: \$5,216
  - 50 Face Masks (separate for suspected COVID residents): \$13,250
  - 44 Adapters and 100 filters for masks: \$3,013
  - 1 Gas Monitor: \$2,198
  - 1 Calibration Kit: \$598
  
- **COVID-19 test kits and administration of testing for first responders: \$10,000**

**Total Allocation of Funds: \$86,787.67**

AN ORDINANCE GRANTING AN EXEMPTION OF FIVE-HUNDRED DOLLARS (\$500.00)  
IN THE AMOUNT OF TAX COMPUTED FOR THE SECOND QUARTER OF 2020 UNDER  
ARTICLE 779, BUSINESS AND OCCUPATION TAX FOR CERTAIN RETAIL SALES,  
SERVICE BUSINESSES, AND LANDLORDS AND FURTHER EXTENDING THE  
TIME FOR SUCH BUSINESSES TO FILE THEIR TAX RETURN AND PAY ANY TAX  
DUE FOR SAID SECOND QUARTER

WHEREAS, the steps taken to limit the spread of the novel coronavirus (Covid-19) required and continues to require many businesses to temporarily close or reduce services; and

WHEREAS, such steps have dramatically and negatively affected many businesses and their employees in the City of Parkersburg and throughout the larger community; and

WHEREAS, the City desires to aid those businesses and individuals most vulnerable to such negative financial impacts; and

WHEREAS, the City of Parkersburg has determined that one measure of relief to such businesses is to grant a temporary and limited exemption in the sum of tax due and payable by certain businesses.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Article 779, Business and Occupation Tax, of the Codified Ordinances of the City of Parkersburg be and it is hereby amended as follows:

Section 779.13 EXEMPTIONS.

There is hereby granted a one time exemption applicable only to the tax due and payable for the second quarter of 2020 (APRIL-JUNE) of Five-hundred dollars (\$500.00) for the following businesses:

1. Business of Selling Tangible Property (Section 779.05) Said exemption shall however only apply to personal property sales and including the sale of food and the services incidental to such food sales.
2. Service, Business, or Calling (Section 779.09).
3. Business of Furnishing Property for Hire (Section 779.10) Said exemption shall only apply to real property rentals or leases.

Said exemption is applicable only to the B&O tax due and payable from said businesses for the gross proceeds of the sale or gross income of said business, trade or calling for the second quarter of 2020 and may not be carried over or utilized for any other quarter.

Section 779.15 Computation of Tax; Payment.

The taxpayers described and listed above and to whom the \$500.00 exemption is applicable shall be granted an extension in the date due for the filing of the B&O tax return and payment of the quarterly installment of said tax (April-June) to the last day of August, 2020.

Said \$500.00 exemption and extension in time to file and pay any B&O tax shall not affect any other category of or type of business in Article 779.

Sponsored by Councilmembers