

**AGENDA FOR A FINANCE COMMITTEE
MEETING TUESDAY, MAY 19, 2020, 5:00 PM**

Microsoft Teams Live Streamed for the public through YouTube
(Public seating in the Executive Conference Room,
Second floor, Municipal Building

(Councilmen Reed, Carpenter, Kuhl and McCrady)

I. CALL TO ORDER – Councilman Zach Stanley, Chairman

II. ROLL CALL

III. MINUTES – Meeting held January 28, 2020.

IV. NEW BUSINESS

1. Resolution of the City of Parkersburg approving the FY 2020-2021 Five-Year Consolidated Plan, the FY 2020 Annual Action Plan, and the Analysis of Impediments to Fair Housing Choice, and authorizing the filing of the plans with the U. S. Department of Housing and Urban Development (HUD). (16 pages)

2. Resolution requesting Year-end budget revisions for eight (8) different funds. (12 pages, plus summary)

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 businesses to file their tax return and pay any tax due for said second quarter.

V. ADJOURNMENT

NOTE – City Council meeting, 7:30 PM.

The Finance Committee of City Council met Tuesday, January 28, 2020 at 6:30 PM in the Executive Conference Room on the second floor of the Municipal Building at One Government Square, Parkersburg WV 26101.

The meeting was called to order by Chairman, Zach Stanley. The clerk noted the attendance as follows: Members attending included Councilmen John Reed, JR Carpenter, Jeff Fox, Dave McCrady, and Zach Stanley.

Others attending included Mayor Tom Joyce, Eric Jiles, Rickie Yeager, Everett Shears, Sharon Kuhl, Chief Matthews, Adam Stout, Jeff Fox, and Garrett Bradlyn.

MINUTES – with no amendments or corrections, the minutes from November 19, 2019 were approved as previously distributed.

BUDGET REVISIONS – Finance Director, Eric Jiles, explained a nine-page budget revision in detail, with \$782,501.00 in increased revenue and expenditures. \$100,000.00 was a revised estimate for B & O taxes, \$102,500.00 revised from the municipal sales tax, and \$330,000.00 transferred in from where the City has been setting aside \$250,000.00 for the loan payments for fire stations #2 and #4, because we did not know when the payments would start..

A JAG grant of \$40,900.00 was part of the increase in revenue from a grant that was awarded but not entirely spent, Mayor Joyce stated. We have until fiscal year 20/21 to spend it. Mr. Jiles will ask for an amendment later during this meeting.

Under expenditures, Mr. Jiles explained they needed an additional \$67,000.00 in the IT department for exobeam network monitoring, and an additional \$75,000.00 for a network penetration test. IT Director, Garrett Bradlyn, explained that the Wood County Board of Education had problems this year on a large scale, and we want to prevent that. It is about our vendors and visibility to know we can see what is in our system – it takes a picture of everything, he said. On the penetration test, Mr. Bradlyn said we will have an audit on our two systems, and we need to know what our risk is. It will send us threats and we can set up an automatic response, and it will shorten or response time. It will inspect our normal behaviors, and we would block patterns that are not normal.

We are not in a bad place, Mr. Jiles stated, if there are places where we are vulnerable, we need to identify that.

We would like to move \$30,000.00 to the Engineering Department, as they will be handling the bidding and contracting for demolitions, Mr. Jiles stated. Development Department will handle the legal notifications and title opinions for the properties, by moving \$33,000.00 from the Code Department.

Page 3, transfer to other funds, moving \$250,000.00 to the demolition fund from a revision to the Fire Department as lease payments, and there was a \$180,000.00 transfer to the Municipal Building Fund for bond paydown.

Page 3, Police Department, there were funds moved from patrolmen salary line item to overtime expense. Mayor Joyce said there were enhanced patrol activities from July through September, and extra patrol in certain areas.

In the Fire Department, they propose to move \$79,759.00 for lease payments to the Building Commission for bond payments. In Streets, they moved \$35,000.00 from department supplies, reallocated to stormwater for piping, bricks and mortar.

Page 4, Parks and Recreation – Administration proposed to move \$10,000.00 from department supplies to Holiday in the Park. Mayor Joyce said this was not a City of Parkersburg project, but it might as well be. The City has provided time, but not much more, and they need funds to upgrade or repair the displays.


Page 5, they propose to move \$34,000.00 from the Capital Reserve Fund for a half-ton pickup for the engineering department. Other revisions were explained throughout the document.

MOTION – Mr. Reed moved, seconded by Mr. McCrady, to amend the revision by moving \$25,135.00, Federal Grants, to the Police Department, and the amendment was adopted by unanimous vote.

MOTION – Ms. Kuhl moved, seconded by Mr. Reed, to refer the revision to City Council, as amended, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:00 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

**A RESOLUTION OF THE CITY OF PARKERSBURG
APPROVING THE FY 2020-2024 FIVE-YEAR CONSOLIDATED PLAN, THE
FY 2020 ANNUAL ACTION PLAN, & THE ANALYSIS OF IMPEDIMENTS
TO FAIR HOUSING CHOICE AND AUTHORIZING THE FILING OF THE
PLANS WITH THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

WHEREAS, under the HOME Investment Partnership Program created by the National Affordable Housing Act of 1990, as amended, the Secretary of HUD is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary, and affordable housing; and

WHEREAS, the U.S. Department of Housing and Urban Development has advised the City of Parkersburg that under Fiscal Year 2020, the City is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$900,469 and \$15,000 in Program Income and HOME Investment Partnerships (HOME) Program in the amount of \$351,911 and \$180,000 in Program Income; and

WHEREAS, the City of Parkersburg's Development Department has prepared a FY 2020-2024 Five-Year Consolidated Plan, FY 2020 Annual Action Plan, and Analysis of Impediments to Fair Housing Choice for Fiscal Years 2020 - 2024, which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the City's Five-Year Consolidated Plan along with an Analysis of Impediments to Fair Housing Choice; and

WHEREAS, a draft of the FY 2020-2024 Five-Year Consolidated Plan, FY 2020 Annual Action Plan, and Analysis of Impediments to Fair Housing Choice was on public display from May 22, 2020 through June 22, 2020 and the City held a series of public meetings and hearings on the said Plans and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final documents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PARKERSBURG, WOOD COUNTY, WEST VIRGINIA, AS FOLLOWS:

SECTION 1. That the FY 2020-2024 Five-Year Consolidated Plan, FY 2020 Annual Action Plan, and Analysis of Impediments to Fair Housing Choice is hereby in all respects APPROVED and the Mayor is hereby directed to file a copy of said Five-Year

Consolidated Plan, Annual Action Plan, and Analysis of Impediments for Fiscal Year 2020.

SECTION 2. That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant Program and the HOME Investment Partnerships Program with Federal financial assistance, including those relating to (a) the relocation of site occupants, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and other assurances as set forth under the required HUD Certifications.

SECTION 3. That the Mayor, on behalf of the City of Parkersburg, West Virginia, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development which has indicated its willingness to make available funds to carry out the CDBG Program in the amount of \$900,469 and the HOME Program in the amount of \$351,911; and its further AUTHORIZED to act as the authorized representative of the City of Parkersburg to sign any and all documents in regard to these programs.

SECTION 4. That the Mayor, on behalf the City of Parkersburg, West Virginia, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the City's Application.

Sponsored by:

Section 1: FY 2020-2024 Consolidated Plan Update for the Community Development Block Grant (CDBG) and HOME Partnership Programs

The City of Parkersburg, West Virginia is an entitlement community under the U.S. Department of Housing & Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In addition, the City of Parkersburg is the Participating Jurisdiction (PJ) for the Parkersburg/Wood County HOME Consortium of West Virginia. In compliance with the HUD regulations, the City of Parkersburg has prepared this FY 2020-2024 Five-Year Consolidated Plan for the period of July 1, 2020 through June 30, 2024. This consolidated plan is a strategic plan for the implementation of the City's Federal Programs for housing, community and economic development within the City of Parkersburg and housing in Wood County that comprise the Parkersburg/Wood County HOME Consortium.

The Five-Year Consolidated Plan establishes the City's and Consortium's goals for the next five (5) year period and outlines the specific initiatives the City will undertake to address its needs and objectives by promoting the rehabilitation and construction of decent, safe and sanitary housing, creating a suitable living environment, removing slums and blighting conditions, promoting fair housing, improving public services, expanding economic opportunities, and principally benefitting low- and moderate-income persons.

This Five-Year Consolidated Plan is a collaborative effort of the City of Parkersburg, the Parkersburg/Wood County HOME Consortium, the Community at large, social service agencies and providers, housing providers, community development agencies, and economic development groups. The planning process was accomplished through a series of public meetings, stakeholder interviews, resident surveys, statistical data, and review of previous community development plans.

The following six (6) strategies and subsequent objectives and goals have been identified by the City for the period of FY 2020 through FY 2024 for the CDBG and HOME Program. A complete draft of the City's Consolidated Plan will be made available to the community for public comment 30 days before staff holding a public hearing and City Council considers a resolution to adopt said plan.

Housing Strategy – (High Priority)

Priority Need: There is a need to increase the supply of affordable, decent, safe, and sanitary housing for homeowners and renters.

Objective: Improve, preserve, and expand the supply of affordable housing for low- and moderate-income persons and families.

Goals:

- **HS-1 Housing Construction** – Increase the supply of decent, safe and sanitary accessible housing that is affordable to owners and renters in the City by assisting with acquisition, development fees, and construction.
- **HS-2 Housing Rehabilitation** – Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the community by addressing code violations, emergency repairs, energy efficiency improvements, and accessibility for persons with disabilities.
- **HS-3 Homeownership** – Continue to assist low- and moderate-income homebuyers to purchase homes through down payment / closing cost assistance, and associated housing counseling.
- **HS-4 Emergency Rental Assistance** – Continue to provide short term rental assistance or security deposit assistance for low- and moderate-income renters.
- **HS-5 Tenant Based Rental Assistance** – Provide tenant based rental assistance for income eligible persons or families identified as unmet housing need.
- **HS-6 Fair Housing** – Promote fair housing choice through education, training and outreach to affirmatively furthering fair housing.

Homeless Strategy – (High Priority)

Priority Need: There is a need for services and housing opportunities for homeless persons and persons or families at-risk of becoming homeless.

Objective: Work with community partners to improve the living conditions and support services available for homeless persons, families, and those who are at risk of becoming homeless.

Goals:

- HMS-1 Housing – Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.
- HMS-2 Operation/Support – Support providers who operate housing and/or provide support services for the homeless and persons or families at-risk of becoming homeless and work with providers to coordinate services in terms of policy and implementation strategy.
- HMS-3 Prevention and Re-Housing – Support the Continuum of Care's efforts in prevention of homelessness through anti-eviction activities and programs for rapid re-housing.

Other Special Needs Strategy – (High Priority)

Priority Need: There is a need to increase housing opportunities, services, and facilities for persons with special needs.

Objective: Improve the living conditions and services for those residents with special needs, including the disabled population.

Goals:

- SNS-1 Housing – Increase the supply of affordable, accessible, decent, safe, and sanitary housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.
- SNS-2 Social Services – Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Community Development Strategy – (High Priority)

Priority Need: There is a need to upgrade and improve community facilities, infrastructure, public services and rejuvenate socially and economically distressed neighborhood in the community.

Objective: Improve the community facilities, infrastructure, public services, public safety, and transportation, along with the elimination of blighting influences in the City of Parkersburg.

Goals:

- CDS-1 Community Facilities – Improve parks, recreational facilities, neighborhood facilities, and trails including accessibility improvements to public buildings and all community facilities in the City.

- CDS-2 Infrastructure – Improve the public infrastructure through rehabilitation, reconstruction, and new construction of streets; sidewalks; bridges; curbs; share the road and segmented multiuse pathways; storm water management; lighting enhancements; handicap accessibility improvements and removal of architectural barriers; etc.
- CDS-3 Public Services – Improve and enhance public services, programs for youth, the elderly, and persons with disabilities, along with general social/welfare public service programs for low- and moderate-income persons and households.
- CDS-4 Clearance/Demolition – Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned, and dilapidated structures.
- CDS-5 Transportation – Support the expansion and enhancement of transportation options for low- and moderate-income residents, the disabled and elderly to access services, shopping and employment.

Economic Development Strategy – (High Priority)

Priority Need: There is a need to increase opportunities for economic advancement and self-sufficiency, as well as educational (social/life skills) training and empowerment for residents of the City.

Objective: Improve and expand employment opportunities in the City for low- and moderate-income persons and families.

Goals:

- EDS-1 Employment – Support and encourage job creation, job retention, and job training opportunities as well as entrepreneurship and small business development.
- EDS-2 Development – Support business and commercial growth through expansion and new development, especially if it caters to a niche market or local competitive advantage in the marketplace.
- EDS-3 Redevelopment – Plan and promote the development, redevelopment, and revitalization of vacant and underutilized commercial and industrial sites, this includes underutilized brownfield sites.
- EDS-4 Financial Assistance – Support and encourage new economic development through local, state, and Federal tax incentives and programs such as Tax Incremental Financing (TIF), real property tax rebate program, Community Development Block Grants and HOME Partnership Program Funds, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, Opportunity Zones, etc.

- **EDS-5 Access to Transportation – Support the expansion of public transportation and access to bus and automobile service and facilities serving alternate modes of transportation to assist residents to get to work or training opportunities.**

Administration, Planning, and Management Strategy – (High Priority)

Priority Need: There is a need for planning, administration, management, and oversight of Federal, State, and local funded programs to address the housing and community and economic development needs.

Objective: Provide sound and professional planning, administration, oversight and management of Federal, State, and local funded programs and activities.

Goals:

- **AMS-1 Overall Coordination – Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.**

FY 2020-2021 Annual Action Plan (Budget)

City of Parkersburg - Community Development Block Grant Program		
FY 2020-2021 CDBG Allocation from HUD	\$	900,469.00
Actual FY 2019-2020 CDBG Program Income	\$	15,000.00
Total	\$	915,469.00

CDBG Projects and Activities

<i>I. Improvements to Community Infrastructure and Public Facilities</i>		
a. Section 108 Loan Repayment (100%) - Riverfront Park Project (August '20 and February '21)	\$	22,912.73
b. Section 108 Loan Repayment (25%) - 16th and Covert Fire Station Project (August '20 and February '21)	\$	6,464.86
c. Code Enforcement Program	\$	45,000.00
d. Market Streetscape Enhancement Project	\$	232,016.00
e. Stormwater Lining Project	\$	200,000.00
<i>II. Enhancement of Public Services</i>		
a. COPE Police Program	\$	134,000.00
<i>III. Housing Programs</i>		
a. Minor Home Repair Program	\$	150,000.00
b. Emergency Home Repair Program	\$	18,000.00
<i>IV. General Administration</i>		
	\$	107,075.41
Total	\$	915,469.00

Parkersburg-Wood County HOME Consortium Program

FY 2020-2021 HOME Allocation from HUD	\$	351,911.00
Actual FY 2019-2020 Program Income	\$	180,000.00
Total	\$	531,911.00

HOME Investment Partnership Grant Fund Project and Activities

<i>I. Community Housing Development Organization - Habitat for Humanity</i>	\$	86,000.00
<i>II. Down Payment Assistance Program</i>	\$	100,000.00
<i>III. New Construction and Rehab</i>	\$	305,911.00
<i>IV. General Administration</i>	\$	40,000.00
Total	\$	531,911.00

Total HUD Allocation	\$	1,252,380.00
Total CDBG/HOME Budget (includes Program Income)	\$	1,447,380.00

Section 1: FY 2020-2021 Community Development Block Grant (CDBG) and HOME Partnership Program Budget (Annual Action Plan) Proposal Descriptions

The following provides a brief summary for each line item proposed in the City's Annual Action Plan for **FY 2020-2021 CDBG Budget**. Additional information, including a complete draft of the City's Annual Action Plan, 5 Year Consolidated Plan (2020-2024) and Analysis of Impediments will be on public display for 30 days before staff hold a public hearing on the matter and City Council considers a resolution to adopt the above-mentioned planning documents. These planning documents must be approved and submitted to the U.S. Department of Housing and Urban Development.

IMPROVEMENTS TO COMMUNITY AND PUBLIC FACILITIES:

Riverfront Park Project – Section 108 Loan Repayment (\$ 22,912.73)

- CDBG funds will be used to repay a Section 108 Loan that was originally used to redevelop and expand Riverfront Park.

16th and Covert Fire Station – Section 108 Loan Repayment (\$ 6,464.86)

- CDBG funds will be used to repay a Section 108 Loan that was utilized to build a new Fire Station (#2) at 16th and Covert Streets. This represents 25% of the total payment due. The balance (75%) will be paid for through the General Fund.

Code Enforcement Program (\$ 45,000)

- CDBG Code Enforcement (Officer) will work to provide solution-oriented enforcement for maintaining clean, safe and attractive neighborhoods with a focus on promoting health and safety in low- and moderate-income neighborhoods while increasing awareness about City policies, programs and Code requirements. Eligible code enforcement activities must be in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area or to stop further deterioration of an area. This activity may also account for 'Code Sweeps' where various Code Enforcement Officers are assigned targeted enforcement activities to arrest the decline of health and public safety.

Market Streetscape Enhancement Project (\$ 232,016)

- This CDBG funded project proposes to enhance the streetscape along Market Street from 9th Street to 13th Street. This project will encourage increased pedestrians, bicyclists, and transit rider's amenities, and activities, while also accommodating

vehicular traffic that provides safe access to all users of all ages and abilities. Planned improvements include new sidewalks with ADA Standard Ramps, period lighting, and landscaping. Total funds allocated for said project (to date) is \$ 314,683.85.

Storm Water Lining Project (\$ 200,000)

- This CDBG funded project proposes implementing a new lining within a storm water line located in a predominantly low-income neighborhood (20' alley between 15th Street and 19th Street, and an alley off Lynn Street). The direct benefit will be realized in that neighborhood. Stormwater infrastructure is eligible because this project will create jobs, increase economic activity, and increase property values. Increase property values by mitigating flooding, improving neighborhood aesthetics, and providing other co-benefits.
- The City of Parkersburg is dedicated to stormwater management to reduce the discharge of pollutants, protect water quality and satisfy the appropriate requirements of the Clean Water Act in accordance with the West Virginia Department of Environmental Protection. This project is also consistent with the plan put forward by the City's Engineering Division to address stormwater issues in the community.

Enhancement of Public Facilities

Community Oriented Police Enforcement Program (\$ 134,000)

- CDBG funds will be used to fund 1 full time officer to patrol neighborhoods that experience higher crime. The Department will also coordinate tandem Bike Patrols (year-round, weather permitting) and COPE Sweeps in the same neighborhoods, where officers place special attention on areas where they've been addressed of problems.

Housing Programs

Minor Home Repair Program (\$ 150,000)

- CDBG funds to assist homeowners with 'minor repairs' to their residence. Eligible homeowners are at or below 60% of area median income. Income eligible residents are provided a grant which is earned for needed home repairs. Applicants may be awarded up to \$15,000 for repairs.

Emergency Home Repair Program (\$ 18,000)

- CDBG funds to provide emergency repairs for homeowners. Income eligible homeowners are provided a grant for emergency repairs to eliminate conditions that are health and safety violations. Applicants may be awarded up to \$6,000 for repairs.

General Administration

Administration, Planning and Management (\$ 107,075.41)

- Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.

The following provides a brief summary for each line item proposed in the City's Annual Action Plan for **FY 2020-2021 HOME Budget**. Additional information, including a complete draft of the City's Annual Action Plan, 5 Year Consolidated Plan (2020-2024) and Analysis of Impediments will be on public display for 30 days before staff hold a public hearing on the matter and City Council considers a resolution to adopt the above-mentioned planning documents. These planning documents must be approved and submitted to the U.S. Department of Housing and Urban Development.

CHDO Set-Aside – Habitat for Humanity (\$ 86,000)

- At least 15% of HOME Funds must be used for a CHDO to build new affordable housing within the county. The Parkersburg/Wood County HOME Consortium is currently working with Habitat for Humanity of the Mid-Ohio Valley as their CHDO and will contribute nearly 25% of its 2020 allocation to build one new single-family detached home during FY 2020-2021.

Down Payment Assistance Program (\$ 100,000)

- The Wood County HOME Consortium intends to provide financial assistance of up to \$10,000 to first time home buyers with down payment and closing cost expenses to income-qualified buyers that plan to purchase their first home anywhere within Wood County.

New Construction and Rehab (\$ 305,911)

- The City seeks to collaborate with a developer (private or non-profit) to construct new affordable housing units in a targeted area. Potential projects include the construction and/or rehabilitation of single-family homes and multifamily dwellings.

General Administration (\$ 40,000)

- Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.

Section 1: Updated Analysis of Impediments for the Community Development Block Grant (CDBG) and HOME Partnership Programs

The City of Parkersburg, West Virginia is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In addition, the City of Parkersburg is a member of the Wood County HOME Consortium, which is administered by the City of Parkersburg. In accordance with the Housing and Community Development Act of 1974, as amended, each entitlement community must "affirmatively further fair housing." In order to "affirmatively further fair housing," each entitlement community must conduct a Fair Housing Analysis which identifies any impediments to fair housing choice.

The City of Parkersburg prepared an Analysis of Impediments to Fair Housing Choice in 2007. The City has now prepared this FY 2020-2024 Analysis of Impediments to Fair Housing Choice (A.I.).

In accordance with the HUD Guidelines for the preparation of an A.I., the analysis focuses on the status and interaction of six (6) fundamental conditions within the community:

- The sale or rental of dwellings (public or private);
- The provision of housing brokerage services;
- The provision of financial assistance for dwellings;
- Public policies and actions affecting the approval of sites and other building requirements used in the approval process for the construction of publicly assisted housing;
- The administrative policies concerning community development and housing activities, which affect opportunities of minority households to select housing inside or outside areas of minority concentration; and
- Where there is a determination of unlawful segregation or other housing discrimination by a court or a finding of noncompliance by HUD regarding assisted housing in a recipient's jurisdiction, an analysis of the actions which could be taken by the recipient to remedy the discriminatory condition, including actions involving the expenditure of funds made available under 24 CFR Part 570.

The City of Parkersburg's FY 2020-2024 Analysis of Impediments to Fair Housing Choice has identified the following impediments, goals, and strategies to affirmatively further fair housing.

Impediment 1: Fair Housing Education and Outreach

There is a need to improve the knowledge and understanding concerning the rights of individuals, families, and members of the protected classes in regard to the Fair Housing Act (FHA) and awareness of discriminatory practices.

Goal: Improve the knowledge and awareness of both the public and the local officials, concerning the Fair Housing Act, related laws, regulations, and requirements to affirmatively further fair housing in the community.

Strategies: To meet this goal, the following activities and strategies should be undertaken:

- 1-A: Continue to educate and make residents aware of their rights under the Fair Housing Act (FHA) and the Americans with Disabilities Act (ADA).
- 1-B: Continue to educate and sponsor seminars for realtors, bankers, and housing providers to make them aware of their responsibilities under the Fair Housing Act (FHA) and the Americans with Disabilities Act (ADA).
- 1-C: Continue to support Fair Housing organizations and legal advocacy groups to assist persons who may be victims of housing discrimination and/or not aware of how to file a housing complaint.
- 1-D: Continue to identify Limited English Proficiency (LEP) persons to provide the specific language assistance that is needed.
- 1-E: Continue to partner with regional jurisdictions and housing providers to encourage fair housing choice throughout the City.
- 1-F: Continue to make landlords and rental managers aware of their responsibilities under the FHA on making reasonable accommodations for renters.

Impediment 2: Continuing Need for Quality Affordable Housing

Nearly one out of every two renter households (46.5%) in the City is paying over 30% of their monthly incomes on housing costs. Nearly one out of every five owner households with a mortgage (17.5%) is paying over 30% of their monthly income on housing costs.

Goal: Increase the supply of quality affordable housing by new construction and rehabilitation of various types of housing that is affordable to lower income households.

Strategies: To meet this goal, the following activities and strategies should be undertaken:

- 2-A: Continue to support and encourage private developers and non-profit housing providers to create, through construction or rehabilitation, affordable and mixed-income housing located outside of areas of lower income and minority concentrations.
- 2-B: Continue to support and encourage the rehabilitation of existing housing units in the City to become decent, safe, sound and affordable housing for low- and moderate- income households below 80% AMI.
- 2-C: Continue to support homebuyer education and training programs to improve homebuyer awareness of predatory lending practices, etc.

- 2-D: Support the development of affordable housing for smaller families and single individuals.

Impediment 3: Continuing Need for Accessible Housing Units

There is a lack of accessible housing units in the City of Parkersburg as the supply of accessible housing has not kept pace with the demand of individuals desiring to live independently.

Goal: Increase the supply of accessible housing by new construction and rehabilitation of accessible housing for persons with disabilities.

Strategies: To meet this goal, the following activities and strategies should be undertaken:

- 3-A: Continue to promote the development of accessible housing by supporting and encouraging private developers and non-profits to construct, and/or rehabilitate housing that is accessible to persons with disabilities.
- 3-B: Continue to provide financial assistance for accessibility improvements to owner-occupied housing units to enable the elderly and/or persons with disabilities to remain in their existing homes.
- 3-C: Continue to enforce the ADA and Fair Housing requirements for landlords to make "reasonable accommodations" to their rental properties so they become accessible to tenants with disabilities.

Impediment 4: Public Policy

The City Zoning Ordinance needs additional definitions and provisions concerning Fair Housing.

Goal: Revise the City Zoning Ordinance to promote the development of various types of affordable housing throughout the City.

Strategies: To meet this goal, the following activities and strategies should be undertaken:

- 4-A: Revise the City Zoning Ordinance to include additional definitions, statements, and revisions to bring it into compliance with the Fair Housing Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act.
- 4-B: Adopt a written Reasonable Accommodation Policy for housing developers and the Municipal Planning Commission to follow when reasonable accommodation requests are made concerning zoning and land use as it applies to protected classes under the Fair Housing Act.
- 4-C: Continue to assess and develop financial incentives to encourage developers and housing providers to offer more affordable housing options in the City.
- 4-D: Encourage LMI, minority, and protected class resident participation in the various City Boards and Commissions.

Impediment 5: Economic Issues Affecting Housing Choice

There is a need to improve economic opportunities in the City of Parkersburg which prevents low-income households from increasing their financial resources to be able to choose to live outside areas of concentrated poverty.

Goal: The local economy will continue to improve by providing new job opportunities, which will increase household income to promote fair housing choice.

Strategies: To meet this goal, the following activities and strategies should be undertaken:

- **5-A:** Strengthen partnerships that enhance local businesses, expand the tax base, and create a more sustainable economy for residents and businesses.
- **5-B:** Support and enhance workforce development and skills training that results in increased job opportunities and a living wage.
- **5-C:** Continue to support programming that enhances entrepreneurship and small business development, expansion, and retention for low- and moderate-income persons, and minorities and women.
- **5-D:** Continue to promote and encourage economic development with local commercial and industrial firms to expand their operations and increase employment opportunities.
- **5-E:** Support and enhance entrepreneurship training programs, with a particular focus on programs that assist women, minority, and veteran-owned businesses.

A complete draft of the City's Analysis of Impediments will be made available to the community for public comment 30 days before staff schedule a public hearing and City Council considers a resolution to adopt said document.

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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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	12,705	23,463	ADJUSTMENT TO ACTUAL
	SUBTOTAL - REVENUE		(747,952)		
EXPENDITURES					
CIVIL SERVICE					
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	700	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	(500)	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	(1,200)	3,800	REDUCED APPROPRIATION
			<u>(5,900)</u>		
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	145	295	REVISED ESTIMATE
			<u>(9,305)</u>		
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	(7,000)	19,000	REDUCED APPROPRIATION
			<u>(12,400)</u>		
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	(250,000)	100,000	REDUCED APPROPRIATION
			<u>(405,616)</u>		
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	(50)	350	REDUCED APPROPRIATION
			<u>(1,200)</u>		
590-215-000	MAINT & REPAIR BUILDINGS	2,000	(1,000)	1,000	REDUCED APPROPRIATION
590-341-000	DEPARTMENTAL SUPPLIES	1,000	(500)	500	REDUCED APPROPRIATION
			<u>(1,500)</u>		
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	86,796	208,870	COVID-19 JAG GRANT EXPENDITURES
			<u>81,927</u>		
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	7,061	64,061	INSURANCE PROCEEDS FOR PPE
			<u>2,511</u>		
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	200	1,100	REVISED ESTIMATE
			<u>(800)</u>		
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	500	7,500	REVISED ESTIMATE
			<u>(60,130)</u>		
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	250	1,950	REVISED ESTIMATE
			<u>4,650</u>		
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	5,000	137,150	REVISED ESTIMATE
			<u>2,628</u>		

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	(15,817)	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	(1,428)	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	(10,000)	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	(5,000)	-	REDUCED APPROPRIATION
	SUBTOTAL - EXPENDITURES		(747,952)		
	GRAND TOTAL		-		

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

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
310-000-000	COAL SEVERANCE TAX	80,000	<u>(5,000)</u> (5,000)	75,000	REVISED COLLECTION ESTIMATE
EXPENDITURES					
444-566-002	TRANSFER OUT - USER FEE FUND	80,000	<u>(5,000)</u> (5,000)	75,000	USER FEE FUND TRANSFER OUT
			<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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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>		
EXPENDITURES					
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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
369-000-000	TRANSFERS IN - OTHER FUNDS	350,000	<u>(250,000)</u> (250,000)	100,000	REDUCED TRANSFER IN FROM GF
EXPENDITURES					
436-230-000	CONTRACTUAL SERVICES	368,512	<u>(250,000)</u> (250,000)	118,512	REDUCE APPROPRIATION
			<u> -</u>		

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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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>		
EXPENDITURES					
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><u>(17,900)</u></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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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
			(92,168)		
EXPENDITURES					
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	<u>50,000</u>	135,000	REALLOCATION FROM 230
			<u>(5,482)</u>		
	GRAND TOTAL		<u><u>(86,686)</u></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 Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
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)		
EXPENDITURES					
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.

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

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

	Current Budget	Reduction Estimate	%	Reduced Estimate
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

	Current Budget	Reduction Estimate	%	Reduced Estimate
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 Budget	Reduction Estimate	%	Reduced Estimate	Exemption Estimate*	%	Revised 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.