

AGENDA FOR A FINANCE COMMITTEE OF  
CITY COUNCIL, TUESDAY, APRIL 6, 2021  
6:30 PM, EXECUTIVE CONFERENCE ROOM  
2<sup>ND</sup> FLOOR, MUNICIPAL BUILDING

(Councilmen Kuhl, Carpenter, Cottrille and Tuck)

- I. CALL TO ORDER – Councilman Zach Stanley, Chairman
- II. ROLL CALL
- III. MINUTES – Finance Committee meeting January 26, 2021
- IV. NEW BUSINESS
  1. CDBG Annual Action Plan (budget) \$897,015.00;  
HOME Consortium Program \$583,383.00  
Fiscal year 2021-2022.
- V. ADJOURNMENT

The Finance Committee of City Council met Tuesday, January 26, 2021 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 its Chairman, Councilman Zach Stanley, who presided over the meeting. Members attending included Councilmen Kuhl, Carpenter, Cottrille, Tuck, and Stanley.

Others attending included Mayor Tom Joyce, Eric Jiles, Everett Shears, Adam Stout, Rickie Yeager, Sondi Wallace, Chief Matthews, and Mike Reynolds.

MINUTES – Mr. Carpenter moved, seconded by Ms. Kuhl, to approve the minutes from the meeting held September 1, 2020, and the motion was adopted by unanimous vote.

BUDGET REVISIONS – Finance Director, Eric Jiles, explained each line item of a nine-page budget revision which included standard re-allocations for this mid-year revision, beginning with the general fund. The upward proposed adjustment of \$1,467,948.00 in revenue included an increase in B & O taxes for \$300,000.00; municipal sales tax for \$300,000.00, and \$870,000.00 as a CARES ACT adjustment.

The CARES ACT money has stopped, he said, but we will still apply in case something else happens.

The adjustment for insurance claims for \$35,572.00 was for an accident in the police department, and damage to one of our street lights.

Under City Attorney line item, we have allocated \$15,000.00 for outside counsel for lawsuits. The engineering division will need \$81,000.00 through the end of the fiscal year.

Page 2, municipal building department, we need \$55,000.00 more for fogging the municipal building and a HVAC unit replaced on the first floor. We will be fogging the building at least through June 2021, Mr. Jiles stated. We are asking to transfer \$946,876.00 to capital reserve fund for police cruisers and an end loader.

In the police department, we are asking to move salary line items to overtime expense, because we are down several men in the department, causing more overtime. Ms. Tuck asked what the JAG grant covered in 700-459-001, and Mr. Jiles said it covered equipment, and some of it goes to the Wood County Sheriff's department because it is a joint grant request.

In the fire department, they also need \$39,000.00 to cover overtime. The building lease line item is for lease payments for station #4, as we did not pay in the last fiscal year. We have not missed any payments. The fire station bond was for fifteen (15) years, and we made a large payment last year, and now it will be for twelve (12) years, instead of fifteen.

In the street department, account 750, they are asking for \$40,000.00 to continue more projects, no specific projects at this time. The stormwater department, and the street department, go hand in hand, Mr. Shears stated. In the central garage department, they are stocking up on supplies, he said, asking for \$12,500.00.

On page 3, the parks and recreation department needs \$29,301.00 to get them through the end of the year.

The \$20,580.00 social services grant, department #958, is an assistance grant to help them fund their position. Mayor Joyce explained that the WV Coalition & Homeless met here several months ago. They help us with the code department and the police department. We asked them to keep someone in Parkersburg if we paid for them and they agreed. There are a lot of rules, but they are responsive to us, he said.

The first three pages of the revision reflects mid-year estimates based on the results of the first half of the fiscal year, Mr. Jiles stated.

Page 4 was the capital reserve fund with an adjustment of \$912,876.00 is for \$34,000.00 more for cruiser replacements, and an adjustment to actual for street cleaning equipment. \$100,000.00 will be used to purchase an end loader, making that balance \$150,000.00, and we expect the end loader to cost \$220,000.00. The remainder, \$912,876.00 will go to the unappropriated fund balance.

Page 5, user fee fund, Mr. Jiles said he was comfortable increasing those fees by \$200,000.00, after getting our first quarter and second quarter receipts. We had reduced these fees in October, being cautions of the revenues due to the pandemic. Those additional fees of \$200,000.00 will be added to the street improvement line item, he said.

Page 6, the parking fund, is \$69,000.00. They have lost money on every parking lot, and their rentals, and violations due to the pandemic. \$17,000.00 of that was a reduction in appropriations. Mayor Joyce stated that we stopped enforcing parking violations, but some people still pay the meters. Unless something changes, he does not see us starting to enforce. Chief Martin asks him every week, but downtown is struggling. Ms. Kuhl asked if the ticket writers were working, and Mayor said we moved them to other departments during the summer and they have been doing a wholesale of painting the poles and meters, and still doing collections.

Page 7, parks and recreation. Mr. Jiles said we had seen record admissions at the pools, with marginal decline because of the pandemic when we did not let as many people in the pool. They is also an expenditure of \$24,000.00 to replace the pump and repair work at Southwood during the summer of 2020.

Page 8, sanitation fund. An increase of \$15,000.00 from the sale of recycled materials will be used to add to the equipment maintenance/repair, and department supplies line items.

Page 9, memorial bridge fund. There is a slight reduction in interest earned and gains or losses on investments that will be used in the auto and liability and contractual services line item. We were earning less on the demolition funds, which is a fixed account.

MOTION – Mr. Carpenter moved, seconded by Ms. Kuhl, to refer the resolution to City Council for adoption, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:05 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk

**FY 2021-2022 Annual Action Plan (Budget)**

<b>City of Parkersburg - Community Development Block Grant Program</b>		
FY 2021-2022 CDBG Allocation from HUD	\$	887,015.00
Actual FY 2020-2021 CDBG Program Income	\$	10,000.00
<b>Total</b>	<b>\$</b>	<b>897,015.00</b>

**CDBG Projects and Activities**

<i>I. Improvements to Community Infrastructure and Public Facilities</i>	\$	582,850.00
a. Section 108 Loan Repayment (100%) - Riverfront Park Project (August '21 and February '22 and Aug. 22)	\$	278,548.00
b. Section 108 Loan Repayment (25%) - 16th and Covert Fire Station Project (August '20 and February '21	\$	52,756.00
c. Code Enforcement Program	\$	45,000.00
d. Market Streetscape Enhancement Project	\$	100,000.00
e. Area Lighting Improvement Project (Upper Market Street)	\$	86,546.00
f. Public Safety Enhancements - Blue Light Towers	\$	20,000.00
 <i>II. Enhancement of Public Services</i>		
a. COPE Police Program	\$	135,000.00
 <i>III. Housing Programs</i>	\$	58,000.00
a. Minor Home Repair Program	\$	50,000.00
b. Emergency Home Repair Program	\$	8,000.00
 <i>IV. General Administration</i>	\$	121,165.00
 <b>Total</b>	<b>\$</b>	<b>897,015.00</b>

<b>Parkersburg-Wood County HOME Consortium Program</b>		
FY 2021-2022 HOME Allocation from HUD	\$	343,383.00
Actual FY 2020-2021 Program Income	\$	240,000.00
<b>Total</b>	<b>\$</b>	<b>583,383.00</b>

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

<i>I. Community Housing Development Organization - Habitat for Humanity</i>	\$	86,000.00
<i>II. Tenant Based Rental Assistance Program (CHS and Additional Subrecipient TBD)</i>	\$	131,472.00
<i>III. Affordable Housing Leverage Fund</i>	\$	325,911.00
<i>IV. General Administration</i>	\$	40,000.00
 <b>Total</b>	<b>\$</b>	<b>583,383.00</b>

Total HUD Allocation	\$	1,230,398.00
Total CDBG/HOME Budget (includes Program Income)		\$1,480,398.00

# Section 1: FY 2021-2022 Community Development Block Grant (CDBG) and HOME Partnership Program Budget (Annual Action Plan) Proposal Descriptions

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The following provides a brief summary for each line item proposed in the City’s Annual Action Plan for FY 2021-2022 CDBG Budget. Additional information, including a complete draft of the City’s Annual Action Plan will be on public display for 30 days before 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 (\$ 278,548)**

- 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 (\$ 52,756)**

- CDBG funds will be used to repay a Section 108 Loan that was utilized to build a new Fire Station (#2) at 16<sup>th</sup> 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 (\$ 100,000)**

- This CDBG funded project proposes to enhance the streetscape along Market Street from 9<sup>th</sup> Street to 13<sup>th</sup> 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 \$ 546,699.85

### **Area Lighting Improvement Project (\$ 86,546)**

- This activity includes the upgrading/replacement of streetlights from high pressure sodium to LED, which is part of a larger focus to reduce energy costs and maintenance, reduce greenhouse gas emissions while also improving public safety by providing a better line of sight for first responders and pedestrians. This project shall compliment the Market St. Streetscape Enhancement Project with new lighting along the Easterly side of Market St. from 9<sup>th</sup> St. to 19<sup>th</sup> St.

## **Public Safety Enhancements – Blue Light Towers (\$ 20,000)**

- The installation of several emergency blue light phones. Blue light emergency phones are intended to act as an additional security precaution in public areas. By having these highly visible, and easily accessible blue light phones, the community is continually reassured that they can summon police assistance immediately. Unlike cell phones, the dispatch center will automatically know where the call is coming from and quickly dispatch an officer to the exact location. At night a blue light atop the phone is automatically lit making them easily visible from long distances.

## **Enhancement of Public Services**

### **Community Oriented Police Enforcement Program (\$ 135,000)**

- CDBG funds will be used to fund 1 full time officer to patrol neighborhoods that experience higher crime. The COPE Program also funds COPE Sweeps and Bike Patrols in the same neighborhoods, where officers place special attention on areas where they have been addressed of problems. The goal is to have at least two bike patrols on duty seven month out of the year (April – October)

## **Housing Programs**

### **Minor Home Repair Program (\$ 50,000)**

- 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 (\$ 8,000)**

- 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 (\$ 121,165)**

- 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 2021-2022 HOME Budget. Additional information, including a complete draft of the City's Annual Action Plan will be on public display for 30 days before 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 approximately 25% of its 2021 allocation to build one new single-family detached home during FY 2021-2022.

**Tenant Based Rental Assistance (TBRA) Program (\$ 131,472)**

- TBRA is a rental subsidy program that can be used to help support low-and very-low income households. This activity will provide ongoing rental assistance to eligible tenants to help pay rent and utility costs for up to 24 months.

**Affordable Housing Leverage Fund (\$ 325,911)**

- The Affordable Housing Leverage Fund Program (AHLF) will be made available to provide owners of rental residential properties in Wood County with financial assistance to rehabilitate their properties. In exchange, property owners are required to rent to income-eligible tenants for at least five (5) years or the term of financial assistance. The goal of the program is to ensure that tenants are provided with decent, safe and sanitary living environments at an affordable rent.

**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.