



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

March 6, 2014

Submitted by Martin G. Howe

### Follow-up/General Updates

1. Budget 2013-2014 – The County Assessor's Office has provided the City the assessed property valuations (Levy Amounts) which will be incorporated into the budget. Council will have a mandatory meeting on Tuesday, April 15<sup>th</sup> at 8am to make official the property tax levy rates for 2013-2014 by adopting the Levy Order.
2. Finance – A Request for Proposal (RFP) has been issued for Bank Depository Services for a three (3) year term. The interested Financial Institutions have until Friday, April 4<sup>th</sup> at 2pm to submit proposals. Our current depository is Huntington National Bank, which expires Monday, June 30<sup>th</sup>, 2014. Upon evaluation of the proposals the Administration will execute an agreement letter with the Financial Institution.
3. Home Rule Application – We are proceeding forward with the Home Rule process. The Home Rule application will be available for public review beginning Friday, March 14<sup>th</sup>. A public hearing will be scheduled for Thursday, April 17<sup>th</sup> prior to the regularly scheduled Council Meeting. Then the ordinance process will begin immediately following with Council considering approving at the April 17<sup>th</sup> and May 1<sup>st</sup> Meeting. This will allow for proper submission to the Home Rule Board by Monday, June 2, 2014.

### FOIA – Freedom of Information Act

4. Freedom of Information Act (FOIA) –
  - a. Received a request from Steptoe & Johnson, PLLC for any and all available documents related to a building located at 401 N. Ohio Avenue. The request was received Thursday, February 27<sup>th</sup> and the information will be made available as of Wednesday, March 12<sup>th</sup>, 2014.
  - b. Received a request from Leonard "Gene" Papa on Monday, March 3<sup>rd</sup> requesting all information in regards to the apartments located at 404 N. 4<sup>th</sup> Street owned by Wolfe Rentals. The documents will be accessible on Friday, March 14<sup>th</sup>, 2014.

### Economic Development

1. State Office Building –
  - a. The Bid opening date remains scheduled for Thursday, March 13<sup>th</sup>, 2014.
  - b. 160 Washington Avenue – continued to negotiate with a family representative in good faith. We have come to an agreement to purchase the property in the amount of \$60,000, contingent upon Council's approval. I recommend Council approve this agenda item under New Business.
2. Brownfields – We had our Meeting with the Northern Brownsfield Association regarding Public/Private Partnerships associated with Brownfield Projects, Rails Trail and Anchor Hockings Property. We had a lengthy discussion in regards to creating a conceptual design to promote the development of Anchor Hockings Property.

## **Police & Fire**

1. Police Civil Service – The promotional testing for the Rank of Sergeant was held on Wednesday, March 5<sup>th</sup> at 6pm. Officers are able to review their composite scores with a Police Civil Service Commissioner from Friday, March 7<sup>th</sup> through Thursday, March 13<sup>th</sup>. After this period, if the Commission cites no discrepancies, the highest score by Patrolman First Class, Rick White, will be honored and a Promotional Physical will be ordered; his Promotion will then be scheduled thereafter, most likely by the end of March.

## **Boards & Commissions**

1. Municipal Building Commission – Monday, March 10<sup>th</sup> at 8:30am the board will meet to consider for adoption the supplemental resolution for the purposes of financing construction and equipping of property acquisitions, equipment purchases and improvements to the City's Municipal Building and Public Works Facilities. The Bond Closing will then be immediately following.