



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

April 16, 2015

Submitted by Martin G. Howe

General Updates

1. Budget – the 2015/2016 Budget was submitted to the State Auditor's Office and accepted.
2. Levy – Council will have a special meeting on Tuesday, April 21st to officially adopt the levy rates on the assessed values for fiscal year 2015-2016. This is in accordance to Chapter 11, Article 8 of WV Code.
3. Planning & Zoning – The Commission had their meeting on Wednesday, April 8th to review the zoning request of MCP Energy Park, which encompassed approximately 90 acres of property that was recently annexed into the City. The recommendation of P&Z is to zone the property I-1 (Industrial-1).
4. Household Hazardous Waste Collection – The Harrison County Solid Waste Authority is submitting a grant application for \$20,000 and has requested the City to participate with a \$5,000 contribution. The Clarksburg Water Board, Harrison County Commission and the City of Bridgeport have also been requested to contribute. The City's contribution will be handled internally.
5. Animal Control – The City will be advertising for an Animal Control Officer (internally and externally) beginning April 26th with a deadline of submitting applications of Friday, May 8th.

Economic Development

1. State Office Building Office Complex – The walls are presently being constructed for the mechanical yard area which should be completed by end of April. The installation of the roof will begin at the beginning of May.
2. Chestnut Street – The WV DOH will begin advertising for bids late July.
3. The Administration submitted 3 Grants
 - a) Streetscape Grant Application – Submitted a \$373,500 application for additional improvements downtown, which includes our 20% match. The area will encompass a partial of 3rd Street between Main Street and Washington Avenue and the North side of Main Street between 4th and 5th Streets.
 - b) Cultural & History – Submitted a Letter of Intent (LOI) for Robinson Grand Theatre improvement. Received letter accepting the LOI and we are now eligible to submit a full application which we will be requesting \$500,000, which is due July 1, 2015.
 - c) SHPO – Submitted a Development grant application for approximately \$82,000 for Robinson Grand Theatre for windows and doors for the rehabilitation and restoration project. This grant is a 50% match.
4. Ribbon Cutting – SCORE-Friday, April 17th at 9:00 a.m. SCORE is located on the 2nd floor of Huntington Bank. They provide free and confidential one on one business consulting in West Virginia as well as conduct workshops for start-up entrepreneurs and small business owners.

Police & Fire

1. Police
 - a) Interviews were held with candidates from the eligibility list. There will be two (2) certified officers sworn into office on Wednesday, April 29th at 10:00 a.m. The officers will begin the FTO twelve (12) week training program beginning Friday, May 1st and Monday, May 4th.
 - b) Camera System - Digital Alley sent us three (3) body cameras to be tested and evaluated for a 30 day trial. We will be monitoring the quality of video and audio as well as security.
 - c) Live Scan – WV State Police completed the installation of the Live Scan equipment for digital fingerprinting and photos . We will be doing training on Tuesday, April 21st which will include 2 officers from each shift and 2 detectives. This is approximately a \$50,000 investment.
2. Fire – Interviews have been scheduled for the one (1) vacancy for the week of April 27th. I anticipate appointing a probationary firefighter by either mid-May or June 1. A swearing in will be scheduled accordingly.

Sanitary Board

1. WWTP – The upgrade repair that was performed on April 6th from 11:00 p.m. to 7:00 a.m. was very successful and was completed 3 ½ hours earlier than expected.
2. Budget 2015-2016 – The WWTP & Public Works have submitted their budget requests. The Board will review the proposed budget for approval at their Tuesday, May 12th meeting.
3. Long Term Control Plan – The Board will be reviewing the draft of Phase IV of the Long Term Control Plan for approval. This plan identifies areas within Glen Elk and Goff Plaza for upgrades in the collection system. Phase IV needs completed on or before December 31, 2018.