



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

November 19, 2015

Submitted by Martin G. Howe

General Updates

1. 1403 N. 19th Street - Received the \$5,000 donation from Wells Fargo as part of our agreement in accepting the property. These funds are being deposited into the URA escrow account towards repayment of the demolition loan.

Economic Development

1. Robinson Grand Theater –
 - a) The City Administration hosted several meetings with Kathleen DuBois of Progressity, Design Consultant (WYK), the Mayor and Cultural Society.
 - b) The leadership team is continuing to schedule meetings with community members for input on the project. These meetings will be conducted in early December.
 - c) USDA Loan- Public hearing scheduled for Tuesday November 24, 2015 at 5:30 p.m.
2. YMCA Property- Administration had a meeting with the Bond Counsel and USDA. Both the Building Commission and City Council will be following the same tentative timeline to close on the property, which is as follows:
 - Thursday, December 3rd – First Reading of Ordinance
 - Thursday, December 17th – Second Reading of Ordinance
 - Thursday, January 7th – Public Hearing and Third final reading of ordinance
 - Loan Closing with the Harrison County Economic Alliance Corporation the week of January 11th.
3. State Office Building – The contractors are continuing to progress forward. Over the next several weeks they will be continuing with interior painting, installing trim, flooring tile and completing installation of passenger elevator. The exterior work is also moving forward with work being done on curbs and sidewalks on the south side of the building. Lastly, the parking lots will have the stone sub-base and binder course asphalt rolled.
4. Hotel/Conference Center- The Urban Renewal Authority had their meeting Thursday November 19, 2015 to consider developer's proposal. Upon returning from Executive Session the URA voted not to accept the proposal as it did not respond to the RFP. The URA will be considering drafting another RFP in the future for this viable project.
5. Infrastructure- Lowndes Hill/2nd Street and Sycamore Street.
 - a) Public hearing was held on Wednesday, November 18, 2015 to explain the two (2) separate projects as well as the funding.
 - b) These will be a USDA Application for Federal Assistance SF-424 form on the December agenda to authorize the Mayor to execute the application for the funding of the project.
 - c) City Council will be considering the ordinances for the Infrastructure Loan with the USDA as a Sales Tax Revenue Bond early in 2016. This will consist of three (3) readings with a Public Hearing.

Police & Fire

1. Police –
 - a) Police Civil Service Commission – There were 18 candidates whom tested and 14 passed the physical agility. The written test was held on Wednesday, November 18th, fourteen (14) candidates out of the 18 whom passed the physical ability test participated with the written test; 13 out of these 14 passed the written test. These candidates will still need to have their background checks completed, as well as the polygraph.
 - b) As of now there are 19 candidates remaining. We anticipate both groups of applicants will be combined when we get to the psychological phase and interview phase, then the PCSC can certify the eligibility list.
2. Fire- Fire Civil Service Commission had their meeting on Tuesday, November 17th to certify the eligibility list. The list has ten (10) candidates.

Sanitary Board

1. Spring/Hedge and St.Clair Street Area – The project bid opening was Wednesday, November 18 at 1:00 pm. There were six (6) contactors whom submitted bids. The Sanitary Board will have a special meeting on Friday, November 20th at 10:30 a.m. to consider awarding the bid.

Events

1. Christmas Parade- The parade is on Friday December 4, 2015 at 6:00 p.m. The road closures and detour routes will take effect at 5:00 p.m.