



Office of the City Manager

The City of Morgantown

City Manager
Jeff Mikorski, ICMA-CM
389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
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City Manager's Report for City Council Meeting on February 17, 2015

New Business :

1. Habitat for Humanity

At a recent City Council meeting, Evan Zuverink, Director of Habitat for Humanity, requested the City to waive permit fees for their projects. At that time I recommended that we do not waive the permit fees, but if Council is interested, we would budget a contribution to the agency, to reduce the cost of the affordable homes their building. Recently, an additional request has been received to waive the variance fees for five variances that the organization will need to apply in the coming months. Habitat has recently applied for two of the five variances and is requesting a waiver of the fees (totaling \$150.00). Since variance waivers have not been given in the past, it would take Council authorizing the waiver of the application fee.

2. Capital Escrow Budget Revision #5

Due to the increased construction throughout the City and some developments moving faster than originally budgeted, we have an increased contribution to Capital Escrow Fund. I would like to take this opportunity to budget for capital projects or add additional money to projects that were not funded at the beginning of the fiscal year from one-time funds. Projects, and revisions to the Capital Escrow Fund are listed on the attached Capital Escrow Revision memorandum.

3. 2015 Proposed Paving List

Attached is the 2014 paving list recommended by the City Engineer. Due to the additional revenue from Business and Occupation Taxes on construction (one-time revenues) this fiscal year, I requested the Engineering Department to expand their list of streets to expend an additional \$300,000 over the original budgeted \$325,000, consistent with the Capital Escrow amendment before Council tonight. If Council approved of the amended Capital Escrow budget, I recommend approval of the paving list, which will allow the Engineering Department to begin the bidding process to get material and a contractor hired to start paving in late April or early May.

Information:

1. Upcoming meetings

There will be a public hearing for two home rule ordinances on Friday, February 27 at 6:00 pm in City Hall Council Chambers. The Ordinance to modify Intergovernmental Agreements from an ordinance to a resolution and the ordinance for establishing a lien process for nuisance situations will be heard at that time. The ordinances will then be presented at the next Home Rule Oversight Board on March 2, 2015 in the Morgantown Public Safety Building.

An upcoming meeting will take place on Thursday, February 19 at 4:00 pm to establish a Wayfinding Advisory Committee to City Manager to create and implement a wayfinder signage program throughout the City. Selected committee members will be invited to attend.

A BAD (Brownfield, Abandoned, & Depilated) Building Team meeting will take place on Wednesday, February 25 at 5:00 pm to “kick off” the Morgantown BAD Building Team. The meeting will be advertised for volunteers to be a part of the team that will help identify vacant and depilated housing, and work with the City Government to recommend strategies for reuse of identified buildings.



Jeff Mikorski ICMA-CM,
Morgantown City Manager



City of Morgantown
Attn: City Manager
389 Spruce Street
Morgantown, West Virginia 26505

RE: Habitat's Variance Request for the March 2015 BZA Meeting

To Whom It May Concern:

Mon County Habitat for Humanity will be seeking variance relief from the Board of Zoning Appeals for 2 of the 5 units we will construct this year in our Decker's Court development. Mon County Habitat for Humanity is asking that the application fees to be waived for the following reasons:

- a. These expenses were not anticipated in our cash flow projection. These expenses would put financial stress on the organization during the lean winter months
- b. City Council has already agreed to move forward with the Habitat city expenses at their October 2014 regular meeting

Your consideration on this matter would be greatly appreciated. Mon County Habitat for Humanity looks forward to continued partnership with the City of Morgantown and the construction of these homes for the families we serve. Should you have any questions of concerns, feel free to contact me.

In Partnership,

A handwritten signature in blue ink, appearing to read "Evan Zuverink".

Evan Zuverink
Director of Operations
Mon County Habitat for Humanity

City of Morgantown

Finance Department

389 Spruce Street

Morgantown, WV 26505

Phone 304-284-7407/Fax 304-284-7418

jsabatelli@cityofmorgantown.org

MEMO

DATE: February 12, 2015

TO: Jeff Mikorski, ICMA-CM
City Manager

FROM: JR Sabatelli, CPA 
Finance Director

RE: Capital Escrow Budget Revision #5

Per our discussion, the following revision allocates contributions from the General Fund for additional B&O - Construction revenues received or expected to be received. The revision also accounts for insurance claims received from the Police Departments Spyder motorcycle and related equipment purchased.

Budget Line	Current Unencumbered Balance	Current Budget	Proposed Revised Budget	Net Change
Revenues:				
Insurance Claims		-	19,250	19,250
Met Theatre Donations		124,440	74,440	(50,000)
Contribution from General Fund		1,930,000	4,825,000	<u>2,895,000</u>
				2,864,250
Expenses:				
Demolition Program	45,271	51,263	101,263	50,000
Sabraton Public Improvements	-	-	50,000	50,000
Woodburn School	-	-	70,000	70,000
Paving 2015	-	325,000	625,000	300,000
Public Works Vehicles	(2,965)	100,000	103,000	3,000
Police Cruisers	(17,109)	141,714	310,964	169,250
Vehicles - Administrative	10,114	35,000	24,886	(10,114)
Rainy Day/Financial Stabilation Fund	-	125,000	250,000	125,000
Public Works Cap Outlay	15,336	40,000	160,000	120,000
Fire Vehicles	100,000	100,000	250,000	150,000
GIS Consultant/Equipment	-	-	75,000	75,000
Downtown Tree & Bumpout Improv.	-	-	50,000	50,000
BAD Building Matching Funds	-	-	10,000	10,000
TV Cable Equip (Chamber Audio)	3,232	3,969	18,969	15,000
BOPARC Log Cabins	-	-	25,000	25,000
Contingencies	116,966	116,966	1,779,080	<u>1,662,114</u>
				2,864,250

Memo

City of Morgantown

Public Works Department

To: Jeff Mikorski, City Manager

From: Damien Davis, Interim Public Works Director and City Engineer

Subject: 2015 Proposed Paving List

Date: February 12, 2015

Below is the proposed list for the 2015 Paving Project. The budget amount for this year's project is \$625,000

A contingency list is also below. In past years we have been able to add streets depending on the bid results.

If you have any questions regarding this matter, please contact me.

STREETS ON MAIN LIST

1. ASPEN STREET (Collins Ferry Rd. to Western Ave.)
2. CAMDEN AVENUE (Gould St. to Wabash Ave.)
3. WASHINGTON STREET (Maple Ave. to Jackson Ave.)
4. HARNER STREET (Kingwood St. to Dead End)
5. CONN STREET (Wilson Ave. to Wilson Ave.)
6. FRONT STREET (Lyndhurst St. to Lyndhurst St.)
7. JERSEY STREET (Putnam St. to Jerome St.)
8. RAYMOND STREET (Eureka Dr. to Highland Ave.) (Widening)
9. MORGAN STREET (Eureka Dr. to Highland Ave.) (Widening)
10. SMITH AVENUE (Jones Ave. to 500 ft.) (Widening)
11. CYPRESS STREET (Douglas St. to Munsey St.)
12. WOODHAVEN DRIVE (Killarney Dr. to Eastern Ave.)
13. ALLEN AVENUE (Snider St. to E. Prospect St.)
14. CASS STREET (Allen Ave. to Battelle Ave.)
15. BATTELLE AVENUE (E. Prospect St. to Snider St.)
16. WEAVER STREET (Richwood Ave. to Oak St.)
17. HARRISON STREET (Louise Ave. to Charles Ave.)
18. BOND STREET (Charles Ave. to Ridgeway Ave.)
19. WEST VIRGINIA AVENUE (Dorsey Ave. to Leonard St.)
20. DUDLEY AVENUE (Fairfax Dr. to Oakland St.)
21. HAWTHORNE (Fairfax Dr. to Oakland St.)

STREETS ON CONTINGENCY LIST

1. EASTERN AVENUE (Aspen St. to Woodland Dr.)
2. SIXTH STREET (Beverly Ave. to Beechurst Ave.)
3. CAMBRIDGE ALLEY (Rotary St. to Kenmore St.)
4. FIFE STREET (Willey St. to Price St.)
5. WAVERLY STREET (Price St. to Belmar Ave.)

6. LOGAN AVENUE (Grand St. to King St.)
7. JOHNSON AVENUE (Charles Ave. to Louise Ave.)
8. LOUISE AVENEUE (Johnson Ave. to 931 Louise Ave.)
9. VEACH STREET (Richwood Ave. to Miller St.)
10. JERSEY AVENUE (Darst St. to Alum St.)
11. ELKINS STREET (Montrose Ave. to Sabraton Ave.)
12. ELKINS STREET (Montrose Ave. to Denver Ave.)