



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Daryl Hennessy, City Manager

SUBJECT: City Manager's Report

DATE: April 1, 2019

This report provides substantive updates for projects and issues of importance to the mayor and city council.

ADMINISTRATION AND OPERATIONS.

Jefferson County Development Authority (Authority). The Jefferson County Commission has appointed Michael Tolbert to serve as the city's representative to the Authority. Along with Mr. Tolbert's appointment, the Commission recently appointed four other representatives to the Authority bringing the total number of active members to fourteen (14). The organization's by-laws require a board of no fewer than twelve (12) and no more than twenty-one (21) to manage and control the property, operations, business and affairs of the Authority.

City Hall Summer Intern. The city is in the process of hiring a summer intern to assist in GIS data collection, digitization, and processing. The intern will primarily work on creating a tree inventory to assess and catalogue publicly-owned trees and trees that affect the public rights-of-way. USDA Forest Service protocols and tools will be employed to extrapolate the ecosystem benefits of public trees including stormwater runoff pollution reduction, carbon sequestration, and heating and cooling cost savings from trees. Secondary projects for the intern will include some tree maintenance (e.g., mulching or pruning). Information collected by the intern will assist the city in achieving the goals in the comprehensive plan for re-establishing the Tree Board and improving the city's tree canopy. The intern is expected to begin work on May 20 and end by August 2.

COMMUNITY AND ECONOMIC DEVELOPMENT

Augustine Avenue Trail. HDR engineering and officials from the WV Division of Highways (WVDOH) met with city staff last week to initiate the design phase of the Augustine Avenue trail project. Funding for the design phase of the project was initiated a few years ago. The project will result in a trail design along Augustine Avenue that connects Washington High School with the Hilldale shopping center. The engineer is expected to design the project, so the construction can occur in phases. The phases discussed include: (1) Washington High School to Page-Jackson Elementary School, (2) the elementary school to Perry Drive (i.e. Craighill Estates), and (3) Perry

Drive to the Hilldale shopping center. The design and cost estimates for this project are expected by March 2020.

Main Street Program Updates. Liz Cook is working with Charles Town Now and the downtown business owners to promote a new, spring event to encourage more visitors to our town. The event, called Blooms and Blossoms, is scheduled for the afternoon of April 13 and will build upon the opening day of the city's farmers market. The event will be family focused and located on N. Charles Street. Included in the event may be street performers from the Charles Washington Symphony Orchestra who are interested in finding more ways to participate in city-sponsored events. Discussions with orchestra representatives are ongoing to determine how they might participate in the city's three primary events: WV Fest (June 15), Car Show (August 31), and the Christmas Parade (December 7).

POLICY

Permanent Home Rule Legislation. Governor Justice has signed into law a bill (SB 4) making the WV Home Rule program permanent. The permanent program will become effective June 7, 2019 and will open the door for municipalities to consider ordinances that promote greater local control. The Home Rule Board will meet on April 10, 2019 to modify program guidelines and clarify how they plan to accept applications going forward.

PUBLIC WORKS AND UTILITIES

Charles Town Utility Board Meeting (Board). The Board held a regular meeting on March 27 and approved a contract with Dewberry Engineers to conduct a water and wastewater capacity improvement fee analysis and benchmarking study, approved an Alternate Mainline Extension Agreement for President's Pointe, LLC (a project in Ranson), and received a briefing on the status of revised budgets for FY19 based on the newly consolidated system. The budgets will be back for approval at the next Board meeting. Finally, the Board discussed the issue of sharing privileged documents from a December 2018 Freedom of Information request with the Charles Town City Council. The Board did not reach consensus on how to proceed but did agree that the Chairman should continue to discuss options with the CTUB and city legal teams. As a side note, proposals from attorneys interested in assisting city council with utility-related matters are due by April 3. Assistance with resolving this legal question may be among the first tasks assigned to the new attorney.

Division of Highways – W. Washington Design Study. The WVDOH has just identified the W. Washington design study among its list of projects to fund in the coming year. As a reminder, this project will fund a study of the W. Washington, Summit Point, and Martin Luther King Boulevard intersection to determine the best method for handling increased traffic flow. Just two weeks ago this project appeared to be stalled. It now looks like the design work could begin sometime this summer. Attached is a copy of the funded transportation projects for Jefferson County including \$300,000 for this study. Staff will continue to provide updates on this important project.

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (SSTIP)
LISTING FOR STATE FUNDED PROJECTS BY COUNTY - SFY 2017 - 2025

COUNTY	SFY	DISTRICT	MAP ID	FUNDING OBLIGATION DATE	PROGRAM*	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	TOTAL PHASE COST
JEFFERSON	2017	5	3197	11/20/2016	A13005	CON	CO001705	NORTH CHILDS ROAD	RESURF	S3191500000	\$125,000
JEFFERSON	2017	5	3201	11/20/2016	A13005	CON	CO016/01	GARDNER'S LANE	RESURF	S319161000000	\$116,000
JEFFERSON	2017	5	3196	12/2/2016	A20005	CON	CO001/01	BOWERS ROAD	RESURF	S3191129400	\$60,000
JEFFERSON	2017	5	3203	2/13/2017	C60090	ENG	CO025	WATERWHEEL BR	REPL SUPER (28 X 40 SCSL)	S3192566800	\$10,197
JEFFERSON	2017	5	3204	2/14/2017	C26005	CON	CO025	WATERWHEEL BR	REPL SUPER (28 X 40 SCSL)	S3192566800	\$220,000
JEFFERSON	2017	5	3202	5/28/2017	A13005	CON	CO016/05	MORGAN GROVE ROAD	RESURF	S319165000000	\$185,000
JEFFERSON	2017	5	3198	5/28/2017	A13005	CON	CO009/14	CLUBHOUSE DRIVE	RESURF	S319914000000	\$225,000
JEFFERSON	2017	5	3199	5/28/2017	A13005	CON	CO009/14	SHEMADOAH RIVER DRIVE	RESURF	S319914230000	\$175,000
JEFFERSON	2017	5	3200	5/28/2017	A13005	CON	CO009/15	JOHNNYCAKE LANE	RESURF	S319915000000	\$195,000
JEFFERSON	2018	5	3209	7/13/2017	B18005	CON	CO017/01	RIVER ROAD	RESURF	S319171000000	\$150,000
JEFFERSON	2018	5	3216	7/13/2017	B18005	CON	CO340/12	HALLTOWN ROAD	RESURF	S31934012000000	\$120,000
JEFFERSON	2018	5	3206	9/8/2017	B18005	CON	CO003	PAYNES FORD ROAD	RESURF	S3193000000	\$375,000
JEFFERSON	2018	5	3212	12/6/2017	B18005	CON	CO023	BLAIR ROAD	RESURF	S31923000000	\$300,000
JEFFERSON	2018	5	3207	12/6/2017	B18005	CON	CO005	SCRABBLE ROAD	RESURF	S3195000000	\$810,000
JEFFERSON	2018	5	3214	12/19/2017	N10099	ROW	WV051	LEETOWN ROAD	INSTALL FLASHER	S3195107900	\$10,000
JEFFERSON	2018	5	3210	1/31/2018	C26005	ENG	CO017/01	KNOTTS ISLAND BRIDGE	REPL SUPERSTRUCTURE	S31917132900	\$20,000
JEFFERSON	2018	5	3208	2/16/2018	A13005	CON	CO013	SUMMIT POINT ROAD	RESURF	S3191300100	\$350,000
JEFFERSON	2018	5	3213	2/16/2018	A13005	CON	CO031	ENGL MOLERS ROAD	RESURF	S3193116100	\$170,000
JEFFERSON	2018	5	3218	2/17/2018	N10099	ENG	US340	US 340 IMP @ HARPERS FERR	DES RPT PIE AND ENV FOR OPER IMP	U219340137700	\$250,000
JEFFERSON	2018	5	3215	3/14/2018	A13005	CON	WV051	MIDDLEWAY PIKE	RESURF	S3195139300	\$389,694
JEFFERSON	2018	5	3205	4/2/2018	B30005	CON	CO001/01	BOWERS ROAD +1	STABILIZE BANK	S31911190000	\$30,000
JEFFERSON	2018	5	3211	4/2/2018	C26005	CON	CO017/01	KNOTTS ISLAND BRIDGE	REPL SUPERSTRUCTURE	S31917132900	\$120,000
JEFFERSON	2018	5	3217	6/28/2018	000000	ENG	CO115/04	BELVEDERE FARM DEV	OVERSEE CONST RES DEVELOPMENT	T319115403200	\$2,000
JEFFERSON	2019	5	3222	8/17/2018	B18005	CON	CO028	SAKERTON RD	RESURF	S3192817900	\$350,000
JEFFERSON	2019	5	3223	8/17/2018	B18005	CON	CO032	CHESTNUT HILL RD	RESURF	S31932400000	\$150,000
JEFFERSON	2019	5	3224	6/20/2018	B18005	ENG	WV115	EVITTS CREEK BR/BLOOMERY	REPL BR	S31911542000	\$63,000
JEFFERSON	2019	5	3221	2/8/2019	B18005	CON	CO017/02	MELVIN RD	RESURF	S31917200000	\$180,000
JEFFERSON	2019	5	3228	2/28/2019	N10099	ROW	US340	VA LINE-CHARLES TOWN RD	UPGR TO 4 LN	U31934000000	\$250,000
JEFFERSON	2019	5	3226	3/28/2019	000000	CON	US340	CHARLES TOWN BYPASS SIGN	INST SIGNS	S31934041600	\$650,000
JEFFERSON	2019	5	3227	3/28/2019	N10099	ENG	WV051	W WASHINGTON STREET	DESIGN STUDY	U21951700000	\$300,000
JEFFERSON	2019	5	3225	5/28/2019	B18005	CON	WV115	EVITTS CREEK BR/BLOOMERY	REPL BR	S31911542000	\$1,060,000
JEFFERSON	2019	5	3219	6/28/2019	A13005	CON	CO001	LEETOWN ROAD	RESURF	S319173800	\$340,000
JEFFERSON	2019	5	3220	6/28/2019	A13005	CON	CO004	SULPHER SPRINGS ROAD	RESURF	S3194000000	\$190,000
JEFFERSON	2019	5	3229	6/28/2019	000000	CON	US340	VA LINE-CHARLES TOWN RD	UPGR TO 4 LN	U31934000000	\$50,000,000
JEFFERSON	2019	5	3230	6/28/2019	000000	ENG	CO340/14	US CUSTOMS & BORDER PROT	GR,DR,ROWY RELOC	U31934014000000	\$5,000
JEFFERSON	2020	5	3232	7/28/2019	N10099	CON	CO009/68	PROJECT SHUTTLE *1	CONST RD & TRN LN	X31996803000	\$5,500,000

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Projects extending into multiple counties are considered District wide projects and are shown with the County "District XX" (01 thru 10).
*: Reference Section I, Article VII entitled "Improvement Program Development" for allocation code work descriptions.

JEFFERSON