



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

April 6, 2017

Submitted by Martin G. Howe

General Updates

1. Special Meeting – A Special Meeting for the Levy Order is required on the 3rd Tuesday (April 18th) to lay the levy. This meeting is typically held at 8 a.m. It is a mandatory meeting and we must have a quorum.
2. YMCA – HVAC Replacement Project – City Plumbing & Heating has begun the project. A Change Order was submitted in the amount of \$7,150 to remove, fabricate and install air ductwork. The Change Order was approved and executed.
3. Planning & Zoning – I am appointing Lee West to the Planning & Zoning Commission. The item is under New Business for Council's confirmation.
4. Drug Awareness Flyers – Contact information for all the various agencies, help/support groups, and Law Enforcement were included in our Fire Fee mailing. A total of 5,311 were mailed out to residential and commercial accounts including 250 in the Parking Violation mailings.

Economic Development

1. Robinson Grand Performing Arts Center-
 - a) Working towards approval for New Market Tax Credits. Under new business I recommend Council authorize expenditure from Stabilization Fund in the amount of \$75,000 as a deposit to secure the credits which could net a total of \$6.9 million. This will enact an agreement with US Bank and two (2) Community Development Entities (CDE's).
 - b) Overall, the required demolition throughout entire building is approximately 85% complete.
 - c) Caissons are beginning to be assembled for the building additions. We anticipate installation of caissons to begin the week of April 10th.
2. Ribbon Cutting – St. Mary's Grade School (STREAM Classroom/Green Space), Monday, April 10th at 9:00 a.m., located at 107 East Pike Street, Clarksburg.

Police & Fire

Justice Assistance Grant (JAG) – Lt. Snider completed 2017-2018 proposal grant for the Prevention Resource Officer (PRO) for Robert C. Byrd and is in the process of being submitted. The grant is for \$20,000 with the Board of Education providing a \$6,000 match. The total of the grant is \$26,000.

FOIA

Patrolman Mark E. Waggamon, II filed a FOIA request on April 3, 2017 requesting the following:

- For years 2011-present, the record of the number of all Police Department accidents, whether the officer was found to be at fault, number of accidents the officers were found to be at fault and disciplinary action of each occurrence.
- Policies and Procedures for departmental vehicle accidents for Fire & Public Works.
- The City's Policy & Procedure in reference to Resolutions specifically but not limited to the Change/Amendment/Resolution regarding Police Department Policies & Procedures.