



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

June 1, 2017

Submitted by Martin G. Howe

General Updates

1. Chestnut Street Project – This final phase of the project is currently out to bid. The bids will be due by 10:00 a.m., Tuesday, June 27, 2017 at the DOH Office in Charleston. Completion is scheduled for Friday, September 29th.
2. LCAP – Landfill Closure Assistance Program –
 - a) Mandatory Pre-bid meeting was held Wednesday, May 24th. (approximately 15 general contractors and sub-contractors were present for the Pre-bid)
 - b) The bid opening will be held on Wednesday, June 21st at 10:30 a.m. at the Charleston DEP Office.
3. Tire Collection Day – The DEP will be accepting tires for disposal at Robert C. Byrd High School on Saturday, June 3, 2017 from 8:00 a.m. – 12:00 p.m. Residents may dispose up to ten (10) tires per person.
4. Sidewalk Improvement Program – The City began accepting applications for the 2017 program on Monday, May 1st. To date there has been 40 applications handed out and 22 returned. The budget for the project has been met and there is a waiting list.
5. 2017 Paving Program – The Administration is currently finalizing the paving list to be placed out for sealed bid. We are now beginning with year (1) of the (17) year paving plan. We estimate this will be the largest paving year in City history, estimated at \$650,000.00.
6. Audit – Received notification from State Auditor's Office that we will be able to advertise an RFP for auditing services for Fiscal Years ending 2017 and 2018.
7. YMCA – The Open House will be held on Monday, June 5th at 11:30 a.m. – 1:00 p.m. located at 1 Lowndes Hill Park Road.

Economic Development

1. Robinson Grand Performing Arts Center-
 - a) The new interior Sanitary and Storm drains installed have been separated and tied into the new mainline Sanitary and Storm drains previously installed/upgraded by the Sanitary Board.
 - b) Approximately 15% of the masonry has been cleaned. The masonry grinding and brick removal on the west wall is in progress. Masonry pointing on the upper front façade of the building has commenced as of this week.
 - c) Plumbing is approximately 50% installed.
2. Power Plant – Public hearing will be held Tuesday, June 6th at 5:30 p.m. at the Harrison County Recreation Complex (4-H Center) on US Route 19 South.

Sanitary Board

Dale Avenue Sanitary Sewer System Improvement Project –

- a) Bid opening was held on Thursday, June 1st at 2:00 p.m. There were 8 bids submitted. These bids are currently being reviewed by the Sanitary Board Engineer.
- b) Sanitary Board will consider awarding the bid Tuesday, June 13th at the regularly scheduled meeting.

FOIA

1. Received a FOIA request on Monday, May 15, 2017 from David Palmerton of GZA GeoEnvironmental, Inc. requesting any and all records and recordings associated with Zinkan Enterprises. We responded to Mr. Palmerton on Thursday, May 25th and informed him that Zinkan was out of city limits and he should contact the Harrison County Commission.
2. Received a FOIA request from Heather Noel, Esq. (MacCorkle Lavender PLLC) requesting copies of all files with respect to sewer work performed at 101 Emerson Drive, Clarksburg. Ms. Noel is scheduled to review the files on Thursday, June 8th at 8:30 a.m. in the Code Enforcement Conference Room.