



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

October 5, 2017

Submitted by Martin G. Howe

General Updates

1. **Crime Free Rental Housing Ordinance** – This proposed ordinance is on Council's agenda under New Business. The Code Office has spoken to 22 property owners/landlords and five (5) property managers (whom cumulatively own or manage over 500 units) over the past 12 months whom have supported this ordinance and they feel it would assist them. I recommend Council approve the Ordinance.
2. **Fall Cleanup** - The City's Annual Fall Clean-Up began Monday, October 2nd. Through the first three (3) days we have collected 52 ½ tons of debris totaling \$2,030 in tipping fees. Compared to last year this is a 44% increase in tonnage and tipping fee costs. The Clean-Up will continue to run the weeks of October 16th through October 20th and conclude the week of October 23rd through 27th. Full details and route schedule has been posted on the City's website as well as social media sites.
3. **Demolition** –
 - a. URA - \$400,000 Loan closing with MVB Bank for demolition funds was completed Thursday, October 5th.
 - b. There are eight (8) contracts currently out to bid. The URA has four (4) contracts for demolition and abatement consisting of twenty (20) structures and three (3) contracts consisting of thirty-six (36) structures for abatement only. The City has one (1) contract within the TIF District consisting of four (4) structures which the City will award. The following is the tentative schedule:
 - i. Advertise Wednesday, October 4th and Wednesday, October 11th.
 - ii. Non-mandatory Pre-Bid, Wednesday, October 18th at 2:00 p.m.
 - iii. Bid opening – Monday, October 30th at 10:00 a.m.
 - iv. URA consider awarding bid – Thursday, November 2nd
 - v. Council will consider awarding the bid within the TIF District – Thursday, November 2nd as well as the agreement with the URA.
 - c. **Lawsuit** – Lymer, Tina & William J. vs. City of Clarksburg – The appellants filed an appeal of the U.S. District Court of the Northern District of WV ruling to the U.S. Court of Appeals for the Fourth Circuit (Richmond, VA). We recently received Notice of Judgement dismissing the appeal. The appellants will have 90 days to appeal to the U.S. Supreme Court. This case was in regards to a demolition of a structure located at 420 Stealey Avenue.
4. **Water Board** – The City received its final payment towards the \$1.2 million loan for the 1992/1993 construction of the Northern Waterline Extension. Payment commenced in 1998.
5. **Ethics Complaint** – In December 2016, Thomas Jacquez filed an Ethics Complaint against me, as City Manager. The, in which, complaint stated that I had violated the Ethics Acts by using my position to promote a business on the City's website my brother is affiliated. In January, 2017 the Ethics Commission issued a Notice of Investigation and just as recently as this week this issue has been dismissed. In addition, there has been a disclaimer added to the website as of today.

Events

RCB Homecoming Parade and festivities will be held on Wednesday, October 18th beginning at 5:30 p.m. with the parade on Main Street and will end at Jackson Square for school festivities.

Economic Development

1. Robinson Grand Performing Arts Center –
 - a. Construction Update:
 - i. The West Addition concrete flooring has been completed as well as the framing. The exterior shell is currently being installed which will allow for the masonry/brick work to begin.
 - ii. The roof installation on the restroom/concession building is 97% completed. The ballroom roof is currently being installed.
2. Ribbon Cutting – Fairmont Federal Credit Union, located at 600 Rose Bud Plaza on Wednesday, October 25th at 1:30 p.m.

Police/Fire

Police –

1. Patrolwoman Laura McGlone – Successfully completed her portion of her drug recognition expert certification in Arizona. She is 1 of 8 in the State of West Virginia to have this Certification.
2. SWAT team is attending 40 hours of annual yearly training beginning the week of October 16th, 2017, jointly with the City of Bridgeport and Harrison County Sheriff's Department SWAT teams. The class is being conducted by LA SWAT Officers.
3. CENTRA – The Contractual Agreement with the Police Department has been in place since mid-September and has had a positive impact. CENTRA recently approved extending the contract through December 31st.
4. PRO Officer at RCB High School – The PRO will be also working at WI Middle School periodically to teach classes (Bullying, Stranger danger, Drug & Alcohol Awareness) as well as to have a presence in addition to the officers rotating at the school daily.
5. Police Civil Service Commission (PCSC) – PCSC held a meeting Monday, September 24th to begin the process for the testing for the Rank of Sergeant. There are currently two (2) Sergeant vacancies which both will be filled with this test. The test will be held on Wednesday, October 25th at 6:00 p.m. at the Senior Citizen Building.

Sanitary Board

1. Dale Avenue Sewer Project – The project is approximately 60% completed at this time. All of the piping should be installed by Friday, October 6th. All work including paving, sidewalks, etc. should be completed by late October. The Sanitary Board awarded the contract Friday, June 23rd to Hull Contracting from French Creek, West Virginia. Construction started Monday, July 24th
2. WWTP – We are currently accepting applications for a Plant Operator position at the Waste Water Treatment Plant until 4:00 p.m. Friday, October 20, 2017.

FOIA

1. FOIA request from Dylan Inglefield on Monday, September 25th (received on Tuesday, September 26th) requesting building permit records for 168 W. Main Street. We responded to Mr. Inglefield on Wednesday, September 27th and will provide him with the requested information on Friday, October 6th by email. There were no records to provide.
2. FOIA request from Rob Cornelius on Thursday, September 28th requesting copies of any and all e-mails and correspondences using the key work or terms "wvml", and/or "Municipal League", and/or "home rule", and/or "resolution", and/or "embellishments" from July 20, 2017 to present between, among, sent from or received by any or all of the current members of Clarksburg City Council, Mayor and City Manager Martin Howe. This includes official activity that may have been conducted from personal email accounts over that same time period.