



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

October 19, 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. I recommend Council approve the Ordinance as amended.
2. Fall Cleanup - The City's Annual Fall Clean-Up began Monday, October 2<sup>nd</sup>. Through the first nine (9) days we have collected 234 tons of debris totaling \$8,905 in tipping fees. Compared to last year this is a 37% increase in tonnage and tipping fee costs. The Clean-Up will conclude the week of October 23<sup>rd</sup> through 27<sup>th</sup>. Full details and route schedule has been posted on the City's website as well as social media sites.
3. Property – Sealed bids were accepted for multiple properties placed out for public bid and were opened on Friday, October 13<sup>th</sup> at 10:00 a.m. The Administration recommends Council authorize the sale to the highest bidder as follows:
  - a. 1512 W. Va. Avenue – Charles Brugnoli for the amount of \$1,601.00.
  - b. 116 Dodge Court – R. M. Enterprises, LLC for the amount of \$1,001.00.

If approved an ordinance will be drafted for Council's approval.

4. Demolition –

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 Public Works Department will be razing approximately twenty-seven (27) structures throughout the Winter and Spring 2018. The following is the tentative schedule:

  - a. Non-mandatory Pre-Bid was held on Wednesday, October 18<sup>th</sup> at 10:00 a.m. Eleven (11) contractors attended the non-mandatory pre-bid.
  - b. Bid opening – Thursday, October 26<sup>th</sup> at 2:00 p.m.
  - c. URA consider awarding bid – Thursday, November 2<sup>nd</sup> at 8:30 a.m.
  - d. Council will consider awarding the bid within the TIF District – Thursday, November 2<sup>nd</sup> as well as the agreement with the URA.

### Economic Development

1. Robinson Grand Performing Arts Center –
  - a. Construction Update:
    - i. A 2<sup>nd</sup> masonry crew will be finishing the East side structural brick next week.
    - ii. The West addition's exterior and interior framing is approximately 90% complete.
    - iii. March Westin masons will begin the brick veneer on Hewes Avenue side of the West addition and move outwardly.
    - iv. Hewes Avenue will be reopened Monday, December 4<sup>th</sup>.
    - v. The Marquee/Blade sign fabrication by Ace Sign Company is approximately 35% complete.
2. Ribbon Cutting – Fairmont Federal Credit Union, located at 600 Rose Bud Plaza on Wednesday, October 25<sup>th</sup> at 1:30 p.m.

## **Police/Fire**

### Police –

1. Field Training Officer (FTO) – Three (3) officers will be completing the FTO Training Sunday, November 12, 2017. The officers will be assigned a shift upon completion.
2. Drug Take Back – Operation Drug Take Back day will be Saturday, October 28<sup>th</sup> from 10:00 a.m. to 2:00 p.m. The drop-off site will be City Hall parking lot.
3. The Physical Ability Tests for New Candidates – The test will be held on Saturday, October 28<sup>th</sup> at 10:00 a.m. at RCB High School.

## **Sanitary Board**

1. Dale Avenue Sewer Project – Hull Contracting has completed the sanitary sewer repair and connections. The sidewalks have been replaced. The landscaping and the majority of paving will be completed by the end of next week. The existing manhole within the project area will be rehabilitated with a protective coating next week as well.
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. 2<sup>nd</sup> FOIA request from John DePolo on Friday, October 13<sup>th</sup> (received on Monday, October 16<sup>th</sup>) requesting records, reports, investigations, etc. for 1311 Philippi Pike, Clarksburg, WV 26301. We responded to Mr. DePolo on Thursday, October 19<sup>th</sup> and informed him that all records were provided to him on October 10<sup>th</sup>. We also informed him future inquiries need to be sent to the WV State Fire Marshall's Office.
2. FOIA request from Joseph F. Shaffer on Wednesday, October 11<sup>th</sup> (received on Friday, October 13, 2017) requesting copies of public records and public writings relating to the October 4<sup>th</sup> incident involving Ashleigh Airhart. We responded to Mr. Shaffer on Thursday, October 19<sup>th</sup> informing him that the investigation is open and the documents are not available due to that reason. All information legally available will be provided at the preliminary hearing by the custodian of records.
3. FOIA request from Eric Chung on October 13<sup>th</sup> requesting purchase order information from June 30, 2017 to present. We responded to his request on Wednesday, October 18<sup>th</sup> and the information will be provided to him on Monday, October 23<sup>rd</sup>.

## **Events**

1. Downtown Trick or Treat – Monday, October 30<sup>th</sup>. Trick or treating will begin at 5:00 – 7:00 p.m. Streets will be closed from 4:00 p.m. to 7:00 p.m.
2. Trick or Treat in the City of Clarksburg will be Tuesday, October 31<sup>st</sup> from 6:00 p.m. – 7:30 p.m.