



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

March 1, 2018

Submitted by Martin G. Howe

### General Updates

1. **Audit 2016/2017 Distribution** – Recently received the completed Audit from Tetrick & Bartlett. The City received an Unqualified Audit. Audit includes all funds, as well as Sanitary Board and Parking Authority.
2. **Park Board – Clarksburg City Park – Frank Loria Baseball field turf project.**
  - a. Mr. Persse has been onsite since Monday, February 26. He along with Park Staff and other volunteers have removed all sod and topsoil from the outfield.
  - b. The topsoil is currently being hauled away from field with help from Park Staff, Clarksburg Water Board & City of Clarksburg Public Works Departments.
  - c. Park Staff has installed drainage lines and fabric on outfield.
  - d. AstroTurf representative has been onsite twice this week to review.
  - e. The turf installation date will be determined within the next few days.
3. **Demolition –**
  - a. 415 Washington Ave. – I recommend Council authorize waiving competitive bidding and award a contract to Anderson Excavating in the amount of \$12,733 utilizing TIF Funds. Contingent upon the Harrison County Board of Education approving repayment agreement.
  - b. Journey's End – The demolition has been completed.
  - c. Public Works has completed 16 of the 24 structures on their list.
  - d. Feline was awarded the contract for the demolition of 1407 N. 25th Street, demolition will begin the week of March 5th.
4. **Spring Cleanup** – The Spring cleanup will be begin the week of April 9<sup>th</sup>. Cleanup will be the weeks of Monday, April 9<sup>th</sup> – Friday, April 13<sup>th</sup>; Monday, April 16<sup>th</sup> – Friday, April 20<sup>th</sup> and conclude the week of Monday, April 23<sup>rd</sup> – Friday, April 27<sup>th</sup>.

### Economic Development

1. **Opportunity Zones** – The Administration began working on a proposal to be submitted to the WV Department of Commerce to declare several areas within our census tract as an opportunity zone. This new investment is not driven by tax credits, but is very similar within the New Market Tax Program.
2. **Anchor Hocking Property** – Anchor Works, LLC owned by Trey Randolph, has recently entered into a lease option to purchase with Harrison Services owned by Danny Wilfong. At this particular time, Anchor Works is performing some additional due diligence work in preparation of future development.
3. **Robinson Grand Performing Arts Center** –
  - a. New Market Tax Credit – Hosted two (2) Asset Managers from US Bank to do walk through and review of work completed. This inspection was for compliance of NMTC & HTC.
  - b. Senator Capito toured the RGPAC Friday, February 23<sup>rd</sup>. The Senator was and continues to be an advocate for the NMTC's and HTC's on the Federal level.
  - c. Water Board completed the installation of new water line and relocation of fire hydrant along 6th Street.
  - d. Dominion Gas- Completed the installation of the new gas service.

## **Boards/Commissions**

**Planning & Zoning Board** – The City Manager’s reappointments to the Planning & Zoning Board are Christopher Meighen and Tim Wells. Their terms have expired on the Board, therefore, I recommend that Council confirm my appointments under new business.

## **Police**

1. **Police – New Hires** – The WV State Police Academy has accepted three (3) of our new hires to be enrolled in the April class and the remaining four (4) will be enrolled in the July class.
2. **Police Civil Service Commission** – The PCSC held a meeting Wednesday, February 28<sup>th</sup>.
  - a. PCSC appointed Isaiah Farris back to the department. His official start date will be April 1, 2018. I authorized this appointment as it will take us over budget, but will provide a certified officer immediately to the department.
  - b. Eligibility list - The PCSC will be starting the process for a new eligibility list. The sign-up period and Physical Ability Test for new applicants will be held at Robert C. Byrd High School on Saturday, April 14<sup>th</sup> at 10:00 a.m.
  - c. Successful applicants will be given the Written Test on Wednesday, May 2<sup>nd</sup> at 6:00 p.m. at the Harrison County Senior Citizens Center.
  - d. The \$5,000 sign-on bonus for Certified Officers will stay in effect.

## **FOIA**

FOIA request from Michelle England with SmartProcure on Wednesday, February 28<sup>th</sup> requesting purchase order information from October 24<sup>th</sup> to present. We will respond to her request on Tuesday, March 6<sup>th</sup> and the information will be provided to her on Friday, March 9<sup>th</sup>.