



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

March 15, 2018

Submitted by Martin G. Howe

General Updates

1. Ethics Complaint – Received notification from the WV Ethics Commission they dismissed the meritless Complaint filed by Mr. Thomas Jacquez.
2. Park Board – Clarksburg City Park – Frank Loria Baseball field turf project.
 - a. Grading and base stone work has been completed.
 - b. 98% of Border has been installed.
 - c. Met with AstroTurf representative today, final preparation, which includes; installation of sand layer and final grade will start on Monday, March 19 and should be completed by March 23.
 - d. Turf installation should begin on March 26 at the latest. Will take approximately 3 weeks to complete.
3. Demolition –
 - a. 415 Washington Ave. – Anderson Excavating has submitted their ten (10) day notification to the WV DEP contingent upon the Harrison County Board of Education approving repayment agreement, the BOE meets on Tuesday, March 27th.
 - b. Public Works has completed 21 of 25 structures on their list. The most recently completed being three (3) in the Broad Oaks Community (two (2) on Martin Street and one (1) on Charles Street) and two (2) in the Broadway Community (Myra Street and Broadway Avenue). Public Works has moved to 106 Kern Avenue, then to 1205 W. Pike Street.
 - c. 1407 N. 25th Street - Feline Excavating Co. will begin razing the structure and be completed on or before Friday, March 23rd.
 - d. 101 Stuart Street – Reclaim Company began asbestos abatement this week. This structure will be razed by Public Works Crews.
4. Spring Cleanup – The Spring cleanup will be begin the week of April 9th. Cleanup will be the weeks of Monday, April 9th – Friday, April 13th; Monday, April 16th – Friday, April 20th and conclude the week of Monday, April 23rd – Friday, April 27th.
5. Spectrum – The local cable provider will be upgrading all service to 100% digital format this coming mid-Summer.
6. Service Line Warranties – Utility Services - Offer letter for water/sewer line warranty sent out March 14th and reminder letters two (2) weeks later on March 28th.

Police

1. Police –
 - a. Swearing-In Ceremony will be held on Thursday, March 29th for the new officers.
 - b. Officer Isaiah Farris whom recently was appointed back to the department is scheduled to begin the week of Sunday, April 15th.

Economic Development

1. Opportunity Zones – The Administration submitted three (3) proposals to the WV Department of Commerce to declare the proposed census tracts as an opportunity zone. The proposed zones were M.O.R.E. Project Area, Central Business District and Glen Elk. It is anticipated the Governor will submit the zones selected to U.S. Department of Treasury by March 21st.
2. Anchor Hocking Property – Anchor Works, LLC owned by Trey Randolph, who recently entered into a lease option to purchase with Harrison Services continues to make significant improvements to the property.
3. Robinson Grand Performing Arts Center –
 - a. Light fixture installation in the ballroom and auditorium is approximately 95% complete.
 - b. Door frame installation in the entire building is approximately 99% completed.
 - c. Drywall installation is 80% complete.
 - d. HVAC installation in the ballroom is approximately 80% completed.
 - e. Installation of wall tiles in first and second floor bathroom is approximately 95% completed.
 - f. The existing projectors have been removed from the projector booth and are being temporarily stored on the second floor.

FOIA

1. FOIA request from Martin Shaffer on Thursday, March 1st (received on Friday, March 2nd) requesting copies of permits denied in the last two (2) years, communications between all city personnel discussing Mr. Shaffer, Shaffer and Associates, Shaffer Enterprises or 141 E. Main Street from January 1, 2016 to present. We responded to Mr. Shaffer on Wednesday, March 7th and the information will be provided to him on Monday, March 19th. A follow-up notice was also sent to Mr. Shaffer notifying him he would be required to pay \$62.25 for reproduction costs per the City Ordinance prior to reviewing.
2. FOIA request from Glenn Oliver with H2bid, Inc. on Friday, March 9th requesting our complete vendor list from January 1, 2016 to present. We responded to Mr. Oliver's request on Monday, March 12th and the information was provided to him at the same time.