



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

April 5, 2018

Submitted by Martin G. Howe

General Updates

1. Park Board – Clarksburg City Park – Frank Loria Baseball field turf project.
 - a. Grading and base stone work has been completed.
 - b. As of Wednesday, April 4th, AstroTurf began installing the turf.
2. Demolition –
 - a. All URA and City demo contracts have been fulfilled with the exception of 631 Drummond Street.
 - b. Public Works has completed their current list of 27 structures, in addition Public Works has razed 101 Stuart Street and a garage on Camden Street. They will be relocating to complete a garage in North View next.
3. Vehicle/Equipment Purchases – Sealed bids are being advertised for:
 - a. Compost Department - 11 Cubic Yard Compactor Truck for yard waste collections. The funds were approved in 2017/2018 Budget. The bid opening will be Tuesday, May 1st at 2:00 p.m. Council will consider awarding bid on Thursday, May 3rd.
 - b. Sanitary Board - Four-wheel drive truck with a 9 foot long utility body for crew use. The funds were approved in 2017/2018 Sanitary Board budget. The bid opening will be Thursday, May 3rd at 2:00 p.m. The Sanitary Board will consider awarding the bid Tuesday, May 8th.
4. Spring Cleanup – The Spring cleanup will be begin Monday, 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.

Economic Development

1. WVDOH – The City will be attending an onsite Design Study Field Review for the proposed North View Bridge replacement on Tuesday, April 10th at 10:00 a.m.
2. Glen Elk – “Glen Elk Apartments” project which will be located at 309 Mayo Street. The City and the Clarksburg-Harrison Regional Housing Authority is accepting public comments until Monday, May 7, 2018, on the Environmental Review and Finding of No Significant Impact as well as Request for Release of Funds to undertake the Glen Elk Apartments project.
3. Robinson Grand Performing Arts Center –
 - a. Door frame installation in the entire building is approximately 99% complete.
 - b. Drywall installation is 88% complete.
 - c. HVAC installation in the ballroom is approximately 98% complete.
 - d. Installation of wall assembly around the ADA ramp in the Lobby is approximately 95% complete.
 - e. Window installation in Ballroom is 95% complete.
4. Clarksburg Beauty Academy – Open house on Tuesday, April 10th beginning at 4:00 p.m. to celebrate 50 years in business.
5. Opportunity Zones – Received notice that State extended the deadline 30 days, which would be approximately April 20 for the Governor to submit the zones to US Department of Treasury.

Police

1. Police –
 - a. The six (6) new hires were sworn in on Thursday, March 29th. Three candidates are currently in the FTO Program and 2 out of 3 remain in the WV State Police Academy.
 - b. Officer Isaiah Farris whom recently was appointed back to the department is scheduled to begin the week of Sunday, April 15th.
 - c. As of April 15th, we will have 41 certified officers and 5 non-certified.
 - d. Bike Patrol – As weather improves the bike patrol will begin patrolling the Downtown and neighborhoods.
2. Drug House Ordinance – The Clarksburg Police Department enforced the Drug House Ordinance at 128 Winding Way. A warrant was served on Friday, March 30th which many controlled substances and firearms were seized, then the Order of Abatement was issued by Chief Hilliard on Tuesday, April 3rd.

FOIA

1. FOIA request from Sarah Atkins, Teal Consulting Group, Friday, March 23rd requesting a copy of the most current record, financial, report and/or corresponding ledger available that accounts for un-cashed municipal issued checks and/or stale-dated warrants over \$699 that were issued six (6) or more months from the date of this letter remain uncashed by the payee. Also, the most current statement or report available containing information on residential and commercial construction Escrow Accounts, Cash Performance/Maintenance Bonds and any other construction or development related Cash Securities that would be refundable to the depositor upon project completion and acceptance by the City of Clarksburg Finance Department. We responded to Ms. Atkins' request on Thursday, March 29th and the information will be provided to her on April 13th.
2. FOIA request from Martin Shaffer on Friday, March 30th (received on Monday, April 2nd) requesting to see all Rental Property Registration Forms since June 30, 2017 to present. We responded to Mr. Shaffer on Tuesday, April 3rd asking for clarification of documents requested and quoting the reproduction cost of the documents. We sent our formal response on Thursday, April 5th informing Mr. Shaffer that the documents would be available on May 11th.