



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report May 17, 2018 Submitted by Martin G. Howe

### General Updates

1. Sidewalk Program – Applications became available Tuesday, May 1<sup>st</sup>. As of Thursday, May 17<sup>th</sup>, twenty-six (26) applications have been distributed and five (5) applications have been returned totaling \$5,900 towards the \$30,000 budgeted.
2. Road Slippage –
  - a) Engineering RFP's for various slip repair projects were accepted until Monday, April 30<sup>th</sup>. Eight (8) firms' submitted proposals, five (5) firms were selected to be interviewed the week of May 7<sup>th</sup>.
  - b) The Administration recommends authorizing a contractual agreement to be executed with Ascent Consulting and Engineering for the Lowndes Hill slip repair in the amount of \$16,750. The funding will be from remaining USDA funds from the infrastructure bond.
  - c) The administration is currently negotiating contracts with engineering/ consulting firms for ten (10) additional slips throughout the City. We anticipate having these contracts for Council's consideration for the Thursday, June 7<sup>th</sup> meeting.
3. Insurance Liability Risk Management – Hosted a full day of meetings on Wednesday, May 16<sup>th</sup> with One Beacon's Risk Management group to meet with various Department Heads and evaluated our operations. We will be receiving feedback and recommendations to assist in reducing the City's liability exposure.
4. Demolition –
  - a) 1401 Adams Ave – Feline Excavating began razing the structure on Thursday, May 17<sup>th</sup>. It is anticipated the project will be completed early the week of May 21<sup>st</sup>.
  - b) 415 Washington Ave – We have received the payment agreement from the Harrison County Board of Education. Anderson Excavation will be commencing on Friday, May 18<sup>th</sup>.
5. Yard Waste Collection Vehicle – The Administration advertised an RFP for financing the Yard Waste Collection vehicle which Council awarded to WV Tractor Company from Charleston, WV in the amount of \$108,600. BB&T submitted taxable financing for a term of seven (7) years at 3.49 %. The Administration recommends approval of financing.
6. Camden Street Bridge – The WVDOH is currently accepting bids for this renovation project. The Bid opening is tentatively scheduled for Tuesday, May 22<sup>nd</sup> in Charleston. Upon this project being awarded this bridge will be temporarily closed for renovations.
7. City Depository & Banking Services- In response to the City's RFP, we received four (4) proposals. The Administration has decided to continue utilizing the services of MVB Bank for the three (3) year term beginning July 1, 2018 – June 30, 2021.

## Economic Development

1. Robinson Grand Performing Arts Center –
  - a) Operations Manager – An interview committee consisted of Assistant City Manager Anthony Bellotte, RGPAC Executive Director Ryan Tolley and City Manager interviewed candidates. An offer was made and accepted. A formal announcement will be forthcoming, with a starting date of Monday, July 2<sup>nd</sup>.
  - b) Construction Update
    - i. Drywall Installation is 98% complete in the main theater building/ concessions area.
    - ii. Installation of wall and floor tiles in first and second floor restrooms has been completed.
    - iii. Framing of upper Balcony Box Seats is complete
    - iv. Storefront installation at front of both buildings is 95% complete.
    - v. Stage Rigging Line Set Installation is approximately 95% complete (motors).
    - vi. Marquee Installation is tentatively scheduled to complete the week of June 18<sup>th</sup>.
    - vii. Sidewalk Installation will commence within the next three (3) weeks.
2. Ribbon Cutting –
  - a) Bake N Memories was recently purchased by the owners of Stonewall Coffee, a ribbon cutting will be held on Thursday, May 31<sup>st</sup> at 12:00 p.m., located at 2315 Murphys Run Road.
  - b) Star's Brides Boutique, Friday, June 15<sup>th</sup> at 11:00 a.m., located at 129 4<sup>th</sup> Street.

## FOIA

1. Martin Shaffer of 211 N. 6<sup>th</sup> Street, filed a Freedom of Information Request dated Wednesday, May 9<sup>th</sup>, 2018. A response was provided as of Tuesday, May 15<sup>th</sup>, 2018 that the information will be made available on Monday, May 21<sup>st</sup>. Mr. Shaffer requested P-Cards for all City Personnel from December, 2017 to February, 2018. Additionally wanted all costs associated with the Strategy Session in Morgantown.
2. Martin Shaffer of 211 N. 6<sup>th</sup> Street, filed an additional Freedom of Information Request dated Wednesday, May 9<sup>th</sup>, 2018. A response was provided as of Tuesday, May 15<sup>th</sup>, 2018 that will be made available Thursday, May 24<sup>th</sup>. Mr. Shaffer requested all purchases from the 5<sup>th</sup> Floor since Mayor Goings was elected to Council to present.