



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report June 7, 2018 Submitted by Martin G. Howe

### General Updates

1. Sidewalk Program – As of Thursday, June 7<sup>th</sup>, twenty-three (23) applications have been distributed and nine (9) applications have been returned totaling \$16,765.00 towards the \$30,000 budgeted.
2. Road Slippage –
  - a) The Administration has negotiated contracts with engineering/ consulting firms for ten (10) slips throughout the City. The Administration recommends Council authorize the execution of the following Professional Services contracts:
    - i. Terradon Corp. – Design Services for S. Chestnut Street near Kramer Drive and monitoring services for Clay Street near Maud Street in the amount of \$51,550.
    - ii. Thrasher Group – Design Services for Quarry Development near Overlook Drive and monitoring services for WV Avenue near N. 19<sup>th</sup> Street in the amount of \$48,200.
    - iii. CEC Engineering – Design Services for two (2) Winding Way locations in the amount of \$64,695.
    - iv. Ascent Consulting – Design Services for Leon Street in the amount of \$29,668.
  - b) The locations to be monitored will be conducted by survey and GPS as well as LiDar-using sensors, cameras and position navigation to collect quality data quickly and accurately utilizing drones.
  - c) The Sanitary Board will also be considering entering into an agreement with Hornor Brothers for Design Services for two (2) slips; Ascension/Brannon Avenue and Magnolia Avenue below Milford Street.
  - d) FEMA – Administration had a meeting with FEMA to discuss eligibility of funding for some of the slips experienced in February 2018. A follow-up meeting has been scheduled in late June.
3. 2018 Paving Program – The City is in its 2<sup>nd</sup> year of the 17 year paving program. This year we have also included paving of new lot adjacent to the Amphitheatre at VA Park and the existing lot beside Frank Loria at Clarksburg City Park.
  - a) Advertising – Thursday, June 7<sup>th</sup> and Thursday, June 14<sup>th</sup>.
  - b) Pre-Bid Meeting – Non-mandatory will be Thursday, June 21<sup>st</sup> at 10:00 a.m. in City Manager's Conference Room.
  - c) Bid Opening – Thursday, June 28<sup>th</sup> at 2:00 p.m. in City Manager's Conference Room.
  - d) Bid Award – Council to consider awarding Bid Thursday, July 5<sup>th</sup>.
4. Camden Street Bridge – The WVDOH bid opening for renovations to the Camden Street Bridge was held on Wednesday, May 23<sup>rd</sup> in Charleston. The DOH received two (2) bids. The apparent low bidder was Rock Forge Bridge Company in the amount of \$2,234,900. The Administration will be communicating with the WVDOH.
5. Demolition – Both 1401 Adams Avenue and 415 Washington Avenue demolitions have been completed.
6. Sign Dedication – Monday, June 11<sup>th</sup> at 12:00 noon there will be a Sign Dedication at Jackson Square to honor Clarksburg native Mike Patrick for his 35 years of broadcasting at ESPN.

## Economic Development

1. Robinson Grand Performing Arts Center –
  - a) Sales Manager – An interview committee consisting of Assistant City Manager Anthony Bellotte, RGPAC Executive Director Ryan Tolley and the City Manager have completed the process of interviewing candidates. Fifteen (15) applications were received for the position of which five (5) applicants were interviewed.
  - b) Construction Update –
    - i. Drywall Installation is complete in the main theater building/concessions area.
    - ii. Painting of upper Balcony Box Seats is complete.
    - iii. Painting in the Main Theater Building is approximately 85% complete.
    - iv. Stage Rigging Line Set Installation is approximately 98%.
    - v. Installation of Marquee Structure is approximately 75% complete.
    - vi. Marquee Installation is tentatively scheduled to complete the week of June 18<sup>th</sup>.
2. Ribbon Cutting – Star’s Brides Boutique, Friday, June 15<sup>th</sup> at 11:00 a.m., located at 129 4<sup>th</sup> Street.
3. Summer Jazz Stroll – Friday, June 15<sup>th</sup>, 5:00 p.m.–11:00 p.m. There are five (5) venues participating (Washington Square, The Fifth Floor, My Little Cupcake, Kelly’s Irish Pub and Parker’s 4<sup>th</sup> Street) and consisting of eight (8) different artists/ensembles playing 90 minute sets.

## Police

1. Police –
  - a) C.A.T. Shift – Community Action Team – This partnership with the Harrison County Sheriff’s Department is focused on chronic problem areas. Since beginning on Tuesday, June 5<sup>th</sup>, seven (7) citations have been issued in its first two (2) days to date – five (5) for possession of controlled substance, one (1) for driving suspended and one (1) prohibited person in possession of a firearm.
  - b) Academy – The Police Department currently has two (2) probationary officers in the State Police Academy at this time and are expecting them to graduate Friday, July 20<sup>th</sup>. Three (3) additional probationary officers will be enrolled in the Academy as of Monday, June 11<sup>th</sup> ending Friday, September 28<sup>th</sup>. This will bring our number of police officers to 44.

## FOIA

1. FOIA request from Kyle Hewett of the ACLU dated Friday, May 11<sup>th</sup> (received on Thursday, May 17<sup>th</sup>) requesting a list of assets seized; list of all property forfeited; number or percentage of cases which were challenged or appealed; number or percentage of individuals who didn’t attend court hearings, documents relating to internal policies, guidance, guidelines or training regarding civil forfeiture; complaints related to seizure or forfeiture; documents relating to internal investigations regarding civil asset seizure or forfeiture; annual value of seized goods and/or cash related to forfeiture proceedings from fiscal year 2008 to fiscal year 2018; and list of purchases made using funds through forfeiture from January 1, 2015 to January 1, 2018. A response was provided on Tuesday, May 29<sup>th</sup> that the requested information was available at the Harrison County Prosecuting Attorney’s office.

2. FOIA request from Property Debt Research, Monday, May 21<sup>st</sup> requesting copies of open code enforcement, property maintenance, or nuisance violations, open or expired permits, assessments (grass mow, misc. invoices), fines, fees, balances, special assessments or municipal invoices. We responded to the request on Wednesday, May 23<sup>rd</sup> and the information was provided.
3. FOIA request from H. Jerome Sparks of Hendrickson & Long, PLLC, Tuesday, May 29<sup>th</sup> requesting records regarding Robert Lester Headley and/or Alice Kathryn Headley. We responded to the request on Thursday, May 31<sup>st</sup> and reported that after a thorough search there were no reports or records found.