



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report June 21, 2018 Submitted by Martin G. Howe

General Updates

1. Sidewalk Program – As of Thursday, June 21st, twenty-four (24) applications have been distributed and ten (10) applications have been returned totaling \$18,465.00 towards the \$30,000 budgeted.
2. Road Slippage –
 - a) All four (4) Professional Engineering & Consulting contracts authorized by Council and one (1) by the Sanitary Board have been fully executed. The firms will be working collectively on assessing eleven (11) slip repairs.
 - b) FEMA – Administration has continued to provide FEMA with supplemental information via an on-line portal. In addition, a follow-up meeting was held with FEMA officials on Thursday, June 21st. A weekly meeting has been scheduled until completion of projects. A site visit for each location has been scheduled for July 23rd.
 - c) Currently working with one (1) engineering firm to gather the appropriate information and data to submit to the DEP as mine subsidence could be an issue on one (1) of the slips.
3. 2018 Paving Program – The City is in its 2nd year of the 17 year paving program.
 - a) Pre-Bid Meeting – The non-mandatory was held Thursday, June 21st at 10:00 a.m. in City Manager's Conference Room, three (3) contractors participated.
 - b) Bid Opening – Thursday, June 28th at 2:00 p.m. in City Manager's Conference Room.
 - c) Bid Award – Council to consider awarding Bid Thursday, July 5th.

Economic Development

1. Robinson Grand Performing Arts Center – 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 for both Operations Manager and Sales and Marketing Manager. We are pleased to announce the two successful candidates:
 - a) Operations Manager – Bobby W. Rexroad – Mr. Rexroad will be returning home to his community from Denver, CO. Bobby attended Full Sail University where he earned a Bachelor of Science Degree in Film and Production and a Master's Degree in Entertainment Business.
 - b) Sales and Marketing Manager – Emily R. Moore – Mrs. Moore was recently the English and Theatre Teacher at RCB High School, where she ran a very successful theatre program for the past six (6) years. Emily is a native of Clarksburg and graduated from Liberty High School and attended WVU and has a BA in English and Master of Arts in Secondary Education with a minor in theatre and dance.

- c) Construction Update –
 - i. Drywall installation is 98% complete in the West Addition.
 - ii. Painting in the Main Theatre Building is approximately 93% complete.
 - iii. Installation of Marquee is 85% complete.
 - iv. Installation of blade sign is 95% complete.
 - v. Floor installation in Bar is approximately 90% complete.
- 2. Former Anchor Hocking Property – Anchor Works, LLC is continuing with clean-up efforts of the property, they have made a tremendous improvement. The clean-up will continue over the next six (6) months. The large concrete silo will most likely be razed by conventional method or imploding late in 2018.
- 3. Ribbon Cutting – Price Cutter (former Adamston Shop-N-Save), is tentatively scheduled for Wednesday, June 27th at 11:00 a.m. This will be confirmed early next week.

Police and Fire

- 1. Fire – Fire Civil Service Commission – As City Manager, I am appointing Joe Shaffer as a Commissioner. This appointment is under New Business for Council’s Confirmation.
- 2. 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 5th to Friday, June 22nd there have been nineteen (19) citations issued with 15 being drug related and in addition 4 arrests which resulted in being transported to the NCRJ and 2 for obstructing an officer; there has been an undetermined amount of meth recovered from one interaction and 2 for trespassing.
 - b) The C.A.T. Unit – also played an integral role with apprehending the suspect from the armed robbery from Stonewood.

FOIA

- 1. FOIA request from Jason Wingfield of Gianola, Barnum, Bechtel & Jecklin dated Tuesday, June 5th (received on Tuesday, June 12th) requesting all records relating to or involving Landscape Plus, LLC/Wolfe Landscape Plus, LLC for any work performed by these entities for the City of Clarksburg. A response was provided on Thursday, June 14th that the requested information would be available on Tuesday, July 10th.
- 2. FOIA request from Albert Everly, Friday, June 1st (received Friday, June 8th) requesting copies of engineering drawings and police reports in regards to the townhouses located on 12th North Street (MCP Real Estate Holdings, LLC). We responded to the request on Thursday, June 14th and the information will be provided on Friday, June 29th.