



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report July 19, 2018 Submitted by Martin G. Howe

General Updates

1. Sidewalk Program – As of Thursday, July 19th, thirty (30) applications have been distributed and twelve (12) applications have been returned totaling \$22,965.00 towards the \$30,000 budgeted. Six (6) of the twelve (12) sidewalks have been completed.
2. 1707 Hamill Avenue – The Sealed Bid opening was held on Wednesday, July 11th. Received one (1) sealed bid in the amount of \$1,050.00 from Renee Courtney. The administration recommends Council authorized the sale of this property.
3. Embankment Failures –
 - a) Administration is continuing to work with FEMA and meeting on a weekly basis as well as providing a significant amount of data.
 - b) Ascent Engineering –
 - i. Leon Street – All available slip information has been provided to the DEP and is under review by the DEP Engineers.
 - ii. Lowndes Hill – The Administration has received the draft bid specifications and documentations to review. We are anticipating bidding the project in August.
 - c) Core drilling for all other eight (8) locations have been completed.
4. 2018 Paving Program –
 - a) The City is in its 2nd year of the 17 year paving program.
 - b) Council awarded the bid to Bear Contracting for a total of \$688,782.10 which will be funded from \$450,000 Levy Fund, \$150,000 TIF Fund and \$88,782.10 Park Board on Thursday, July 5th.
 - c) The Administration had a meeting with Bear Contracting on Monday, July 9th to discuss the timing of the contract signing. The Administration decided it was best to postpone paving until September due to various factors. The delay in starting is a result of material and trucking shortages our supplier is experiencing with the “Roads to Prosperity” project.

Economic Development

1. Robinson Grand Performing Arts Center –
 - a) Construction Update –
 - i. The Grand Drapes and movie screen have been installed as well as all of the line sets.
 - ii. Stage flooring and Ballroom floor has been completely sanded.
 - iii. Terrazzo Flooring is about 90% completed throughout building.
 - iv. West Addition – First Floor is approximately 85% complete.
 - v. Marquee – bottom installed.
 - vi. Balcony seats have been 100% installed.

Boards/Commissions

1. Clarksburg-Harrison Regional Housing Authority – The City Manager’s appointment to the Clarksburg-Harrison Regional Housing Authority is Marcel Malfregeot. His term has expired on the Board, therefore, I recommend that Council confirm my appointment under new business.
2. Board of Code Appeals - The City Manager’s appointment to the Code Appeals Board is Tyler Turner. His term has expired on the Board, therefore, I recommend that Council confirm my appointment under new business.

Police and Fire

1. Police –
 - a) Police Civil Service Commission – The current eligible candidates has decreased and we have requested the PCSC to reconvene to begin the testing process over.
 - b) The Chief and I have received a resignation of Patrolman Savoy which will be effective Tuesday, July 31, 2018.
 - c) National Night Out – Tuesday, August 7th from 6:00 p.m. to 9:00 p.m. at the VA Park/Splash Zone. The Clarksburg Police Department is in need of volunteers to assist.

FOIA

FOIA request from Rachel Vogel, American Transparency dated Monday, July 16th requesting copies of any and all employees for year of 2017, (fiscal or calendar year), the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date, base salary amount, bonus amount, overtime amount, gross annual wages and position title. A response will be provided on Friday, July 20th.