



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report August 16, 2018 Submitted by Martin G. Howe

General Updates

1. Paving – Contract signing and pre-construction meeting was held on Wednesday, August 8th with Bear Contracting. The milling/paving project will begin the week of September 10, 2018.
2. Demolition – City vs. First Energy – Harrison County Circuit Court granted the City's Preliminary Injunction as of Monday, August 13th. Mon Power has ten (10) business days to shut off power at 631 Drummond Street, which would be Tuesday, August 28th. Any appeals would have to be filed on or before September 12th.
3. Embankment Failures –
 - a) Lowndes Hill – Ascent Consulting & Engineering has conducted the project bidding:
 - i. The Non-Mandatory Pre-Bid meeting was Tuesday, August 7th at 10:00 AM in Council Chambers. There were eight (8) general contractors that attended the meeting.
 - ii. The bid opening was Tuesday, August 14th at 2:00 PM. We received two (2) bids. The low bid was submitted by Cove Run Contracting, LLC in the amount of \$204,590.
 - iii. The Administration recommends awarding the bid to Cove Run Contractors, LLC for \$204,590 from the Sales and Use Tax Fund and authorize the Administration to have available approximately 10% in contingency funds.
 - iv. Upon Council's approval of bid by Cove Run for the Lowndes Hill project, the contractor is prepared to start the week of Labor Day in September and complete the project in 30 – 45 days.
 - b) Winding Way Lower Slip - CEC Engineering has completed the design and prepared the bid specifications for a pile and lagging wall.
 - i. The project is being advertised on Tuesday, August 21st and Tuesday, August 28th.
 - ii. A Non-Mandatory Pre-Bid meeting will be held at 10:00 AM on Wednesday, September 5th in the City Manager's Conference Room.
 - iii. The bid opening will be on Tuesday, September 18th at 2:00 PM.
 - iv. City Council will consider awarding the bid at its Thursday, September 20th Council meeting.
4. Florence Street - Project has been completed, the final invoice was submitted on Wednesday, August 15th. Details are as follows:
 - a) 100 ft x 4 ft of new sidewalk and curb installed
 - b) 100 ft x 5 ft of new asphalt to extend width of Florence Street installed
 - c) Preformed storm-water catch basin installed within Florence Street ROW
 - d) 6 inch pipe installed, under sidewalk, for potential future storm-water project (if needed)
5. Fall Cleanup – This year's community-wide Fall Clean-up will take place in October over a three (3) week period which will be as follows:
 - a) Monday, October 1st – Friday, October 5th
 - b) Monday, October 15th – Friday, October 19th
 - c) Monday, October 22nd – Friday, October 26th

The routes, as well as items eligible for pick-up will be on the City website and provided to the media.

Economic Development

1. Robinson Grand Performing Arts Center –

- a) Construction Update –
 - i. Painting in the Main Theatre Building is approximately 99% complete.
 - ii. Terrazzo installation in Lobby is complete.
 - iii. Front sidewalk Top Colored Layer of concrete is 99% installed.
 - iv. Restoration of Ballroom floor complete.
 - v. Installation of Signage throughout building is 95% complete.
 - vi. The new Custom Gate for the West Addition has been installed.

2. Ribbon Cuttings –

- a) Patchwork Preschool WV – Thursday, August 23rd at 1:00 PM, located at 1766 Milford Street (located inside St. Marks Lutheran Church)
- b) Little Imaginations-Nature Facility – Tuesday, August 28th at 12:00 noon, located at 1111 N. 25th Street

Police and Fire

1. Police –

- a) License Plate Reader (LPR) – The Public Works Department is continuing to work with Harrison County Sheriff Robert Matheny on the installation of License Plate Readers. Our responsibility is to provide adequate electric power for the readers and traffic control during the installation process.
- b) Edward Byrne Memorial Justice Assistance Grant – The City has completed the joint application with the Harrison County Sheriff's Department for a grant to utilize for the Community Action Team (C.A.T.). The eligible funding amount will be \$12,699. The funding will be utilized to purchase night vision equipment and portable fingerprint scanning system. Council is required to pass an Inter-local Agreement between the City and County, which is on the agenda under New Business.
- c) Police Civil Service Commission –
 - i. Physical Ability Test - Saturday, September 8th at 10:00 AM at Robert C. Byrd High School.
 - ii. Written Test – Applicants who successfully complete the physical ability test will be provide an application for the written test which will be conducted on Wednesday, September 26 at 6pm at the Harrison County Senior Center.
- d) The 2010 Ford Explorer was officially transferred to the Harrison County Sheriff's Department on Thursday, August 16th to be utilized for the K-9 Unit.

2. Fire –

- a) Lt. Dean Otto will be retiring effective August 19th after 25 years of service.
- b) Civil Service Meeting will be scheduled to begin testing process for rank of Lieutenant.

Events

1. Private Wedding on Saturday, August 18th at Jackson Square Parking Facility.
2. 30th Annual WV Italian Heritage Festival Pasta Cook-off on Saturday, August 25th with tasting beginning at 12:00 noon in Jackson Square.
3. WV Italian Heritage Festival is showing the WVU Game with tailgate at the Jackson Square Parking Facility on Saturday, September 1st from 9:00 AM to 9:00 PM. Game time is 3:30 PM.
4. 40th Annual WV Italian Heritage Festival begins Friday, August 31st through Sunday September 2nd. Streets will be closed Thursday at 2:00 PM and the detour route will be in effect.
5. Black Heritage Festival begins Friday, September 7th through Sunday, September 9th.