



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report September 6, 2018 Submitted by Martin G. Howe

General Updates

1. Paving – The Notice to Proceed was delivered to Bear Contracting on Tuesday, September 4th. The milling portion of the project will begin on Monday, September 17th.
2. 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. Opportunity Zones – The Administration will be attending an Opportunity Zone Presentation on Wednesday, September 12th, being sponsored by Steptoe & Johnson and MVB Bank.
2. Robinson Grand Performing Arts Center –
 - a) City Administration is continuing to work towards submitting Part III Application to the National Park Service as the project has been placed in service. This will allow for the 2nd installment of historic equity funds to be received, which is approximately \$2.1 million.
 - b) Construction Update –
 - i. Painting in the Main Theatre Building is approximately 99% complete.
 - ii. Installation of kitchen equipment in West Addition is 85%.
 - iii. Installation of Signage throughout building is 95% complete.
 - iv. Dressing Rooms are approximately 95% complete.
 - v. The Education Center in the West Addition is approximately 60% complete.
 - vi. The Movable Seats have been installed over the Orchestra Pit in the Auditorium.
3. Ribbon Cuttings –
 - a) Mountain State Law – Monday, September 10th at 11:00 AM, 306 W. Main Street, Clarksburg.
 - b) Clarksburg Children's House Montessori School - Friday, October 19th at 11:00 AM, 425 North 4th Street, Clarksburg.

Infrastructure Projects

1. Notre Dame Arch Bridge - Located on Pike Street, the bid opening is scheduled for Tuesday October 9 at 10:00 AM in Charleston at the DOH Office.
2. North View Overpass Project – The DOH will host a public meeting to discuss the proposed project on Thursday, September 20th from 5:00 PM – 8:00 PM at North View Elementary School. A handout will be provided with the project details. At this meeting, the City will also attempt to keep the public aware.
3. Barbara Street – The City contracted with Mazzo Grading & Excavating to replace the wall for a cost of \$10,400. The contractor has recently completed removing the wall and is in the process of replacing it.
4. Embankment Failures –
 - a) The Request for Proposals (RFPs) for interim financing for slip repairs went out Thursday, August 30th for \$2.2 million. Proposals are to be submitted by 4:00 PM on Thursday, September 13th. A recommendation will be provided to Council to consider at the Thursday, September 20th council meeting.
 - b) Lowndes Hill – Ascent Consulting & Engineering has conducted the project bidding:
 - i. Cove Run Contracting, LLC mobilized equipment on Monday, September 3rd.
 - ii. It is anticipated the contractor will complete the project in 30 – 45 days.
 - c) Winding Way Lower Slip - CEC Engineering has completed the design and prepared the bid specifications for a pile and lagging wall.
 - i. A Non-Mandatory Pre-Bid meeting was held at 10:00 AM on Wednesday, September 5th in the City Manager's Conference Room. There was a low turnout and CEC will be following up with contractors to bid on the project.
 - ii. The bid opening will be on Tuesday, September 18th at 2:00 PM.
 - iii. City Council will consider awarding the bid at its Thursday, September 20th Council meeting.
 - d) Ascension/Brannon Street – Hornor Bros. Engineering has completed design and is currently bidding the project.
 - i. Pre-bid meeting will be on Tuesday, September 11th at 10:00 a.m.
 - ii. The bid opening will be on Tuesday, September 18th at 2:30 p.m. in the City Manager's Conference Room.
 - iii. City Council will consider awarding the bid at its Thursday, September 20th City Council meeting.
 - e) Magnolia off of Milford Street – Hornor Bros. Engineering has completed the design and is currently bidding the project.
 - i. Pre-bid meeting will be Tuesday, September 11th at 11:00 a.m.
 - ii. Bid opening will be Tuesday, September 18th at 3:00 p.m.
 - iii. City Council will consider awarding the bid at its Thursday, September 20th City Council meeting.
 - f) Leon Street – Ascent Consulting has continued to communicate with the DEP and most recently sent another letter regarding the issue with mine subsidence and assistance.
 - g) Quarry Project – Thrasher had its plan review with City Administration and will be finalizing design to place out to bid.

- h) FEMA – City Administration will meet FEMA again on Monday, September 10th at 1:30 p.m. to further discuss eligible locations and possible funding assistance.

FOIA

FOIA request from Carol Hart, Steptoe & Johnson, on Tuesday, August 28th requesting information on Amanda Childers and an incident that occurred on December 24, 2017. We responded to Ms. Hart's request on Wednesday, September 5th and the information was provided.

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. Installation of LPR are scheduled for September 17th – 19th. The City of Bridgeport will assist with traffic control.
 - b) 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.
- 2. Fire –
 - a) Ladder Truck – An extensive test was performed on our 100 ft. Steel Aerial Ladder Truck on Tuesday, August 21st and was awarded the 2018 UL certification.
 - b) Civil Service Meeting was held on Thursday, August 23rd to begin the testing process for rank of Lieutenant.

Events

Black Heritage Festival begins Friday, September 7th through Sunday, September 9th.