



OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

### **Manager's Report** September 20, 2018 Submitted by Martin G. Howe

#### **General Updates**

1. Milling/Paving – The Notice to Proceed was delivered to Bear Contracting on Tuesday, September 4<sup>th</sup>. The milling portion of the project began Monday, September 17<sup>th</sup> and will conclude tomorrow Friday, September 21<sup>st</sup>. The paving portion will begin tomorrow, Friday, September 21<sup>st</sup> and on Saturday, September 22<sup>nd</sup> with the project anticipated to be completed by Friday, September 28<sup>th</sup>. Weather and equipment problems could affect the schedule. Public Works crews will continue posting No Parking signs the previous evening. The schedule has been added to the City's Website.
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 1<sup>st</sup> – Friday, October 5<sup>th</sup>
  - b) Monday, October 15<sup>th</sup> – Friday, October 19<sup>th</sup>
  - c) Monday, October 22<sup>nd</sup> – Friday, October 26<sup>th</sup>

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

#### **Economic Development**

1. Opportunity Zones – The Administration attended an Opportunity Zone Presentation on Wednesday, September 12<sup>th</sup> sponsored by Steptoe & Johnson and MVB Bank. The Administration continually promotes the Opportunity Zone to potential investors/developers within the district.
2. Ribbon Cuttings – Clarksburg Children's House Montessori School - Friday, October 19<sup>th</sup> at 11:00 AM, 425 North 4th Street, Clarksburg.

#### **FOIA**

1. Two (2) FOIA requests from Erin Raasch, American Transparency, on Sunday, September 9<sup>th</sup> (received on Monday, September 10<sup>th</sup>) requesting information on of any and all active employees submitted for the Clarksburg Fireman's Pension Fund and the Clarksburg Police Pension Fund for the year 2017. We responded to Ms. Raasch's request on Friday, September 14<sup>th</sup> and the information was provided.
2. FOIA request from Gentilozzi & Associates on Wednesday, September 19<sup>th</sup> requesting information on 141 E. Main Street, 226 Sumner Street, 140 Magnolia Avenue, 1639 ½ Hoffman Avenue, 222 Chestnut Street, 151 Washington Avenue. A response to Mr. Gentilozzi's request will be sent on Monday, September 24<sup>th</sup> to provide a date and time the requested information will be made available.

## Infrastructure Projects

1. Notre Dame Arch Bridge - Located on Pike Street, the bid opening is scheduled for Tuesday, October 9<sup>th</sup> at 10:00 AM in Charleston at the DOH Office.
2. North View Overpass Project – The DOH hosted a public meeting to discuss the proposed project Thursday, September 20<sup>th</sup> at 5:00 PM at North View Elementary School.
3. Camden Street Bridge – The WVDOH conducted the bid opening for this bridge replacement project. Rock Forge Bridge Company was awarded the contract. The contractor will begin posting the traffic management plan once approved. The bridge could tentatively be closed as soon as Monday, October 1<sup>st</sup>. The project completion date is April 2019.
4. Barbara Street – The City contracted with Mazzo Grading & Excavating for a wall replacement project which has recently been completed for a cost of \$10,400.
5. Embankment Failures –
  - a) The Request for Proposals (RFPs) for interim financing for slip repairs went out Thursday, August 30<sup>th</sup> for \$2.2 million. Proposals were submitted by three (3) different financial institutions. The Administration recommends Council authorize the Administration to enter into a financial agreement with MVB Bank at a non-taxable rate @ 4.45% for 10 years as well as a taxable rate @ 5.85% for 10 years, should something unforeseen arises. The Administration will continue to work with the USDA on take-out loan for long-term financing.
  - b) Lowndes Hill – The contractor, Cove Run Contracting, has completed the Sheet Pile driving portion of the project.
  - c) Winding Way Lower Slip - CEC Engineering has completed the design and prepared the bid specifications for a pile and lagging wall.
    - i. The bid opening was held on Tuesday, September 18<sup>th</sup> at 2:00 PM. The low bid was submitted by Rock Forge Bridge Company, Amma, WV in the amount of \$139,400.
    - ii. The Administration recommends awarding the bid to Rock Forge in the amount of \$139,400.
  - d) Ascension/Brannon Street –
    - i. Hornor Bros. Engineering conducted the bid opening on Tuesday, September 18<sup>th</sup> at 2:30 PM in the City Manager's Conference Room. Two (2) bids were received. The low bid was submitted by Allen Stone, Williamstown, WV in the amount of \$396,113.
    - ii. The Administration recommends awarding the bid to Allen Stone in the amount of \$396,113.
  - e) Magnolia off of Milford Street –
    - i. Hornor Bros. Engineering conducted the bid opening on Tuesday, September 18<sup>th</sup> at 3:00 PM. Two (2) bids were received. The low bid was submitted by Wolfe Excavating, Clarksburg, WV in the amount of \$113,962.88.
    - ii. The Administration recommends awarding the bid to Wolfe Excavating in the amount of \$113,962.88.
  - f) Quarry Project –
    - i. Thrasher Group conducted a non-mandatory meeting on-site, Thursday, September 20<sup>th</sup> at 10:00 AM. Eight (8) contractors were in attendance.
    - ii. The bid opening will be held on Tuesday, October 2<sup>nd</sup> at 2:00 PM.
    - iii. Council will consider awarding the bid at its meeting on Thursday, October 4<sup>th</sup>.

## Police and Fire

1. Police –
  - a) Police Civil Service –
    - i. Physical Ability Test – Twelve (12) candidates participated in the test on Saturday, September 8<sup>th</sup> with six (6) passing. A second test will be held Saturday, September 22<sup>nd</sup>.
    - ii. Police Civil Service had a meeting on Tuesday, September 18<sup>th</sup> and has scheduled the entry level written exam for Wednesday, September 26, 2018. All individuals whom have successfully passed the physical ability test will be eligible for written.
  - b) Graduation – Two (2) Officers (Kaufman and Foster) will be graduating from the WV State Police Academy Friday, September 28, 2018. Both Officers will then be required to finish completing the Field Training Officer (FTO) program.
  - c) License Plate Reader (LPR) – The installation process is now complete with the assistance of the Clarksburg Public Works Department, Clarksburg Police Department and Bridgeport Police Department.
  - d) Police Pension – Recently received Actuarial Report for July 2017. Police went from 17.43% to 23.17% funded. This increase is substantial and the Home Rule 1% Sales Tax has greatly assisted.
2. Fire – Civil Service held its meeting on Wednesday, September 12<sup>th</sup> at 3:00 p.m.
  - a) The Fire Civil Service will begin updating its new eligibility list.
  - b) Lieutenant test will be Monday, October 29<sup>th</sup> at 6:00 p.m.
  - c) Fire Pension - Recently received Actuarial Report for July 2017. Fire went from 17.68% to 21.54% funded. This increase is substantial and the Home Rule 1% Sales Tax has greatly assisted.

## Events

1. Baptist Church Neighborhood Block Party will be on Saturday, September 22<sup>nd</sup> from 5:00 p.m. to 8:00 PM. The event will be in the 6<sup>th</sup> Street parking lot and on South 6<sup>th</sup> Street between Traders Alley and West Pike Street.
2. Saturday, September 22<sup>nd</sup> - Private event at Jackson Square from 12:00 PM (noon) to 12:00 AM (midnight).
3. Wednesday, September 26<sup>th</sup> – Liberty High School Homecoming Parade will take place on W. Pike Street in Adamston from 5:15 PM to 7:30 PM.
4. Sunday, September 30<sup>th</sup> – The Cultural Foundation of Harrison County will present three (3) time Grammy Nominee, Maureen McGovern at 2:00 PM @ the Robinson Grand Performing Arts Center.
5. Wednesday, October 3<sup>rd</sup> – Robert C. Byrd High School Homecoming Parade in Downtown from 5:30 PM – 6:30 PM followed by an event in Jackson Square.