



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report February 21, 2019 Submitted by Martin G. Howe

General Updates

1. 2017-2018 – Audit – Tetrick Bartlett completed Audit for City, Sanitary Board and Parking Authority. We received an Unqualified Opinion (Clean Audit). (Copy distributed to Council)
2. 2019/2020 Budget – The following is the proposed timeline for the upcoming fiscal year budget:
 - a. 2019/2020 Proposed Budget submitted to Council.
 - b. Budget work session will be Thursday, February 28th at 4:00 p.m.
 - c. Council to conduct Public Hearing on Thursday, March 7th.
 - d. Council to consider adopting Budget Thursday, March 21st.
 - e. Administration to submit balanced budget to WV State Auditor's Office prior to March 28th.
3. Demolition – The anticipated timeline for bidding is as follows:
 - a. Pre-bid Meeting – Held Thursday, February 21st - This was a non-mandatory pre-bid meeting. There were eight (8) contractors in attendance.
 - b. Bid Opening – Tuesday, March 5th at 2:00 p.m. in City Manager's Conference Room for both the URA and the City Contracts.
 - c. URA consider awarding their contracts Thursday, March 7th
 - d. Council will consider awarding one (1) to two (2) contracts consisting of approximately ten (10) to twelve (12) structures in total within the TIF District - Thursday, March 7th as well as the agreement between the City, URA and Code Official.
 - e. Contract Signing – Will be conducted the week of March 21st.
4. Solid Waste Facility Permit – Renewal application was submitted to WVDEP. This permit renewal is for the approximately 125 acres of the former Municipal Landfill currently in the LCAP Program. (Landfill Closure Assistance Program) The public advertisements ran Wednesday, February 20th and Wednesday, February 27th.

Police and Fire

1. Police –
 - a. Memorandum of Understanding (MOU) – Executed MOU with the VA Police and City of Shinnston Police.
 - b. Physical Ability Testing – We had eighteen (18) candidates take the test, four (4) failed therefore fourteen (14) candidates are eligible for the written test which will be administered at 6:00 p.m. on Wednesday, February 27th at Harrison County Senior Center.

Infrastructure Projects

1. Embankment Failures –
 - a. Ascension/Brannon Street – Contractor Alan Stone Co. Inc. is on-site completing items from punchlist that was prepared by Hornor Bros. Engineers. Hornor Bros. Engineers along with City Administration are attempting to get two (2) additional construction easements with adjacent property owners to do additional stabilization work.
 - b. Upper Winding Way – All overhead utility lines have now been relocated. Contractor Rock Forge Bridge Company stated that the project will be started in 3-4 weeks.
 - c. Leon Street- Ascent Consulting and Engineering had two (2) additional boreholes drilled on Monday, February 5th. Borings show that the coal seam is 6' – 8' in depth. Voids are up to 6' in depth and some have been partially collapsed with 2' of mine water. The voids will need to be grouted and a wall will need to be constructed to keep water from discharging out of the hillside.

Events

1. Upcoming events at the RGPAC –
 - a. Movie – “Fences” – Celebrating Black History Month Friday, February 22nd at 7:00 p.m.
 - b. Music – “An Evening with George Winston”, Sunday, March 3rd at 7:00 p.m.
 - c. Movie – “Harry Potter and the Prisoner of Azkaban”, Saturday, March 9th at 7:00 p.m.

FOIA

1. FOIA request from Andres A. Sandoval, PhD Student from Tulane University on Monday, February 11th, requesting copies of any and all documents containing election results of municipal elected officials in the City for Council members and Mayor, during the period of 2000-2017. The information was provided on Tuesday, February 12th.
2. FOIA request from Asha Adamson, SmartProcure on Thursday, February 14th, requesting copies of name, position title, department, employment type, general office phone number, direct office phone number, business cell phone (if provided by City of Clarksburg), office fax, email address, office physical address and office mailing address.