



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report May 16, 2019 Submitted by Martin G. Howe

General Updates

1. Public Works Union Contract – AFL – CIO Local 743 – Public Works Union Contract is on the agenda for consideration under New Business. This contract will begin July 1, 2019 and run through June 30, 2022. The administration recommends approval.
2. Demolition –
 - a. Anderson/CIRA Associates – They were awarded three (3) contracts for asbestos abatement, to date CIRA has completed 10 of the 25 abatements.
 - b. Empire Builders – They were awarded four (4) contracts consisting of thirty (30) demolitions and/or asbestos abatement and demolitions. To date they have completed razing eleven (11) structures and have abated four (4) out of the nineteen (19) in preparation to complete demolition.
 - c. Public Works has completed six (6) out of twenty-seven (27) structures scheduled for demolition.
3. Boards and Commissions – The following Boards & Commissions are appointments of the City Manager. All of the appointments are under New Business for Council's confirmation.
 - a. Urban Renewal Authority – City Manager reappoints Sam Gallo to the URA.
 - b. BOCA – City Manager appoints Greg Linder to the Code of Appeals Board.
 - c. Planning and Zoning Commission – City Manager appoints George Faris to the Planning and Zoning Commission.
4. M.O.R.E – Monticello Ongoing Revitalization Effort - The Blue Print Communities Kick-off ceremony will be Wednesday, May 29th at 9a.m.

Infrastructure Projects

1. Embankment Failures –
 - a. Bond closing – Permanent financing to not to exceed \$2.75 million to permanently finance the Embankment Failures, with a term of 4.45% for ten (10) years, will occur on Monday June 3, 2019 at 11a.m. as a pre-closing in the City Manager's Conference Room. These infrastructure improvements would not have been financially feasible to complete without the recently implemented 1% Sales and Use Tax.
 - b. Upper Winding Way – All concrete lagging has been installed. The wall has been backfilled with crusher run stone. Existing concrete pavement from the roadway has been removed. The project is tentatively scheduled to be completed in approximately three (3) weeks.

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- c. Ascension/Brannon – Public Works Department crews recently completed site improvements to existing hillsides near a storm water control culvert. Hydroseeding is occurring as of Thursday, May 16, 2019 that will assist with slope stability. Next week additional maintenance work will take place on the existing storm water culverts.
- d. Camden Street Bridge- WV DOT project is approximately two (2) to three (3) weeks away from major completion. Discussions are presently being held concerning the addition of a chain link fence along walkway at both ends of the bridge.

Police and Fire

1. Police Civil Service Commission (PCSC) –

- a. The Police Civil Service will be meeting on Monday, May 21, 2019 to begin reviewing background information on the five (5) remaining candidates.
- b. New Eligibility List –
 - i. Physical Ability Test – Saturday, June 8th at 10:00 a.m. at Robert C. Byrd High School.
 - ii. Written Test – Applicants who successfully complete the physical ability test will be provided an application for the written test which will be conducted on Wednesday, June 19th at 6:00 p.m. at the Harrison County Senior Center.
- c. Promotional Exam –
 - i. Monday, June 10th – testing for Lieutenant (1 position)
 - ii. Tuesday, June 11th – testing for Sergeant (3 positions) – Police Civil Service Commission will also be deciding whether or not all vacancies will be filled with this test due to one (1) officer being on military leave.

2. Police –

- a. One (1) new probationary officer (Preston Lewis) was sworn in Wednesday, May 14, 2019.
- b. We currently have four (4) probationary officers awaiting enrollment to the West Virginia State Police Academy.
- c. The Clarksburg Police Department attended a job fair, Operation Appreciation, Thursday, May 16, 2019 at the Fairmont Armory. This event was targeted towards veterans and military personnel.
- d. Clarksburg Police Department will be attending a Job Fair on Friday, June 7th at the WV State Building.

Economic Development

- 1. Robinson Grand Performing Arts Center - USDA – The Bond Closing for permanent financing will be on Wednesday May 22, 2019 at 10a.m. in the City Manager's Conference Room. We anticipate financing approximately \$8.4 million out of an approximately \$20 million project. This again exemplifies the overall success of the New Market Tax Credits, Historical Tax Credits (State and Federal) and a Capital Campaign.
- 2. Harrison Energy Center – The main line extension agreement for sanitary and sewer to service the new natural gas fired power plant has been submitted to the Public Service Commission for review.
- 3. Simon's Crossings – The preliminary plan reviews are anticipated to begin at the end of the month. This is the \$7.5 million residential housing facility to be located at the end of N. 12th Street. It will consist of a total of thirty-eight (38) units.

4. Goff Building –
 - a. Roofing Project – We anticipate the contractor, Sutter Roofing, will have the new roof completed by the end of May.
 - b. The developer is still in the process of executing due diligence and project pricing.
5. Sadd Brothers- Glen Elk Apartments– The construction of the new estimated \$6.2 million residential housing complex consisting of thirty-six (36) units is approximately 42% complete. The fourth floor is framed and ready for the roof to be installed beginning May 28, 2019, weather permitting. The building is anticipated to be under roof by June 6, 2019. The brick exterior is also anticipated to begin being installed the next one (1) to two (2) weeks (weather permitting).
6. Ribbon Cutting - Hair Inc. will be celebrating its 20th Anniversary with a ribbon cutting Friday, May 24, 2019 at 11:00a.m. An open house will also be taking place Saturday, May 25, 2019. Hair Inc. is located at 548 Emily Drive.

Events

1. Upcoming events at the RGPAC –
 - a. Music – “Beginnings: The Ultimate Tribute to Chicago” Saturday, May 18, 2019 at 8:00p.m.
 - b. Dance Recital – Altered Productions will be Friday, May 24 and Saturday May 25.
 - c. There are three (3) additional upcoming dance recitals by other studios from late - May through Mid-June.
2. Coast to Coast Rt. 50 Yard Sale will be setup on the corner of 3rd Street and Washington Avenue sponsored by the PWA on Saturday, May 18th beginning at 8:00 a.m.
3. Float the Fork – Celebration - Friday, May 31, 2019 at the VA Park will allow for registration, demonstrations, boat rentals, and safety tips for the Saturday event, which begins in Good Hope.

FOIA

1. FOIA request from Andy Mancini – received on Monday, May 6, 2019, requesting all electronic emails, memo’s attachments or otherwise from former employee James Marino to or from Justine Marino and Marino Brothers. A response was provided on Friday, May 10, 2019. The information is still being gathered to be provided.
2. FOIA request from Records Request, Friday, May 10, 2019, requesting copies of all invoices for dog waste bags for the past two (2) years. We responded to Records Request on Thursday, May 16, 2019
3. FOIA request from Lindsey McQuiddy, Armada Analytics Inc., Monday, May 13, 2019, requesting the certificates of occupancy, final approved site plan/approval documents, any special permits/conditions variances, any open zoning code violations, any opening building violations, and any open fire code violations of Oakmound Apartments. We responded, and provided a letter with the appropriate information to Ms. McQuiddy on Wednesday, May 15, 2019