



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

August 17, 2017

Submitted by Martin G. Howe

General Updates

1. Chestnut Street Project – The contractor is continuing to work towards completing the project. As of Thursday, August 17th the grading was being completed and 1,000 feet of curb and gutter was being poured.
2. 2017 Paving Program – The annual paving has been completed as of Wednesday, August 16th. This completed year one (1) of the seventeen (17) year paving plan. The total project was \$637,426 which included 30,962 sq. yards of milling and 7,751 tons of asphalt. The Levy Fund paid for \$495,000 and the TIF Fund paid for \$142,426.
3. Audit Committee – The committee interviewed two (2) firms whom submitted proposals to provide auditing services for fiscal years 2016-2017 and 2017-2018. The committee recommends a service contract to be issued to Tetrick & Bartlett for two years in the amount of \$49,000.
4. Sidewalk Program – A total of eighteen (18) sidewalks were approved for the total budget amount of \$30,000.00. To date, \$26,739.66 has been expended. Letters were sent out to five (5) people who were approved and have not completed their projects. The project deadline has been extended to September 11, 2017.
5. Winter Salt – Received contractual agreement to purchase salt at \$74.67/ton with minimum of 1,000 tons. We are currently assessing our current salt supply and what is available in reserve.

Economic Development

Robinson Grand Performing Arts Center –

- a) USDA Loan - received National Office Concurrence on the Robinson Grand project financing. The forms were signed and returned, which does not obligate the City to the funding, but will obligate USDA to the City. The final loan amount will be adjusted based upon the final outstanding debt to be serviced.
- b) Project Tour – A tour of the RGPAC for Council will be Tuesday, August 22nd at 11:00 a.m.
- c) Construction Update:
 - a. The concessions stand areas as well as the restrooms are approximately 90% framed.
 - b. West Addition – The erection of the steel is approximately 75% completed.
 - c. East Addition – Structural brick will be delivered Monday, August 21st and will begin to be installed immediately.
 - d. Masonry – The east wall has been 25% cleaned and re-pointed. The cleaning and re-pointing on the Pike Street façade of the restroom/concession stand building is 15% completed.

Sanitary Board

Board Approved at its August 8 meeting an increase for Septage Haulers and Gate Fee entry at the Wastewater Treatment Plant. The Gate Fee will increase from \$15 to \$20, while the cost per 1,000 Gallons disposed of would increase from \$25/1,000 to \$30/1,000. These changes will be required to be incorporated in the City's Sewer Ordinance prior to going into effect.

Police/Fire

1. Police –
 - a. Sign on Incentive – The Chief and I have included for approval by Council a sign-on incentive of \$5,000 for Certified Officers. We recommend this to be approved. We will be requesting the Civil Service Commission to begin the process for a new eligibility list.
 - b. Governors Highway Safety Program – We are in the process of advertising for the coordinator position. All resumes and letter of interest are due by 4:00 p.m. Monday, September 11th.
2. Fire – With a recent retirement, we are currently interviewing the next three (3) eligible candidates from the Civil Service List. I anticipate the vacancy being filled by mid-September.

Events

1. M.O.R.E. Project – Lions Club Block Party on Friday, August 18th beginning at 5:00 p.m. – 8:00 p.m.
2. 29th Annual WV Italian Heritage Festival Pasta Cook-off on Saturday, August 26th with tasting beginning at 12:00 noon in Jackson Square.
3. 39th Annual WV Italian Heritage Festival begins Friday, September 1st through Sunday September 3rd.
4. Black Heritage Festival begins Friday, September 8th through Sunday, September 10th.