



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## Manager's Report

November 2, 2017

Submitted by Martin G. Howe

### General Updates

1. Finance – Tetrick & Bartlett began the yearly Audit Monday, October 30, 2017. There are three (3) auditors currently on-site reviewing financials.
2. Crime Free Rental Housing Ordinance – The approved ordinance has been placed on the City's website and promoted through its Social Media outlets, in addition a Notice is being inserted in an upcoming Fire Fee mailing.
3. Fall Cleanup – Public Works Department collected 359.73 tons of waste with a cost of \$13,708.88 in tipping fees. Last year we had collected 241.03 tons at a total cost of \$9,187.19 in tipping fees. Compared to last year this is a 32.6 % increase in tonnage and a 33% increase in cost. A budget revision to the 2017/2018 Budget will be necessary to cover the cost of the Spring Clean-Up.
4. Demolition – Bid opening was held on Monday, October 30<sup>th</sup> at 10:00 a.m. A total of five (5) contractors participated by submitting sealed bids for various contracts.
  - a. The City had Contract #1 (TIF), which consisted of four (4) structures. Four (4) bids were received with Reclaim Company from Fairmont being the low apparent bidder at \$49,325.00. I recommend Council award this bid utilizing TIF Funds. The structures included in this contract are: 1113 N. 14<sup>th</sup> Street and 209 & 211 Meigs Avenue and 310 S. Chestnut Street.
  - b. The URA had a total of seven (7) contracts out for sealed bid. Four (4) contracts which comprised of fifteen (15) structures were for demolition as well as demolition and abatement. The remaining three (3) contracts consisted of 33 structures for abatement only. The total funds expended by the URA is \$251,710.00. I recommend Council authorize the agreement between the URA, City and Code Official to be executed.
  - c. The contract signing with all successful bidders with the URA and City will be scheduled immediately. The contractors will then be required to provide a 10 day notification to the DEP prior to beginning any work.
  - d. Public Works- Our city crews will be razing 27 structures that are on currently on the demolition list over the next several months. (23 of these structures are being abated by URA contracts)
  - e. The administration is currently evaluating the remaining structures on the demolition list to advertise additional bid packages on behalf of the URA with the remaining \$148,290 funds.
5. Streetlights –
  - a. Administration has communicated with First Energy to improve the lighting in the West End by adding additional lights as well as changing out the fixtures to metal halide bulbs and clear lenses.
  - b. Public Works – Beginning Monday, November 6<sup>th</sup> will begin driving all city streets performing an audit of all streetlights not in proper working order and provide to First Energy to fix.

## Economic Development

1. Robinson Grand Performing Arts Center –
  - a. Roof Installation on Main Theater Building is 75% complete.
  - b. Brick Installation on the south wall of the west addition is 85% installed. Efforts are being made to get the west addition building envelope enclosed before winter.
  - c. Masonry restoration has been completed. The punch list is remaining to be completed.
  - d. Drywall installation is approximately 5% complete within the theater building.
  - e. 85% of door frames have been installed.
2. Flaherty, Sensabaugh, Bonasso, PLLC officially opened on Wednesday, November 1<sup>st</sup> at 203 W. Main Street. A ribbon cutting will be scheduled in near future.
3. Ribbon Cuttings –
  - a. A ribbon cutting was held for Detail City Truck & Auto, located at 322 Broadway Avenue on Wednesday, November 1<sup>st</sup> at 12:00 noon.
  - b. A ribbon cutting was held for Hometown Marketplace, located at 206 Emily Drive on Thursday, November 2<sup>nd</sup> at 12:00 noon.

## Police/Fire

1. Police Civil Service Commission –
  - a. Sergeant Test – The testing for Rank of Sergeant was given on Wednesday, October 25<sup>th</sup> to fulfill two (2) vacancies. Thirteen (13) officers took the test. A Civil Service hearing is scheduled for Tuesday, November 7<sup>th</sup> at 10:00 AM to hear any concerns or appeals for the test.
  - b. New Officer Testing –
    - i. The Police Civil Service Physical Ability Test was conducted on Saturday, October 28<sup>th</sup> at RCB High School. There were 28 participants and 23 successfully completed the physical requirements – four (4) of the candidates were Certified Officers.
    - ii. Another Physical Ability Test will be conducted on Saturday, November 11<sup>th</sup> at RCB High School at 10:00 a.m. This will allow for another opportunity for other potential candidates to begin the process.
    - iii. Written Exam – The written test will be conducted on Wednesday, November 15<sup>th</sup> to all candidates whom have successfully completed the physical requirements.
2. Police –
  - a. Drug Take Back – Operation Drug Take Back day was held Saturday, October 28<sup>th</sup> from 10:00 a.m. to 2:00 p.m. The event was a success. All prescription drugs collected were then taken to be incinerated.
  - b. Downtown Patrol – Foot patrol will begin Tuesday, November 7<sup>th</sup> from 8:00 a.m. – 4:00 p.m. along Main and Pike Streets from Monticello Avenue to Chestnut Street and Washington/Lee Avenue including periodic stops at WI Middle School.

## Sanitary Board

Dale Avenue Sewer Project – The project is now near completion. New concrete for sidewalks and asphalt for construction area has been installed. Dale Avenue is now open for traffic.

## FOIA

1. FOIA request from Martin Shaffer dated Wednesday, October 25<sup>th</sup> (received on Thursday, October 26<sup>th</sup>, 2017) requesting the policy of the City of Clarksburg not to issue building permits to houses on the demolition list. We responded to Mr. Shaffer on Wednesday, November 1<sup>st</sup> that it is logical and common sense that no permits are issues other than for demolition, therefore it is an unwritten policy.
2. FOIA request from Helen McCray on Friday, October 27<sup>th</sup> requesting a copy of a building permit issued for 2008 WV Ave. on or about March or April 2017. We responded to her request on Monday, October 30<sup>th</sup> and the information was provided.

## Events

Veterans Day Parade – Friday, November 10<sup>th</sup>. Veterans Day Festivities will begin at 11:00 a.m. at Jackson Square followed by the parade at noon. Streets will close at 10:30 a.m.