



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

May 3, 2018

Submitted by Martin G. Howe

General Updates

1. Sidewalk Program – Applications became available to property owner's Tuesday, May 1st. The applications are evaluated on a first come first serve basis by the Code Office. As of Thursday, May 3rd, seventeen (17) applications have been distributed and three (3) applications have been returned equaling \$5,900 towards the \$30,000 budgeted.
2. Spring Clean-up – Public Works Department has completed the Spring Clean-Up. The Public Works Department collected 253 tons and made 220 trips to the Landfill using various Public Works trucks with a total cost of \$9,620 in Landfill tipping fees.
3. Road Slippage – In response to the Request for Proposal (RFP) for engineering firms to provide engineering services to assist with addressing the road slips throughout the City we received eight (8) proposals. The administration is in the process of reviewing the submitted proposals, scheduling interviews with selected firms and negotiating a contract amount. Administration will submit request to Council to consider at its meeting tentatively on Thursday, May 17th.
4. Demolition – 1401 Adams Ave. – The City Administration requested quotes from three (3) contractors to raze the fire burnt structure. The lowest quote was provided by Feline Excavation in the amount of \$13,300. The Administration recommends waiving competitive bidding and authorizing this contract.
5. Yard Waste Collection Vehicle – The bid opening was conducted on Tuesday, May 1st, 2018 at 2:00 p.m. within the Finance Department Conference Room. Three (3) bids were submitted by two (2) vendors. The Administration recommends awarding the bid to the second lowest bid in the amount of \$108,600 to WV Tractor Company from Charleston, WV. Pursuant to WV Code 5A-3-37, WV Tractor Company from Charleston, WV is a WV Preferred Vendor and they properly stated this within their bid.
6. Downtown Clean-up - On Wednesday evening, May 2nd, Public Works Department crews worked throughout the Downtown providing sidewalk and street maintenance. Crews are prepared in the future to work at least one (1) evening a week performing similar maintenance duties.

Police

1. Police –
 - a. Testing –
 - a. Written Test - Twelve (12) candidates completed the written test of which seven (7) passed.
 - b. Physical Ability Test – this test will be on Saturday, May 5th at 10am at RCB High School. Five (5) out of the seven (7) will be required to pass the physical ability test. (Two (2) previously passed the physical ability test in April).
 - c. One candidate is a Certified Officer.
 - b. Bike Patrol – Sgt. Moore and Officer Paugh will begin bike patrol intermittently this month.

Economic Development

1. Robinson Grand Performing Arts Center –
 - a. Construction Update:
 - a. Installation of Ticket Booth Windows is 85% complete.
 - b. Door frame installation in the entire building is approximately 99% complete.
 - c. Drywall installation is 90% complete in the main theater building/concessions area.
 - d. Installation of new stairs in front entry to Ballroom is 90% complete.
 - e. Handrail installation for Balcony aisles is 80% complete.
 - f. Framing of upper Balcony Box Seats is approximately 90% complete.
 - g. Paint application in Ballroom is approximately 80% complete.
 - h. Steel Structure for Blade Sign has been painted.
 - i. Stage Rigging Line Set Installation is approximately 45% complete.
 - b. Operations Manager – Administration will be interviewing five (5) candidates for this position the week of May 7th.
2. Ribbon Cutting –
 - a. Terradon Engineering - Tuesday, May 15th at 11:00 a.m., located at 102 South 2nd Street.
 - b. ResCare - Chase Building, Suite 200, city administration is in the process of setting-up a ribbon cutting in the future.