



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

January 2, 2014

Submitted by Martin G. Howe

Follow-up/General Updates

1. State Office Building – The Bid Specifications and documents have been completed and are being reviewed by the West Virginia Purchasing Department. We anticipate the bidding to be released within the week. The Pre-Bid meeting is scheduled for Wednesday, January 22nd at 2pm here at City Hall. The Bid-Opening has been set for Thursday, February 27th.
2. Budget 2014-2015 – Budget worksheets are currently being distributed to Department Heads. The Departmental requests are due by January 22nd. The Finance Director and I will be meeting with the Department Heads in late January to review the requests. It is our goal to have the budget submitted to Council by Thursday, February, 20th.
3. Audit Report 2012-2013 – The exit conference with the Auditors is being scheduled within the next week with the following: Mayor, Vice Mayor, myself, Finance Director, Asst. Finance Director and Accountant. The final report will be distributed to Council as well as being displayed on-line.
4. Demolition –
 - a) Former Dealership on Rt. 19 South – A Change Order was executed to allow for a thirty (30) day extension. The project is approximately eighty-five percent (85%) completed. This Change Order will insure the project is completed correctly due to some unforeseen delays. This Change Order was at no cost.
 - b) CENTRA – The Former Bus Garage – The demolition of the structure has been completed and the debris which is not being recycled is currently being removed. Monday, January 6th construction of the footers is tentatively scheduled as the reconstruction of the retaining wall begins.

Boards/Commissions

1. Sanitary Board – The Sanitary Board will have the Contract Signing and Pre-Construction meeting on Wednesday, January 15th at 2pm in Council Chambers. This is for the Waste Water Treatment Plant (WWTP) Expansion and the Infrastructure Improvement project.
2. Parking Authority – Financing RFP's were sent out to Financial Institutions week of December 17th, 2013 for financing of Pay Stations. The proposals are due by January 10th, 2014. The Parking Authority will meet within the next two (2) weeks to review the finance proposals.
3. Urban Renewal Authority – Appointment – I am reappointing Leatrice "Libby" Stout on the Clarksburg Urban Renewal Authority. This item is under New Business for Council's confirmation.