



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

December 17, 2015

Submitted by Martin G. Howe

General Updates

1. Waldomore – Electrical Upgrade – Architectural Services Contract in the amount of \$68,000 was executed for the bidding and construction phases.
 - a) Project Timeline:
 - Advertise – Tuesday, December 29, 2015 and Tuesday, January 5, 2016.
 - Pre-Bid Meeting – Tuesday, January 12th at 1:30 p.m. at the Waldomore.
 - Bid Opening – Thursday, January 28th at 1:30 p.m. City Manager Conference Room.
 - Award of Bid – Thursday, February 4th – Council to consider awarding of bid.
 - September 30, 2016 – Contract anticipated to be substantially completed.
2. Lowndes Hill - YMCA – The Municipal Building Commission approved the Second Reading of the Lease Revenue Bond to acquire the Lowndes Hill property. I recommend Council also approve under new business.
3. Sales Tax – In preparation of ordinance being approved, the Finance Director has drafted a Notice to be sent to all businesses explaining the implementation of the 1% Sales Tax as well as the reduction of Business & Occupation Tax.

Police & Fire

1. HIDTA (High Intensity Drug Trafficking Areas Program) – The Police Department was awarded the Appalachia HIDTA sub-grant for the year 2016 in the amount of \$38,250.
2. Police Civil Service Commission – the PCSC had a meeting today to review background information on the second group of candidates, (11) eleven out of (13) thirteen will be moving on to the polygraph phase.

Economic Development

State Office Building –

- a) Paving of base asphalt is to be started immediately weather permitting.
- b) The sidewalks and curbs are underway and should be completed on the North and West side of building.
- c) Many interior fixtures are being installed as well as the Terrazo flooring on the 1st floor.

FOIA Requests

Two (2) more FOIA requests have been submitted during the month of December:

Jimmy Marino –

- Received a request submitted on Thursday, December 10th. The request is to review all Sam's Club charge card statements for years 2014 and 2015. I responded to the request on Tuesday, December 15th. The information he had requested will be made available for inspection Friday, January 8, 2016.
- Received request on Thursday, December 17th for all documents including but not limited to, any payments made to Bill Mayer (Public Works Employee) and what the payments were excluding his regular wage payments for the past six (6) months. A response to the request will be provided as well as to a date and time to review such documents.