



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

Manager's Report

January 16, 2014

Submitted by Martin G. Howe

Follow-up/General Updates

1. Budget 2014-2015 – The Mayor and I have scheduled a Council Budget Work Session on Thursday, January 23rd at 4:30pm to review and receive direction on certain capital items as well as Cost of Living Adjustment (COLA) and Benefits.

Economic Development

1. Conference Center/Hotel – Pompan Hospitality Global (PHG) Officials visited Clarksburg this week and had meetings with the City's Administration as well as members of the community. Various site visits were also made during this visit. We anticipate the preliminary results within three to four (3-4) weeks. The Administration is currently in the process of scheduling a second visit with PHG Officials.
2. State Office Building – 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.

Boards/Commissions

1. Sanitary Board –
 - a. The Pre-Construction meeting for the Wastewater Treatment Plant Upgrade and the Sanitary Sewer Interceptor Cleaning was held on Wednesday, January 15th at 2pm to review the requirements for both General Contractors and their sub-contractors. Immediately following the contract signing, the Notice to Proceed was signed for the Infrastructure Improvement Project. We anticipate the Contractors will begin their projects within a month.
 - b. Audit Report 2012-2013 – The Board also reviewed and discussed the Audit Report. The WVDEP Water Development Authority as well as our creditors and financial institutes will be provided a report. The R&R Fund continues to grow as we have been committing 7.5% to reserves, while we are only required to commit 2.5%. This has allowed for the Sanitary Board to be in a financial position to manage potential issues that may arise.
 - c. Maintenance Director – The Wastewater Treatment Plant (WWTP) has begun the process of hiring for this position with an open posting date of Wednesday, January 22nd through Friday, February 14th, 2014 at 4pm.
 - d. Harrison County Board of Education (HCBOE) awarded the Sanitary Line Extension Project from the Gore Facility to Edgewood Avenue to JF Allen Company. The Pre-Construction meeting will be held at 10am on Wednesday, January 22, 2014. We anticipate the project to begin early February with a projected completion date late March or early April.
2. Parking Authority –
 - a. Approved Resolution on Thursday, January 16th to Authorize Taxable Financing in the amount of \$48,000 to purchase three (3) pay stations for Jackson Square.
 - b. Audit Report 2012-2013 – The Authority received a clean “unqualified” Audit opinion, as there were no findings of non-compliance identified.