

Manager's Report

November 9, 2015

Submitted by Martin G. Howe

General Updates

1. Milford Street – Contractors, Inc. has completed the paving project on Rt. 19 S. (Milford Street) from West Pike Street to Liberty Avenue. The street markings have been installed. Clarksburg Public Works has also went over the area to clean-up debris and cut any vegetation within rights of ways.
2. Fall Clean-Up - Public Works Department picked up 240 tons of waste with a cost of \$9,125.47. Last year we had collected 157 tons at a total cost of \$5,979 for the 2014 Fall Clean-Up.
3. Waldomore – The Finance Director attended a meeting with the Library Board on Wednesday, November 4th to discuss the project. It was agreed upon the City would handle the bidding of the project as well as the general and financial administration of the grant (\$255,270). We anticipate the project can be placed out to bid by late November/early December. Bids to be accepted in late January 2016 and City Council to consider awarding bid in late February 2016. Project must be completed by October 31, 2016.

Economic Development

1. Mountain Opportunities Corp. – Open house will be Thursday, November 12th from 11:00 a.m. to 1:00 p.m. The open house will be at 1002 W. Pike Street.
2. Gypsy Soul Boutique – A Ribbon Cutting and Grand Opening will be held on Wednesday, November 18th at 11:00 a.m. Gypsy Soul Boutique is located at 129 S. 4th Street, Clarksburg.
3. USDA Loan – Infrastructure - Lowndes Hill Roadway/Sycamore Street Bridge projects – Public hearing scheduled for Wednesday, November 18th at 6:00 p.m.
4. Robinson Grand Theatre –
 - a) Capital Campaign Consultant, Cathleen DuBois of Progressity is meeting with City Administration, Design Consultant (WYK), the Mayor and Cultural Society over a 1 ½ day visit.
 - b) UDSA Loan - Public hearing scheduled for Tuesday, November 24th at 5:30 p.m.

Police & Fire

1. Police –
 - a) Police Civil Service Commission – The PCSC had their meeting on Monday, November 2nd, to review background information of police applicants. There are 6 out of 10 applicants moving forward to the polygraph phase.
 - b) The physical ability test was conducted on Saturday, November 7th. There were 18 candidates whom tested and 14 passed. These candidates will now proceed to the written test phase which will be held on Wednesday, November 18th.
 - c) We anticipate both groups of applicants will be combined when we get to the psychological phase and interview phase, then the PCSC can certify the eligibility list.
2. Fire – Fire Civil Service Commission conducted interviews on Wednesday, October 28th. The FCSC will have a meeting Tuesday, November 17th to certify the eligibility list.

Sanitary Board

1. Spring/Hedge/St. Clair Street Area – The project is out to bid which will consist of installation of 117 LF of 8” sewer pipe, 385 LF of 24” stormwater pipe, three (3) drainage inlets, one (1) sanitary manhole and repairs to approximately 360 LF of asphalt.
 - a) The pre-bid meeting was held on Tuesday, November 3rd. There were four (4) contractors in attendance.
 - b) The bid opening will be Tuesday, November 17th at 2:00 p.m.
 - c) Sanitary Board will have a special meeting on Friday, November 20th at 10:30 a.m. to consider awarding the bid.

FOIA Requests

1. Jimmy Marino, Personnel Director - Filed the following four (4) FOIA requests:
 - a) Received on Wednesday, September 23rd requesting all documents pertaining to a grievance filed by Adam Barberio.
 - b) Received on Wednesday, September 30th requesting to see his personnel file with the grievance procedure filed against Mr. Marino in March 2015. This request was denied as personnel records do not fall under FOIA.
 - c) Received on Friday, October 9th requesting to see the following documents pertaining to the following:
 - i. Total invoices paid to Robinson & McElwee, PLLC for Union Grievance filed in 2013-2014 as well as to the Arbitrator.
 - ii. All salary adjustments as well as total salaries and compensation paid to Assistant City Manager, Anthony Bellotte and MS4 Director, Adam Barberio for 2012, 2013 and 2014.
 - iii. All salary adjustments/merit increases to any Public Works and Code Enforcement employees for years 2012, 2013 and 2014.
 - d) Received on Tuesday, October 27th requesting to see Attorney-Client Work product in regards to Grievance Investigation – this request was denied.
2. John “Lopie” Lopez – FOIA request received on Monday, October 19th requesting to make copies of all documents of vacation days that was turned in to be paid for Department Heads and Assistant Superintendents at Public Works for the fiscal years 2013 and 2014.
3. Christian Keener – FOIA request received on Tuesday, October 20th for information collected by the Clarksburg Police Department regarding Mr. Keener.
4. Exponent – Telegram - Jim Davis – FOIA request received on October 22nd for copies of salary and benefits for all City Council Members and City Manager.
5. Chuck Arnett – FOIA request received on October 29, 2015 for P-card information for Councilmember Sam “Zeke” Lopez.