



OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

### Manager's Report May 7, 2015 Submitted by Martin G. Howe

#### General Updates

1. 2015 Paving Program – The tentative schedule is as follows:
  - a) Advertise Wednesday, May 27<sup>th</sup> and Wednesday, June 3<sup>rd</sup>
  - b) Pre-bid – Wednesday, June 10<sup>th</sup>
  - c) Bid opening – Wednesday, June 17<sup>th</sup>
  - d) Council to consider awarding bid – Thursday, June 18<sup>th</sup>

#### Economic Development

1. State Office Building Complex –
  - a) The installation of the roof began on Wednesday, May 6<sup>th</sup>.
  - b) Workers began studding out the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
  - c) Fire protection on the 2<sup>nd</sup> floor has been completed.
  - d) Next progress meeting will be in mid-May.
2. Chestnut Street – The DOH is currently advertising for bids. The bids are due by June 28<sup>th</sup>. We anticipate the bid being awarded by late July/August. The completion date would be late April 2016.
3. CAPE Credit Union – Clarksburg Area Postal Employees – submitted preliminary drawings, we are awaiting three (3) sets of full plans. Upon approval of plans we anticipate construction to begin in late May and take approximately 8-10 months to complete. The building will be located across from Raymonds Restaurant.
4. Ribbon Cutting – Little Imaginations – new childcare center located at 1117 N. 25<sup>th</sup> Street. Will have a ribbon cutting on Wednesday, May 13<sup>th</sup> at 10:00 a.m.

#### Police & Fire

1. Police –
  - a) Live Scan – the equipment has been installed and is on-line with the West Virginia State Police and operating as expected. A Tenprint Card Printer has been purchased, in the amount of \$2,100, as an add-on to the Live Scan. This will allow members of the community to be able to obtain their fingerprint cards from the Live-Scan versus having to continue with the old process of using ink cards.
  - b) Firearms - After conducting an inventory of seized and confiscated firearms within the department's evidence locker; notices were distributed to local dealers, submitting price offers on said weapons. Cabela's from Wheeling, West Virginia and C & J Trade's from Adamston were the high bidders. Once we complete the assessment of bids the firearms will be sold. This will allow the department to purchase approximately ten (10) M-4 patrol rifles for patrol units.
2. Fire – Interviews were held the week of April 27<sup>th</sup> for firefighters. I have authorized with a pre-employment physical and drug screen to be conducted applicant, I anticipate appointing this position in the near future.

## FOIA

1. Exponent-Telegram – submitted a request dated Wednesday, April 29<sup>th</sup>, requesting a list of applicants for the Assistant City Manager Position. A response was provided to him on Thursday, May 7<sup>th</sup>.
2. Martin Shaffer submitted the following requests:
  - a) Submitted request dated Friday, May 1<sup>st</sup>, requesting payroll information be updated on a spreadsheet he provided as of December 31, 2014 of gross wages of certain employees. This information will be made available on Tuesday, May 26<sup>th</sup>.
  - b) Submitted request dated Monday, May 4<sup>th</sup>, requesting to review the Code Enforcement files on 531Milford Street (previous owner Ms. Peirpont and current owner Margaret Bailey) for the past 7 years. This information will be made available on Friday, May 22<sup>nd</sup>.
  - c) Martin Shaffer amended his March 30<sup>th</sup> FOIA request as of May 1<sup>st</sup> to include all legal fees associated with the Fire Commission. This information will be provided on Tuesday, May 26<sup>th</sup>.
  - d) Submitted a request on Wednesday, May 6<sup>th</sup> requesting information regarding Hotel/Conference Center proposal. A response was sent to him on Thursday, May 7<sup>th</sup> as the information requested is on the City's website and any proposals received would be in the URA's possession.