



CITY OF CLARKSBURG

WEST VIRGINIA

OFFICE OF
CITY MANAGER

CITY MANAGER'S REPORT/UPDATE

Manager's Report

July 18, 2019

Submitted by Annette Wright

General Updates

1. Demolition –
 - a. 130 W. Pike Street – Empire Builders has completed the demolition of said structure and the property has been graded, seeded and mulched.
 - b. Empire Builders – They were awarded four (4) contracts consisting of thirty (30) demolitions and/or asbestos abatement and demolitions. To date, they have completed razing 28 of 30 structures; with an anticipated completion date of Friday, July 19th.
 - c. Public Works has completed 16 out of 27 structures scheduled for demolition. Public works will start two (2) structures on Simpson Avenue starting July 22nd. They will then have ten (10) structures remaining.
 - d. 217 Sycamore Street – This property had extensive fire damage (with pictures thereof provided in your packet). As noted therein, this fire-burned structure is a safety issue for the community. The administration recommends Council award the bid for the demolition of said structure to the lowest responsible bidder, Reclaim Co., in the amount of \$19,275.00. This item is on the agenda under “New Business.”
 - e. 124-128 Third Street – This demolition project will be fully reimbursed to the City by the property owner(s). The lowest, responsible bidder was Empire Builders in the amount of \$102,450.00. This item is also on the agenda under “New Business.”
2. Paving List – I have distributed the paving list for Council’s review and comment. We would like to put this list out to bid on Monday, July 22 in anticipation of awarding the bid at the August 15th Council meeting.
3. Audit – Per the last Manager’s Report, we received notification from WV State Auditor’s Office to conduct an Audit from an approved Independent CPA for Fiscal Year ending 2018/2019 and 2019/2020. Upon completion of the interviews of those submitting proposals, a recommendation will be made to Council Thursday, August 1st.
4. Splash Zone Children’s Waterplay Area – a loan closing for the Children’s Waterplay area of the Clarksburg Splash Zone took place Wednesday, July 17, 2019 with officials from the City of Clarksburg, Country Roads Leasing, West Union Bank, and the City of Clarksburg Parks present. As noted in the previous Manager’s Report, the terms of the permanent financing of the loan with West Union Bank will be for a 10-year term at 4.2% interest rate.
5. City Hall Maintenance –
 - a. The front step of the entrance to City Hall has been repaired and is now safe and secure with plans to finish and seal very soon.
 - b. City Hall – The Public Works Department will begin stripping, waxing and buffing the floors the week of July 22nd.
 - c. City Hall - The administration has reached out to three vendors to obtain quotes to thoroughly clean City Hall - from the floor to ceiling; including carpet cleaning, draperies, etc. Two of the vendors did a walk-thru of the building and will be providing us with quotes on Friday, July 19th.
 - d. City Hall – Police Squad Room – This room will also be waxed with the metal desks to be replaced as the furniture is not only old but broken.
 - e. City Hall Roof – The generator on the roof of City Hall has been repaired and the roof has been repaired to correct a leak within the building.

6. Employee Committee – An Employee Committee (once utilized in the past) will be put back into place. In the beginning, this committee will meet on an as-needed basis and will be comprised of individuals throughout all departments. This will be an opportunity for the Committee to meet and explore ideas and concerns of our employees; to bring information of importance such as training, seminars, etc., as well as ideas to improve and/or enhance employee morale.

Police and Fire

1. Police Civil Service Commission (PCSC) –
 - a. Promotions –
 - i) A swearing-in ceremony was held Monday, July 15th in Council Chambers wherein Officer Rick White was sworn in as Lieutenant and Officer Zackery Lantz was sworn in as Sergeant. An additional swearing in ceremony will be held on August 15th to swear in Officers William “Bill” Swiger and Ethan Walker as Sergeants.
 - b. Eligibility List –
 - i) The Police Civil Service Commission conducted interviews of four (4) applicants on Wednesday, July 17th.
 - ii) The Police Civil Service Commission administered an entry-level written exam on June 19th with nine (9) applicants appearing therefor and all nine (9) receiving a passing score. Said applicants will now move onto the background phase of the eligibility list process.
 - c. SWAT – In addition to the Officers previously mentioned, Officers Jeremy Randolph and Kane Bender, along with Officer Kevin Collins have been assigned to the Clarksburg Police Department’s SWAT Team. Officers Randolph and Bender attended a training Monday, July 8 – July 12 sponsored by the Shinnston Police Department. The Clarksburg Police Department’s SWAT Team now has eleven (11) members and one (1) medic.
 - d. We currently have three (3) probationary officers attending the West Virginia State Police Academy. We originally had four (4) officers; however, unfortunately one officer did not successfully complete the physical ability test and; therefore, has been dismissed.
 - e. PRO – (Prevention Resource Officer) – at Washington Irving Middle School – We are partnering with the Harrison County Sheriff’s Department for the placement of a deputy at WIMS to begin the 2018-19 school year. This position will be re-evaluated at a later time as to our ability to take over this detail once our manpower is back up.
2. Fire –
 - a. With temperatures anticipated to be increasingly high this weekend, we have a protocol in place if there is a declared emergency. Our Fire Department is prepared, if needed, to set up emergency and cooling shelters.

Economic Development

1. Ribbon Cutting –
 - a. Peppy’s Pet Pantry located at 305 Washington Avenue (PWA) on Friday, July 19th at 1:00 p.m. We have added our police and fire chiefs to all ribbon cutting invitations.

Events

1. Upcoming events at the RGPAC –
 - a. Movies –
 - i) “Harry Potter & the Half Blood Prince” will be Friday, July 19, 2019 at 7:00 p.m.
 - ii) “Disney’s Tangled” will be Thursday, July 27, 2019 at 7:00 p.m.
 - b. Music –
 - i) “Night of Worship” – Wednesday, July 24, 2019 at 7:00 p.m.
 - ii) Almost Heaven Music & Arts Festival” – Saturday, July 27, 2019 at 3:00 p.m.

2. Clarksburg Farmers Market – Saturday, July 20th in the Tractor Supply Parking Lot from 9a.m.-1p.m. The Clarksburg Farmers Market is a diverse collection of 20 vendors that bring fresh produce, meat, eggs, breads, and more to Clarksburg and surrounding communities.
3. INSYNC Drug Awareness Walk – Monday, July 29th, at 5:30 p.m. at Duff Street in the Stealey neighborhood of Clarksburg.
4. Clarksburg Community Action’s First Friday’s – Friday, August 2, 2019 – 6:00 p.m. to 10:00 p.m. at Jackson Square. First Friday’s features live music, artisans, various vendors and food.
5. Clarksburg Amphitheater –
 - a. Movies and Music in the Park – Movies in the Park begins at 8:45 p.m. and are free to the public, concessions are available. The following is the upcoming schedule:
 1. “Dirty Dancing (Girls Night)” – Thursday, July 18th
 2. “Hotel Transylvania 3” – Friday, July 19th
 3. “British Invasion Experience” – Saturday, July 20th
 4. “The Grinch” – Saturday, July 27th
 5. “Shakespeare in the Park” – Sunday, July 28th
 - b. Music -
 1. SOLD OUT – Morgan Wallen (rescheduled due to his cancellation) – Sunday, August 4TH
 2. Toby Mac – Friday, August 9 at 7:00 P.M.