



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## CITY MANAGER'S REPORT/UPDATE

Manager's Report

August 1, 2019

Submitted by: Annette Wright, Interim City Manager

### General Updates

1. Demolition -
  - a. Empire Builders has completed all four (4) contracts - all 30 structures.
  - b. Public Works will begin their final ten (10) structures this month.
  - c. 124-128 Third Street - Empire Builders was the lowest bidder at \$102,450. Per the property owners, Dan Cava and Matt Policano, they will be moving forward with the demolition of said property with a private contractor; and, therefore, the City will not be awarding this contract.
2. Paving List - As briefly discussed at our last meeting, due to timing, as well as the benefit of having roads addressed immediately following the winter months, the paving list will continue to be monitored and brought back to Council in the New Year for finalization. The list will go out to bid early spring (as soon as the asphalt plant opens).
3. Effective July 23, 2019, Johnny Workman was named Superintendent of Public Works.
4. Sidewalk Program - To date, we have received 12 applications; five (5) of the 12 have completed the project and have been reimbursed; two (2) have yet to obtain permits and one (1) has withdrawn from the program; the remaining four (4) are still in progress.
5. WVDOH Project - Notre Dame Bridge (Pike Street) - This project started late due to right-of-way acquisitions and additional work added to the project. The project is on schedule with a proposed completion date of Spring, 2020. Interim Police Chief Snider has met with Notre Dame and St. Mary's School officials to discuss concerns with traffic, etc. once the 2019-20 school year begins.
6. Audit - The Audit Procurement Committee met and has recommended the firm of Tetrick & Bartlett, PLLC to perform the audit services of the financial books and records

for the 2018-19 and 2019-20 fiscal years at a cost of \$53,000.00 for said two-year contract. This matter appears on the agenda under "New Business" for Council's consideration.

7. City Hall Maintenance -

- a. The front steps/porch area has been finished and sealed.
- b. Public Works has stripped, waxed and buffed the first and second floors of City Hall and is now working on the first floor Police Department and Squad Room.
- c. Interim Police Chief Snider has obtained quotes for the replacement of the desks in the squad room and has ordered the desks from James & Law, the lowest responsible bidder, in the amount of \$7,850.
- d. The hand rail to the back steps behind City Hall has been repaired and the black wrought iron fence is being addressed for the needed repairs.
- e. We have obtained quotes for the cleaning of City Hall, as well as carpet cleaning, and will be meeting next week to move forward on this project. Once cleaned, we will be addressing painting needs in the common areas.

8. Employee Committee - The Employee Committee will be holding its first meeting with the newly-organized group of employees on August 8<sup>th</sup> and will be looking at dental and optical plans.

9. Business Survey - Our Marketing Department has begun visiting businesses in the downtown area to: (1) Thank them for selecting Clarksburg to do business; (2) seek their opinions and concerns; and (3) establish open communication. We will continue working outward until all businesses have been contacted. This feedback will be very beneficial in marketing and helping develop economic growth.

10. URA Appointment - This is a city manager appointment. As the Interim City Manager I have appointed Amy Strange to this Authority. This matter is located on the agenda under "New Business" for Council confirmation.

<b>Police and Fire</b>
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1. Police Civil Service Commission (PCSC) -

- a. Promotions - A swearing-in ceremony will be held on Thursday, August 15<sup>th</sup> at 9:00 a.m. in Council Chambers for Officers William "Bill" Swiger and Ethan Walker who have been promoted to Sergeant.
- b. Eligibility List - Of the nine (9) applicants that moved forward to the background phase, two (2) have voluntarily withdrawn from further consideration.
- c. Six (6) cruisers were purchased on July 26<sup>th</sup> from Jenkins Ford at a cost of \$932 below the State bid amount. This amount is the cost prior to the added options. We will be looking at Enterprise's Fleet Management Program that is being utilized by various departments/municipalities and will report back once we have additional information.

- d. The Police Department has started the abandoned/condemned structure detail once again. This detail serves as a public safety measure as well as a deterrent to undesirable activities.
- e. Sergeant Zackery Lantz is back on the downtown beat; this assignment will continue until September 30<sup>th</sup>; at which time, we will evaluate the same.

### Economic Development

- 1. Ribbon Cutting -  
Nonnie's Niche - 163 North 1<sup>st</sup> Street - Thursday, August 22, 2019 at 11:00 a.m.

### Events

- 1. Upcoming Events at the RGPAC -
  - a. Movies -
    - i) "Harry Potter & the Deathly Hallows" - Friday, August 9, 2019 at 7:00 p.m.
  - b. Music -
    - i) "An Acoustic Evening with John Anderson" - Sunday, August 11, 2019 at 7:00 p.m.
- 2. Clarksburg Farmers Market - Saturday, August 3<sup>rd</sup> 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, meats, eggs, breads, and more to Clarksburg and surround communities.
- 3. Clarksburg Community Action's First Friday's - Friday, August 2, 2019 - 6:00p.m. to 9:00 p.m. at Jackson Square. The First Friday events feature live music, artisans, various vendors and food.
- 4. Clarksburg Amphitheater -
  - a. Movies and Music in the Park - Movie in the Park begins at 8:45 a.m. and are free to the public, concessions are available. The following is the upcoming schedule:
    - i) Lydia Britton - Saturday, August 10
  - b. Music
    - i) SOLD OUT - Morgan Wallen (rescheduled due to his cancellation) - Sunday, August 4<sup>th</sup>
    - ii) Toby Mac - Friday, August 9 at 7:00 p.m.
- 5. National Night Out - will take place on Tuesday, August 6<sup>th</sup> at VA Park - 6 pm to 9 pm. This event is a family fun event that provides food, prizes and activities while providing the community an opportunity to interact with law enforcement.

### FOIA

- 1. FOIA request from Gregory H. Shillace of Shillace Law, PLLC received on July 19, 2019 regarding the FOIA requests by Andi Mancini which was received May 6, 2019 and Martin

Shaffer's request Monday, July 17, 2019. A response to Mr. Shillace's request of July 19<sup>th</sup> was made on the same date.