



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

## CITY MANAGER'S REPORT/UPDATE

Manager's Report

September 5, 2019

Submitted by: Annette Wright, Interim City Manager

### General Updates

1. Demolition - A list of properties has been identified as "slum and blight" and is on the agenda for Council's declaration. Once the Resolution declaring the same as "slum and blight" is adopted, we will work with Stantec to begin the environmental assessment of each property. We will also be working with our Public Works Department to identify those structures that we can take down in-house.
2. I will be meeting with Chris Thomas, Director of Government Affairs, Charter Communications (locally known as Spectrum) tomorrow. I received a letter from Mr. Thomas apprising of upcoming changes/price increases which will take effect on or after October 6, 2019.
3. Interim Chief Snider and I will be meeting with representatives of US Cellular tomorrow (September 6<sup>th</sup>) to discuss (security) cameras for the Glen Elk area. This was a Council recommendation from the August 26<sup>th</sup> work session.
4. We have been interviewing this week for the laborer position(s) in the Public Works Department. Due to a pending resignation, we will now be hiring three (3) rather than two (2) laborers.
5. An Open House will be held on Monday, September 9<sup>th</sup>, 4:00 p.m.-7:00 p.m. at St. James Parish Center on the North 25<sup>th</sup> Street Glass and Zinc Superfund Site (old Rolland's Glass plant). This property was added to the EPA's Superfund National Priorities List (NPL) in September 2016. The first phase of the EPA's sampling is scheduled to begin in late September 2019. Information concerning the Open House will be on our website and social media sites.
6. Our Employee Committee heard presentations from dental and vision carriers. We will be switching our dental (now with Delta Dental) and optical (now with Eye Med) insurances(s) to Guardian, per the Employee Committee's recommendation. Guardian will be the carrier for both dental and optical. Per the committee, more providers in our area accept Guardian.

7. Two (2) façade applications were approved by the Urban Renewal Authority in August for 134 S. Third Street.
8. Fall Clean-up - The City's Fall Clean-up will begin September 23<sup>rd</sup>. The Clean-up will run the following weeks: September 23 - September 27; September 30<sup>th</sup> - October 4<sup>th</sup> and October 7<sup>th</sup> - October 11<sup>th</sup>. Complete details and route schedules have been posted on the City's website and social media sites.
9. City Hall Carpet Cleaning will begin on September 10<sup>th</sup> at 5:00 p.m.

<b>Police and Fire</b>
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1. Police -

- a. The Police Civil Service Commission conducted oral interviews the evening of September 4<sup>th</sup> and will be meeting on Friday, September 6<sup>th</sup> to review composite scores and certify the list. The list contains ten (10) applicants who have been scheduled to interview next week with myself and Interim Police Chief Snider. New hires will begin the week of September 16<sup>th</sup> with the oath of office to be administered to the new probationary patrol officers on Thursday, September 19<sup>th</sup> at 10:00 a.m. in Council Chambers.
- b. The Police Civil Service Commission will again start the eligibility list process with the Physical Ability Test scheduled for Saturday, October 5<sup>th</sup> at 10:00 a.m. at Robert C. Byrd High School. Those successfully completing the Physical Ability Test will move on to the Written Test scheduled for Wednesday, October 16<sup>th</sup> at 6:00 p.m. at the Harrison County Senior Citizens Center.
- c. The Police Chief Nominating Committee (comprised of myself, Sheriff Robert Matheny and Attorney Tom Dyer) met on Tuesday, August 27<sup>th</sup> to review the 53 applications/resumes received with thirteen (13) individuals identified for interviews. Of the 13 applicants, two (2) of applicants have withdrawn and/or accepted a position elsewhere.
- d. On this date, the Nominating Committee conducted telephone interviews with four (4) out-of-state applicants and will be conducting in-person interviews next week.

2. Fire -

- a. Our ladder truck passed the Underwriters Laboratory (UL) inspection which is an extensive annual test with no deficiencies found.
- b. Captain Cindy Murphy attended the 2019 State Emergency Response Commission conference which was held August 20<sup>th</sup> - August 22<sup>nd</sup>. This conference is sponsored by the West Virginia Division of Homeland Security and Emergency Management and the WV State Emergency Response Commission. The theme of this year's conference

was *Building Our Foundation* with a mission of these organizations being the implementation of the Emergency Planning and Community Right to Know Act (EPCRA).

#### Economic Development

1. A Ribbon Cutting for Momma Leah's Goods, 122 South 4<sup>th</sup> Street, was held on Tuesday, September 3<sup>rd</sup> at 11:00 a.m.

#### Boards & Commissions

1. The Harrison County Commission has asked that we confirm the reappointment of James Griffin to the CENTRA Board. This is a five-member board with two appointments made by the City; two appointments made by the County and one being a joint appointment between the County and City. Mr. Griffin's appointment is the joint appointment.

#### Events

1. RGPAC - music - Travis Tritt, September 27<sup>th</sup> (SOLD OUT)
2. The WV Black Heritage Festival will be held this weekend with the Youth Block Party scheduled for Friday, September 6<sup>th</sup> @ Jackson Square. The Festival will be on Main Street - September 7<sup>th</sup> & September 8<sup>th</sup>.
3. Harrison County Chamber of Commerce's Business After Hours - Tuesday, September 10<sup>th</sup> - 5:00 p.m. - 7:00 p.m. - Fairmont State's Charles Pointe Center, 100 Marketplace Avenue, 2<sup>nd</sup> floor, Bridgeport

#### MISC.

1. A Work Session is scheduled for Thursday, September 12<sup>th</sup> at 6:00 p.m.