



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

CITY MANAGER'S REPORT/UPDATE

Manager's Report

November 7, 2019

Submitted by: Annette Wright, Interim City Manager

General Updates/Information

1. Demolition Bid Schedule Update-
 - a. A (non-mandatory) pre-bid meeting was held on November 6th @ 10:00 a.m. in the City Manager's Conference Room.
 - b. The bid opening will be held on November 20th at 2:00 p.m. in the City Manager's Conference Room. The bid opening is on your November calendars.
 - c. On the December 5th agenda, Council will be requested to consider authorizing the City Manager to enter into an agreement with the lowest responsible bidders for the demolition of said structures.
 - d. Following the above, the notice of awards, contract signing and pre-construction meeting will take place.
2. An amendment to the AFL-CIO Local 743 contract, which was approved on May 16, 2019, was negotiated and approved by the Administration and Union on October 30, 2019. The amendment pertained to the equalization of overtime.
3. The Administration sent letters to Senators Romano and Facemire on October 25th requesting their assistance in obtaining a crosswalk and/or improving the crossing at West Main Street at the location of the WV State Office Building. We hope to hear back from them soon.
4. The second meeting of the Task Force on Public Safety (Chaired by Wayne Worth) will be held on November 14th at 6:00 p.m. in the City Manager's Conference Room.
5. New Dental and Vision Insurance - Enrollment has been completed. There was an incorrect data entry on the portal by the company which has been corrected regarding the employee portion and the City portion. Cards will be mailed in the near future; however, those with dental appointments and/or eye examinations prior to receiving their cards may contact Cindy King for information to take to your appointments until you receive your cards.

6. Project Mountaineer (the financial transparency program presented by the Auditor's Office) is moving forward. OpenGov had retained our data from when they originally started the platform. We will need to send them information from April 2018 and forward. The Chart of Accounts and transactional data (revenues and expenses) will be put into the platform. The Finance Department will continue to work with the Auditor's Office to get this program up and running.
7. Notre Dame Bridge - This project is now behind schedule due to some unforeseen issues with utilities and an aged six-foot concrete reinforced abutment. The project was slated for a Spring completion; however, it will most likely be closer to summer.
8. The United Technical Center (UTC) has asked the City to donate an old damaged truck bed and a set of four used tires to their Auto Body program and their Criminal Justice class. These items were marked for salvage; however, we recommend that we donate these to the UTC. Consideration of this written request will be on the December 5th agenda.
9. We will be conducting a surplus vehicle sale of the seventeen (17) vehicles that we currently have that are in various states of repair. Those vehicles are located at our Public Works facility and can be viewed by those interested from November 18th through November 22nd. Bids are due by December 2nd with Council to award those bids at the December 5th Council meeting. An ad containing this information will be placed in the newspaper on Sunday, November 17th as well as on our social media sites.
10. Clarksburg's "Santaland" - We are working on a holiday program wherein the first three Fridays in December: December 6, December 13 and December 20, Santa will be at the old City Hall lot from 5:00 p.m. to 7:00 p.m. There will be pictures offered at a nominal fee, as well as cookies and hot cocoa. The downtown sound system is being reinstalled with plans to play Christmas music throughout the day beginning December 2nd. We hope for this to be a draw to downtown which will be enhancements to the Christmas parade and the Jazz Stroll.

Police and Fire

1. Police -
 - a. A "shout out" to Lt. Josh Cox who hit his 20-year anniversary on November 1st.
 - b. Three (3) officers graduated from the police academy on Friday, November 1st; two (2) have already completed the FTO Program and are on their own; one (1) has approximately three (3) more weeks of the FTO before being on his own. To date, we have 41 officers.
 - c. Ten (10) of the twelve (12) applicants who successfully completed the written test returned their background packets and those packets have been provided to the

Detective Unit for further handling and to report their findings to the Police Civil Service Commission.

- d. The Police Civil Service Commission will be meeting next week to begin the testing process for the rank of Sergeant that is vacant due to the resignation of Sergeant Lantz.

2. Fire -

- a. During the month of October (Fire Prevention Month), our firefighters participated in reading programs with Clarksburg and Glen Elk Headstarts; Lt. Murphy held a Safety Training for parents at the Clarksburg and Glen Elk Headstart buildings; firefighters and trucks were sent to Hite Field to demonstrate and discuss fire safety; firefighters also went to Adamston Elementary School and Lumberport Elementary School toured the Clarksburg Fire Department.

Economic Development

1. Ribbon Cutting(s) -

- a. Linen & Oak Boutique, 209 N. 4th Street - Wednesday, November 13th @ 11:00 a.m.

Events

1. RGPAC -

- a. Friday, November 8th at 7:30 p.m. - World Premier of Desk Clerk
 - b. Friday, November 15th at 7:00 p.m. - Thrillusionist David DaVinci to Benefit WVCPA
 - c. Saturday, November 23rd at 6:00 p.m. - Jazz Nutcracker
 - d. Sunday, December 1st @ 7:00 p.m. - Broadway Goes to the Movies with Kirsten Wyatt
2. Bonnie's Bus will be coming to Clarksburg on Friday, November 8th from 9:00 a.m. to 5:00 p.m. The bus will be located at the First United Methodist Church (117 N. 2nd Street). Bonnie's Bus is a mobile mammography unit that travels across WV offering breast cancer screening in a comfortable, convenient environment.
 3. REMINDER - The Annual Veteran's Day Parade will be held on Monday, November 11th (streets will close at 10:30 a.m.)
 4. There is a monthly Veteran Mobile Food Pantry with no income limit; however, veterans must provide proof of veteran status when signing up. The mobile food pantry will be at the VA Mini Golf Building on November 15th from 10:00 a.m. to Noon.
 5. The annual Clarksburg Christmas Parade will be held on Friday, December 6th at 6:00 p.m. (streets will close at 5:00 p.m.)

6. A Jazz Stroll is scheduled for Friday, December 13th with the following venues participating: PJ Kelly's, The Aquarium Lounge, Washington Square and, possibly, the Clarksburg Community Action headquarters.

FOIA

1. A FOIA request from PM Environmental was received on October 30, 2019 requesting information regarding the vacant parcel off North 12th Street. A response to said request was provided on November 1st.

MISC.

1. A Council Work Session will be held on Thursday, November 14th at 5:00 p.m.