

**CITY MANAGER'S REPORT/UPDATE**  
**Manager's Report**  
**August 15, 2019**  
**Submitted by: Annette Wright, Interim City Manager**

<b>General Updates</b>
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1. Demolition - All contracted abatement and demolition work has been completed to date. We are preparing to submit the next list of properties for slum and blight declaration to City Council in the near future.
2. Sidewalk Program - We have three (3) applications awaiting reimbursement. To date, \$16,380 has been utilized in this program.
3. On August 11, 2019, there was a water line break in Traders Alley resulting in some of those businesses located thereat, including the Clarksburg-Harrison Health Department, to receive substantial water damage and problems associated therewith. Our Fire Department and Public Works Department provided much-needed assistance with this incident. The Health Department was closed on Monday, August 12<sup>th</sup> and was able to reopen on Tuesday, August 13<sup>th</sup>.
4. City Hall Maintenance -
  - a. We have utilized the services of Maid Marie to perform cleaning services throughout City Hall which include the cleaning of baseboards, windows, handrails, wiping down walls, etc. They will be returning to finish their work, as well as some additional items.
  - b. Police Department - The squad room floor has now been stripped, waxed and buffed with the new desks to be installed beginning tomorrow (August 16<sup>th</sup>).
  - c. We are currently obtaining quotes for carpet cleaning throughout City Hall and anticipate carpet cleaning to begin within the next couple of weeks.
  - d. The black wrought iron fence in the parking lot behind City Hall has been repaired.
  - e. Once all cleaning services have been performed, we will obtain quotes for the painting of the common areas of City Hall.
5. I met with Dr. Janie Leary, Associate Professor of Community Health Education, Fairmont State University, on August 7<sup>th</sup>. Her class will be working on a needs assessment project as it relates to our community. She wanted to introduce herself and has volunteered to share

the results of her students' research and project(s) at the end of the semester. I believe this will provide us an opportunity to look at our community needs from a different perspective (other than a City viewpoint).

6. Employee Committee - The Employee Committee met on August 8<sup>th</sup> to review dental & optical insurance options and will be providing their recommendation very soon.
7. Per the DOH, the Second Street ramp work should be complete on or before August 23<sup>rd</sup>.
8. Employment Opportunities:
  - a. Administrative Assistant - The cut-off date for this position was August 9<sup>th</sup>. We received 49 applications therefor. We have scheduled seven (7) individuals to be interviewed.
  - b. Public Works - We are hiring two (2) positions in Public Works. The cut-off off date was August 14<sup>th</sup> with 41 applications received therefor. We will be meeting to review the applications and select applicants for interview.
  - c. The Chief of Police position has been advertised in various newspapers, publications, social media/web sites. The application period closes on August 23<sup>rd</sup>. The Nominating Committee will be meeting in the near future to discuss this interviewing of applicants.
9. The Clarksburg Splash Zone will be closed the week of August 19-22 with the pool to close for the season on August 25<sup>th</sup>.

<b>Police and Fire</b>
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1. Police Civil Service Commission (PCSC) -
  - a. Promotions - A swearing-in ceremony was held this morning at 9:00 a.m. for Sergeants William "Bill" Swiger and Ethan Walker.
  - b. The Eligibility List process is moving forward - August 23<sup>rd</sup> is the anticipated date of completion for the polygraphs of the six (6) candidates. Upon receipt and review of the polygraph information, applicants will move onto the interviews with the Police Civil Service Commission and this group will then merge with the first group to establish the new Eligibility List.

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

<b>Events</b>
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1. RGPAC -
  - a. Movies - "Harry Potter & the Deathly Hallows" (Part 2) - Friday, August 16<sup>th</sup> at 7:00 p.m.
  - b. Music - The Gatlin Brothers - Friday, August 23<sup>rd</sup> at 7:30 p.m.
2. Wednesday, August 21<sup>st</sup> is "National Senior Citizens Day" and various activities have been planned for that day at the Harrison County Senior Center.
3. Fairs & Festivals
  - a. 41<sup>st</sup> Annual West Virginia Italian Heritage Festival -
    - i. Pasta Cook-Off - Saturday, August 24<sup>th</sup> - 7:00 a.m.-2:00 p.m. @ Jackson Square
    - ii. The Festival kicks off on Friday, August 30<sup>th</sup> - September 1<sup>st</sup>
    - iii. The WV IHF Parade - Saturday, August 31<sup>st</sup> at 10:00 a.m.
  - b. WV Black Heritage Festival
    - i. Youth Block Party - Friday, September 6<sup>th</sup> @ Jackson Square
    - ii. Festival will be on Main Street - September 7<sup>th</sup> & September 8<sup>th</sup>
4. "Back to School Party" hosted by the Clarksburg-Harrison Regional Housing Authority is scheduled for Thursday, August 22<sup>nd</sup> from 4:30 p.m.-7:30 p.m. at Laurel Lanes.
5. Art Show with Martina Zinn & The Holyfield Cousins will be held at the Progressive Women's Association - August 23 & 24 beginning at 11:00 a.m. each day.

<b>MISCELLANEOUS</b>
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1. Work Session is scheduled for Monday, August 26<sup>th</sup> at 6:00 p.m.