

City Manager Report

2/5/2024

- CTUB: I have attached a CTUB report for your information that was included in your packet. I also want to remind everyone that the minutes from the CTUB meeting are included in your packets as information.
- I mentioned a few months ago that I would be hosting **City Manager Days** after the first of the year. Included in your packet are the dates that I will set aside to dedicate time in the morning and evening to meet with constituents on all issues that relate to the city. This is an open forum approach where folks can drop into City Hall Council Chambers and converse with me. We will advertise this program both on our website and social media outlets. I would invite any of the Council members to join me during these times.
- At the next Council meeting the County Department of Homeland Security and Emergency Management will be presenting its **5-year Hazard Mitigation Plan**. The Hazard Mitigation Plan forms the foundation for Jefferson County and participating municipalities long-term strategies to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The purpose of this plan is to identify, plan, and implement cost-effective hazard mitigation measures through a comprehensive approach known as hazard mitigation planning. The 2023 plan is an update to the 2018 Hazard Mitigation Plan. At the next Council meeting the County will present to you a resolution to adopt the 2023 plan as they did in 2018. Each of you will find a thumb drive in your box which contains the nearly 700-page plan for your review.
- The new **Konica Minolta Unified Communications lines** were activated replacing the current Frontier system which was using the Mitel phones. Frontier was billing us \$3,000 per month at a cost of \$36,000 per year. The new phone system is \$588.00 per month with a one-time up-front cost of \$20,000 for a total of \$27,056. With the new system we will save the city approximately \$28,944. The new system features:
 1. The capability to connect from any device – Desktop, laptop, tablet or smartphone.
 2. Call Routing – new recording that is professional and succinct.

3. Call ring 3 times before going to voice mail (Caller no longer hears annoying message that said “your call is being processed by Mitel voice mail”
 4. After hours the call goes directly to voice mail – no waiting for rings.
 5. Voice mail messages also get sent as email and are transcribed.
 6. Virtual meeting rooms with video, screen sharing and conferences.
 7. Very responsive support services through phone calls, email, or web portal.
- We recently hired Ms. Heather Minnick for the Accounting Clerk Position 1 position. Her most recent position was with the City of Winchester as a Utility Billing Coordinator. Ms. Minnick also has experience with Accounts Payable, Accounts Receivable and Payroll. Heather will begin with us on February 12th.
 - Our Finance Director has started the process of sending out to each Department Head the budget sheets for preparation. Krista and I will be sitting with staff as they begin building next fiscal year’s budget.
 - I along with several Council members attended the ribbon cutting for **On the Go Soaps** on January 27th. I want to send them a warm welcome to the City of Charles Town. If you get a few minutes stop by and say hello.
 - We met with Greenway on the Liberty Street Green Infrastructure Improvement Plan and will be launching the bid documents within 3 weeks. We anticipate the work to commence sometime in May or early June. We will be meeting with Greenway on pricing out another study that relates to a more comprehensive study of our current storm water infrastructure and help identify problem areas in the city where we experience flooding issues after a rain event. I will keep everyone posted on that initiative once we meet with Greenplay.



Charles Town Utility Board

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MONTHLY UPDATES FOR CITY COUNCIL

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Monthly Updates for City Council
DATE: February 5, 2024

- **Water and Sewer Rate Adjustments**
 - Passed 2nd Reading on January 2, 2024
 - Tariffs submitted to WV PSC on January 31st
 - New rate structure anticipated to be implemented in February 2024 upon approval
- **Water and Sewer Strategic Plans**
 - Updates are in progress and drafts expected to be provided to the CTUB Board of Directors and Council in March
 - Adoption of updated plans in April 2024
- **Renewal and Replacement project on track for completion in fall 2024**
- **Collection System Project**
 - Easements being obtained
 - Permitting almost complete
- **Greenfield Forcemain upsizing project**
 - Notice to Proceed expected February 14th
 - Construction will impact travel and residents in Greenfield subdivision.
 - Project schedule to be provided to Council upon receipt from Contractor.
- **Valley Hardware sewer line**
 - Minor temporary impact to downtown parking and sidewalk in front of old Valley Hardware Building during the 1st week in February while sewer lateral repair is completed.