



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

City Manager's Report
May 21, 2020
Submitted by Harry R. Faulk

Manager's Office

1. I met with Richard Welch, General Manager of the Clarksburg Water Board to review our payment proposal for the next fiscal year. He will present our proposal at their next Board Meeting.
2. City Hall will be reopening on Tuesday, May 26th 2020 at 8:00 a.m. The Departments heads and myself met to discuss how to reopen safely and in stages. Updates will be posted on our website and social media sites.
3. Dominique is working on updating various aspects to our website and instituting a weekly email blast to send information to subscribers.
4. I have been working with the Finance Department to begin utilizing our software programs to the fullest extent possible.
5. Working on developing a strategic plan to begin fighting the blight of vacant buildings throughout the City.
6. Working with Code Enforcement to develop a Campaign to ward off offenders of high grass, debris on the property, and abandoned vehicles.
7. Developing a formal policy for Freedom of Information Act Request that will include a standard form

Police Department

1. The Chief and Officers are working to secure grant money and donations to purchase a K-9.
2. Two arrests have been made on the city-wide tagging.
3. One officer has been added to the Harrison County Drug Task Force.
4. One Unit will be added to the Mountaineer Highway Interdiction Team.
5. For the month of April there have been 10 felony, and 40 misdemeanor arrests, and 12 citations were issued.
6. The Police Department will return to full parking and traffic enforcement on June 1, 2020.

Fire Department

1. One structure fire on May 9th at 179 Elliot Street.
2. The Fire Department will reopen to the public with restrictions next Tuesday.
3. Will resume outdoor activities such as training and hose testing.

Robinson Grand Performing Arts Center

1. Secured \$43,000 in operational funding through the TGPAC Capital Campaign.
2. Secured \$72,000 from the Barbara B. Highland Fund for the Arts/Cultural Foundation of Harrison County for future programming in late 2020/early 2021.
3. Submitted \$100,000 emergency grant to the WV Division of Arts, Culture and History under the CARES Act for arts organizations. This grant is specified to provide financial relief for

staff salaries/wages, utilities, and debt-service. The grant is currently under review and recipients will be awarded by mid-June 2020.

4. Submitted \$30,000 CAPS grant to the WV Division of Arts, Culture and History for Robinson Grand Community Theatre's next production of "The Addams Family". The grant is currently under review and recipients will be awarded in July 2020.

City Parks

1. The Basketball Courts have reopened. The parks are open; however, the playground equipment will remain closed.
2. Looking to reschedule all concerts that were cancelled for the Amphitheater.
3. Dan Cava donated a new scoreboard for the Frank Loria Field.
4. Dr. Angotti donated a new scoreboard at Veterans Park.
5. Awaiting installations of the Broadway and Carlisle play structures.
6. The repair of the Broadway Shelter is underway.

Wastewater Treatment Plant

1. Phase IV of the LTCP bid opening was held on May 19th. Contract #1 (Septage Receiving Station) low bidder was Brackenridge Construction Co., Contract #2 (storm sewer separation/cleaning) low bidder was Glenn Johnston Construction Co., Contract #3 (dredging ash lagoon) low bidder was Petrucci Construction Co.
2. Currently working on updating outside electrical equipment, panels, and boxes in the Solids Building of the Plant.

Code Enforcement

1. Issued 54 Building Permits for projects totaling \$390,971.55.
2. Issued 98 Notice of Violations, 18 Citations were issued, and 8 vehicles were tagged for removal.
3. Performed 11 inspections.
4. Animal Control responded to 28 calls for service.
5. Engineering is working on Plan Reviews for Kroger and Walmart.

Finance Department

1. Working on collecting old debt for B&O, fire service fees, and citations.
2. Placing holds on accounts that have past due fees and not allowing the renewal of a business license until account balance is paid.

Public Works

1. Demolished 4 structures and responded to 35 Notice of Violations.
2. Replaced 518 feet of Sanitary Sewer Lines and repaired 3 trunk lines along the river.
3. Utilized the Street Sweep throughout the Community and mulched all City Planters.

Freedom of Information Act Requests

1. Zeke Lopez requested the following information: B&O tax for 3rd Quarter and Year-to-Date; and 1% Sales Tax Revenue for 3rd Quarter and Year-to-Date.
2. Charles Young, reporter for the Exponent Telegram requested a document that Council prepared to assist with financial decisions being considered during the COVID-19 pandemic.