



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

City Manager's Report
July 2, 2020
Submitted by Harry R. Faulk

Manager's Office

1. Ryan Tolley and Bobby Rexroad from the Robinson Grand assisted with improving the quality of sound during Council Meetings and with our live streaming video.
2. The office received two proposals in response to the City's RFP for the City Attorney. Flaherty, Sensabaugh, Bonasso, PLLC, has been retained for the rate of \$150.00 per hour.
3. The Clarksburg Parking Authority met on June 24 and approved the following: a Resolution establishing salaries and compensation for employees of the off-street Parking Authority and approved the budget for the Parking Authority Fund and R&R Fund for FY 2020-21.
4. Four part-time parking attendants will be returning from furloughs.
5. The Zoning Appeals Board held a hearing on June 23 and approved the application for Major Home Occupancy for property located at 196 Bond Street to open a massage therapy business: Body Movement Energy.

Police Department

1. The newest Clarksburg four-legged Police Officer is gearing up to start training in October and graduate in November of this year. He is from the Pine Grove Kennel in Reedsville, Ohio.
2. The Police Department responded to 2590 calls for service for the month of June that resulted in 7 felony and 121 misdemeanor arrests. Also, there were 174 criminal reports and 42 traffic accidents.
3. Five new officers will be going back to the State Police Academy on July 5 and will be graduating in two weeks.

Fire Department

1. The Clarksburg Fire Department responded to 289 calls for service for the month of June.
2. A total of 17,450 feet of hose line was tested.
3. The department assisted with the recent COVID-19 testing at the Robert C. Byrd Highschool.

Robinson Grand Performing Arts Center

1. ProTech Theatrical Services have been on-site to perform a total replacement of the line-shaft rigging that is responsible for raising and lowering of all 18 fly lines above the stage. This work is covered under the vendors warranty.
2. Preparations have begun to reopen the theater to the public such as installing Plexiglas barriers, developing flow plans to maintain social distancing, and ensuring all staff have the proper PPE and additional sanitization materials. Private events are still being scheduled with five scheduled this month.

City Parks

1. There are seven Movies in the Park and two Music in the Park events scheduled. Please check our website for details.
2. ADI has completed the fan installation at the Indoor Baseball Practice Facility.

3. Thrasher Engineering has begun Phase 2 of the Clarksburg City Park Sewer Line project that is installing a sewer line near Field 5 and the tennis courts.
4. The installation of play structures for Broadway and Carlisle Parks are scheduled for the week of July 6th.
5. The Greater Clarksburg Open Mini Golf Tournament is scheduled for Saturday, July 25th. Sacred Heart Children's Charities is the main sponsor.

Code Enforcement

1. In the past two weeks, the department issued 61 building permits for projects totaling \$461,067.71.
2. Thirty-six Notice of Violations were issued resulting in 5 citations. Three structures were condemned. Forty-nine residential and 13 commercial inspections were performed. Five vehicles were towed and nine were tagged for towing.
3. Animal Control responded to 46 calls for service.
4. Eight Commercial Zoning requests were processed.

Finance Department

1. Submitted a grant application to the Cares Act Program for funding in the amount of \$1,094,437.09 for reimbursement of Police and Fire wages and benefits for March and April of 2020.
2. To date 1,516 business licenses have been issued for this fiscal year.
3. Renewed our Liability and Workers Compensation Insurance policies as of July 1. Our agent, Assured Partners of WV, secured our new Liability policy with American Zurich Insurance Company, at a significantly lower rate than our previous company. The annual premium is about \$28,000 less than last year. The Worker's Compensation policy is about \$5,000 less than last year.

Public Works

1. Responded to 11 sewer calls, installed 158ft of new sewer pipe and replaced three manhole structures.
2. Picked up 7 tons of yard waste, repaired 2 traffic signals and installed 5 new traffic control signs.
3. Milling has been completed on the paving list and the streets will be paved starting on July 7th.
4. Installed flag poles and flags at the Survivor Tree Memorial.

Wastewater Treatment Plant

1. All documentation for the Phase IV Long Term Control Plan will be finalized by July 17th.
2. The lab at the plant has successfully passed inspection by the DEP and is certified for the year 2020-21.
3. The new NPDES permit was approved and is good until June 30, 2025.

"Proud Past...Unlimited Future"