



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

City Manager's Report
August 20, 2020
Submitted by Harry R. Faulk

Manager's Office

1. The Clarksburg Personnel & Administrative Policy and Procedures Manual is complete in draft form. Two employees from each department have formed a committee that will meet next week and review the manual. I will have a workshop meeting with Council next month to present the final draft for any changes prior to adoption on September 17 Council Meeting.
2. I have received 20 applications so far for the Position of Code Enforcement Director. The deadline to apply is tomorrow August 21st. Interviews will begin next week.
3. A city-wide computer inventory has been performed and it was discovered that many computers are still using an older operating system and various forms on Microsoft Office. We are currently working to update all computers to Windows 10 with Microsoft Office 365 to allow saving files remotely. Every employee will have access to their files from any device as we transition to have the capability to work from home in the need ever arises.
4. Desiree, our Human Resources Coordinator has worked with our department heads and has updated every job description within the City as most job descriptions have not been updated for quite some time. This will allow us to better evaluation each position.
5. The Sweet Spot Bakery & Café will have a ribbon cutting ceremony on Thursday, August 27th at 1:00pm. Please join us as we welcome them to our great City.
6. We have met with representatives from AT&T and U.S. Cellular determine which service will be best for the City moving forward regarding better coverage for our public safety departments and cost savings.

Police Department

1. Officer Tanner Colley is back to work on light duty, and upon release from doctor he will be back to full duty the first of September.
2. We are in the final stages of securing a program with Watchguard/Motorola in replacing the all the dept's body camera system and 13 new in car video camera's for vehicles.
3. Investigations has made an arrest of an individual for multiple burglaries in the city and are continuing follow ups and obtaining information for possible future arrest.

Fire Department

1. Has been training all city employees in First AID and CPR.
2. The ladder truck transmission will need replaced. We are currently exploring all avenues. Replacement costs can exceed \$15,000. We should have our new ladder truck delivered the fall of next year.

Robinson Grand Performing Arts Center

1. The premier of the RGPAC's newest fundraiser/virtual performance "Comedy for a Cause" was held on Friday (8/14). This performance featured the Vintage Theatre Company's Fearless Fools and has been viewed over 11,500 times on social media platforms to-date.

2. Just over \$3,500 has been raised for the RGPAC's virtual fundraising initiatives to-date. Additional donations are expected as more virtual performances are released.
3. The RGPAC deposited \$36,500 in capital campaign payments on 8/12/20. These funds will be used to cover operational costs. Approximately \$120,000 in committed capital campaign contributions is expected by late 2020

City Parks

1. Movies in the Park will be tomorrow night and the movie will be *"Dogs Way Home"* sponsored by WV Dogs.
2. Arbitration with AstroTurf is tentatively scheduled for early September in Charleston and we are awaiting collection effort on the Perse case.
3. Work is continuing on the Broadway playground.

Code Enforcement

1. Issued 42 building permits for total project cost of \$258,315.25.
2. Fifty-eight Notice of Violations were issued leading to 10 citations, 9 condemnations orders, and 4 voluntary demo orders. Ten structures were reboarded. Four vehicles were tagged for towing.
3. Five residential and 11 commercial inspections were performed.
4. Animal Control responded to 41 calls for service.
5. The Engineer, Public Works Supervisor and City Manager interviewed several engineers for the Haymond Highway Bridge Replacement Project. The next step is to select the top scoring firms and have a scope of work and cost estimate performed.

Finance Department

1. Completing Annual Pension reports for Police & Fire pensions to submit to the Actuary for an actuarial study in September 2020.
2. Reaching out to businesses that have not renewed their license to help during the process.
3. Gathering additional information to apply for Cares Act Grant funding for items such as portable radios.
4. Performing a Street by Street Audit of properties for Fire Service Fee billing.
5. Completed Annual Workers Compensation Audit with Encova.
6. Implementing a new Employee Training program with online training availability on a variety of subjects including Diversity, Inclusion and Sensitivity, as well as HIPAA compliance.
7. Implemented a new Random Drug Screening process for Employees.

Public Works

1. Responded to 21 sewer complaint calls and 25 Notice of Violation calls.
2. Cut the curb line along Milford Street and repainted curb lines in the school zones.
3. Met with the DEP at the intersection of N. 18th and Richards Ave to discuss cleaning up the acid mine run off.
4. Continue to cut grass and run the street sweeper daily.

"Proud Past...Unlimited Future"