



City of Charles Town

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MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Daryl Hennessy, City Manager

SUBJECT: City Manager's Report

DATE: September 8, 2020

ADMINISTRATION AND OPERATIONS

Accounting Clerk II. The city has posted a new job opportunity for an accounting clerk. Attached is a copy of the job posting with initial applications due by September 14, 2020. The selected candidate will work primarily on accounts payable, business licensing, and tax collections. Many of these duties are currently fulfilled by a more senior accounting clerk, Breanna Barr, who will begin to assume more duties related to audits, financial reporting, and budgeting.

COMMUNITY AND ECONOMIC DEVELOPMENT

United States Census. As a reminder, the US Census Bureau has made the decision to move up the deadline for responding to the Census to September 30, 2020. As you know, it is important to get the most accurate count possible to ensure the proper flow of federal resources to our community. Please encourage your constituents to respond to the 2020 Census if they have not done so already. Right now, WV has one of the lowest 2020 Census response rates in the country. Only 55.1% of West Virginians have responded to the Census. Every person who does not respond to the Census equates to approximately \$20,000 in federal funds our state could lose over the next ten years.

Norborne Glebe Development. Developers for the Norborne Glebe subdivision have notified city staff that they intend to move forward with the construction of new housing previously approved by the city's planning commission in 2018. This marks the third significant plan that developers are actively pursuing for new housing projects in Charles Town. The other two housing projects are located on Jefferson Avenue (Tate Manor) and Augustine Avenue (Washington Landing).

Blaze Pizza. The company has publicly announced that they plan to open their Charles Town facility on Thursday, September 10.

PUBLIC WORKS AND UTILITIES

CTUB General Manager and Meeting Update. The Charles Town Utility Board met on August 19, 2020 and named Kristen Stolipher the new CTUB General Manager (vote 4-1). The Board also approved a task order for conceptual design of a new maintenance facility, a contractor pay application for the Route 9 sewer project, a pass through task order related to inspection services for a new housing project located just outside the city's limits (Magnolia Springs), and a short-term contract for professional services with Jane Arnett. The Board also approved an Alternate Mainline Extension Agreement to provide sewer services for the Tate Manor development (vote 3-1). This development is expected to break ground before the end of the year and will result in 80 new townhomes.

Attachment



City of Charles Town
Job Posting

Job Title: Accounting Clerk II

Position: Accounting Clerk II

Employer: City of Charles Town, WV

Application Deadline: Monday, September 14, 2020 at 5:00 pm

Compensation: \$35,838+ depending upon experience and qualifications.

To apply: submit a completed city employment application form to the City of Charles Town, ATTN: Breanna Barr, PO Box 14, Charles Town, WV 25414. An applicant may submit a resume with the city employment application but may not submit as a substitute. Applications that are emailed to the city should be sent to bbarr@charlestownwv.us.

Description: Charles Town, WV seeks applicants for the position of Accounting Clerk II. Primary duties include accounting tasks involved in processing payroll and payables, and maintaining business licenses, taxes, and other financial records according to established city procedures. Candidates will have two years of progressively responsible accounting experience and an Associate's degree in Accounting or related field. A Bachelor's degree in Accounting may substitute for experience.

A complete job description and application are available for review at www.charlestownwv.us under the drop down menu *Government – Job Vacancies*. The City of Charles Town is an Equal Opportunity Employer.