



OFFICE OF  
CITY MANAGER

# CITY OF CLARKSBURG

WEST VIRGINIA

City Manager's Report  
May 6, 2021  
Submitted by Harry R. Faulk

## Manager's Office

1. The Code Enforcement Secretary has been moved into the Manager's Department and that position will be shared between Departments.
2. Four applicants were interviewed for the position of Director of Economic Development and John Whitmore has accepted the position and will start June 1<sup>st</sup>.
3. Twenty-one applicants were interviewed for the position of Public Works Laborer. Five candidates were hired and will start May 17<sup>th</sup>.
4. Chat with Code and Clarksburg's Small Business Summit was well attended and provided valuable insight that the City can utilize in making better decisions.
5. Beak & Snout Deli opened their doors on May 5<sup>th</sup>. They are located at 240 Park Blvd and they offer smoked and roasted meats and cheeses.

## Police Department

1. We had 30 applicants apply for the position of Police Officer. After the physical agility and written exam, only 16 applicants qualified to move forward. Background investigations will commence this month.
2. For the month of April, the Department responded to 2,432 calls for service leading to 8 felony and 114 misdemeanor arrests, 161 criminal reports and 69 traffic accidents.
3. All officers have been issued new body cameras.
4. The Department has been performing traffic studies throughout the City with the new traffic counters and LED speed signs.

## Fire Department

1. The Department responded to 258 calls for service for the month of April resulting in \$326,200 in residential and \$42,500 in vehicle fire loss.
2. Testing for Fire Marshall, Safety/Training Officer, and Mechanic will take place in June. Testing for new firefighters will take place on May 15<sup>th</sup>.
3. Firefighters participated in an intense training session conducted by Interstate Rescue at the Bridgeport Fire Department.

## Finance Department

1. Tiffany Myers is May's Employee of the Month for City Hall. Tiffany is responsible for our OpenGov Site that provides financial transparency.
2. The Department mailed 365 unpaid parking tickets this past week.
3. \$1,615,631 in B&O was collected for the first quarter. Eighty new business licenses have been issued thus far this year. Thirty-eight business are not in compliance for this fiscal year.

## City Parks

1. A representative from VASCO inspected our Pickleball Courts and will be preparing a cost estimate for renovations.
2. Preparations are underway to open Splash Zone on May 29, 2021.

3. Discussions were held with the Health Department and a plan is being developed to allow 700 patrons. The pool averaged 600 per day in 2019 and the max compacity is 800.
4. The current capacity of the Amp is set at 1,500. Revised offers have been sent to potential acts reflecting that number.
5. Working with the DNR to repair the trail erosion at the VA Park.

#### Robinson Grand Performing Arts Center

1. The Center has submitted 3 grants for programming and operational support. The grant funds will be awarded in July.
2. The Center will also host a two-day Excavation, Trenching Safety training session for the Public Works Department.

#### Code Enforcement

1. The Department issued 74 Building Permits for a total project cost of \$703,752.
2. Forty-three Notice of Violations were issued. Zero citations were written. Four structures were condemned. Twenty-five structures were reboarded. Twenty-two residential and 4 commercial inspections were performed. Ten vehicles were tagged for towing and 3 signs were pulled.
3. Winding Way Slip is 95% completed. The Leon St. Slip Repair has been authorized to proceed.
4. Animal Control responded to 36 calls for service with fifteen animals taken to HCAC.

#### Public Works

1. The City is currently accepting bids for this year's paving program. A prebid meeting will be held May 10<sup>th</sup> at 10:00am at City Hall and bids will be accepted until May 12<sup>th</sup> at 10:00am. Information is located on our website.
2. The Sewer Department installed 140ft of new pipe, installed 3 new catch basins and responded to 27 sewer complaints.
3. The Traffic Department repaired 1 traffic signal and are painting all the curbs throughout the City.
4. Crews demolished structures at 503 and 413 EB Saunders Way and responded to 24 Notice of Violations along with removing a trailer on Broadway Ave.
5. Training was also conducted on the City Leachate Collection System.

#### Wastewater Treatment Plant

1. The plant treated 190 million gallons of wastewater for the month of April with no violations.
2. The DEP Compliance Evaluation Inspection of the plan occurred on April 20<sup>th</sup> and the inspection went very well. We are awaiting the official report. The Lab was also inspected on April 27<sup>th</sup>.
3. Two new Return Activated Sludge Variable Frequency Drive Units were installed.
4. Work continues on the plant upgrade of the Septic Receiving Station.

#### Upcoming Events:

May 11, 2021 @ 3:30pm – Clarksburg Sanitary Board Meeting, City Hall  
 May 12, 2021 @ 4:30pm – Clarksburg Beautification Committee, City Hall  
 May 13, 2021 @ 10:00am – Municipal Building Commission, City Hall  
 May 15, 2021 @ 9:00am – Firefighter Testing

*“Proud Past...Unlimited Future”*