



OFFICE OF
CITY MANAGER

CITY OF CLARKSBURG

WEST VIRGINIA

City Manager's Report
January 20, 2022
Submitted by Harry R. Faulk

Manager's Office

1. Interviews were conducted for the position of Code Officer. Ausin Kozul was the successful candidate and will begin next week.
2. Department Directors have started utilizing the OpenGov Platform for the upcoming budget. Budget requests are due tomorrow and next week the Finance Director and City Manager will begin working on the Budget with our Department Directors.
3. Paul Jones has started as our Communication/Multimedia Specialist. He will split his time between City Hall and the Robinson Grand.
4. City Officials met with Brad Riffie from the United Way to discuss working together with the homeless and evictions.

Police Department

1. The Department responded to 1,894 calls for service for the month of December leading to 12 felony, and 105 misdemeanor arrests, 153 criminal reports and 46 traffic accident investigations.
2. Lt. Danial Messenger has completed 22 years of service and Sgt. William Reed has completed 20 years of services with the Clarksburg Police Department.
3. Benchmark Professional Seminars has conducted training for our regional Police Departments at the Robinson Grand on Civil Service Rules and Regulations, records management, and legal issues facing police departments.

Fire Department

1. The Department responded to 275 calls for service for the month of December of which 184 were medical in nature.
2. There were four residential fires resulting in a fire loss of \$25,000.
3. Todd Smith and Gino Gallo both retired from the Department as of December 31st, 2021
4. Darren Martin and Chris Foster were both sworn in as new Firefighters and Jeff Rogers will be promoted to Lieutenant.
5. Line Officers attended a training in Brownsville, PA on Fire Tactics: Fire Ground Considerations, presented by a retired New Jersey Firefighter.

Finance Department

1. Wendy Dutchess, Payroll Officer will retire next month after serving the City for over 33 years and Alea Bartlett has submitted her resignation letter effective February 4th.
2. Tiffany Myers, Accountant/Budget Officer has accepted the position of Payroll Officer and Tommi Morrison, Administrative Assistant at Public Work has accepted the position of Account Clerk Collector.
3. A total of thirty-seven (37) Civil Complaints have been filed in Magistrate Court on property owners with outstanding demolitions costs totaling \$224,352. Two (2) have paid in full since filing, totaling \$11,478.35. All defendants have now been served and hearings are now being scheduled
4. Bond Pre-Closing on Sales Tax Revenue Refunding Bonds, Series 2022A, in the amount of \$1,403,640 (Refunding 2019B Bonds) for the Road Embankment Repair Project. This refinancing brings the interest rate from 5.5% to 1.78% with an overall estimated savings of \$260,000.

5. **Bond Pre-Closing on Lease Revenue Refunding Bonds, Series 2022, in the amount of \$1,765,605 (Refunding 2012 Bonds) for the Family Aquatic Center Project. This refinancing brings the interest rate from 4.45% to 2.23% with an overall estimated savings of nearly \$200,000.**

City Parks

1. **The Land & Water Conservation Fund Grant application has been completed, mailed, and received by the WV Development Office. It is anticipated that grant award announcements will be made in July of 2022.**
2. **RainDrop is scheduled to arrive in the spring to make repairs under warranty to the Waterplay Pool.**
3. **Forcible entry was made into the Fireplace Shelter restroom on December 16, 2021, as a smoldering fire was noticed by Park Staff. The Clarksburg Police Dept. and Clarksburg Fire Dept. responded.**
4. **The Park Board has received \$136,958 from the Small Business Administration’s Shuttered Venue Grant.**

Robinson Grand Performing Arts Center

1. **Ian Mcara, Operations Manager will oversee the daily operations and rentals of the Center.**
2. **Jason Young, Executive Director for the WV Theatre Association has been selected as a consultant during the transition period to help with bring in acts and advising City Officials on the best management practices for the Center.**

Code Enforcement

1. **The Department issued 33 building permits for a total project cost of \$633,409. Twenty-four Notice of Violations were issued which led to two citations being issued from Animal Control.**
2. **Four structures were condemned. Twenty-one residential and twenty-two commercial inspections were performed.**
3. **Animal Control responded to 47 calls for service.**
4. **Code Enforcement records indicate that a total of 1,093 building permits were issued for a total valuation of \$26,421,688.13 in 2021.**

Type of Permit	Total Number of Permits	Total Value of Permits
Single-Family Building Permits	1028	20,405,818.67
Religious Institutions	2	22,264.00
Hospitals and Clinics	2	40,000.00
Professional Offices	4	352,500.00
Schools	1	2,500.00
Retail Stores	53	5,065,795.46
All Other Structures	3	532,810.00

Public Works Department

1. **The Department has demolished 1908 N. 21 Street and 176 N. 1st Street.**
2. **JB McCuskey met with City Officials to discuss blight and our demolition program.**
3. **The Christmas decorations and lights were removed, and 65 Christmas trees were collected. Litter was picked up along Baltimore Ave, Sandy Blvd, N. 12th St. and Ohio Ave.**
4. **The Department responded to 13 See Click Fix App complaints, 7 flooding issues and 57 sewer complaints.**
5. **The Sewer Department cleaned 15 catch basins in the Stealey Area along with replacing 130 feet of sanitary sewer lines. Crews also assisted Anmore with sewer issues at Walmart and the new Olive Garden locations, utilized Nutter Fort’s vacuum trailer for removal of a blockage caused by gravel and 19 camera inspections were performed**

Wastewater Treatment Plant

1. The plant treated 222 million gallons of wastewater for the month of December and received 176,350 gallons of septage for a revenue of \$10,278.
2. The drive that runs the Thickener failed and a large bearing was overnigheted. The drive was quickly repaired however will need to be replaced soon.

“Proud Past...Unlimited Future”