

**City Manager's Report**  
**October 3<sup>rd</sup>, 2023**  
**Submitted by Tiffany Fell**

**City Parks**

**Splash Zone / Mini-Golf**

- Saturday 14<sup>th</sup> - Mini Golf will be rented. Once finished, tear down process and restructure of the facility to begin.
- Pickleball Project - Met with Thrasher to discuss dates to bid out project work. Confirmed for January to bid out project with opportunity to start in March and have complete in 60-70 days.
- Pool closure complete, cleaned and airlocked for the season. Chlorine pumps sent away for servicing for next year.

**Veterans Park**

- The 3-Phase electrical panel update - followed up with First Energy to discuss current status. Soft date for First Energy to begin project - 10/10/23.
- Under the bridge on the trail, maintenance painted the bridge underneath where graffiti has been marked.
- All equipment is in for Heartland playground project, looking to outsource construction of replacement.
- Maintenance continues the upkeep of the parks, trails, pavilions, and the fields. And no major projects are currently happening.

**Clarksburg City Park**

- Frank Loria - Baseball field is busy every day with Salem University in full swing. Wednesday Night Lights is a success for the park as fans come and watch games played.
- Dugout pads arrived and has given the field a nice makeover and it prevents future damage to fence by players. It has a great professional look.
- Storage building plans should begin mid-month. Salem is to provide for costs of the project.
- 2024 Spring bookings filling up for games, practices, and events.
- Indoor Facility - USA Boxing Event in February Update - License approved by USA Boxing and all things are in line for the showcase next month.
- Rentals for the shelters continue to book as we have had good weather
- The indoor facility has shown many inquiries for the winter months. The first quarter of the new year will see the most use.
- Maintenance continues the upkeep of the parks, trails, pavilions, and the fields.

## **Miscellaneous**

- All neighborhood parks will get evaluations during the winter months to decide what action plans will be needed for improvements.

## **Code Enforcement**

### **Building Permits - 46**

- Total Job Cost - \$332,306.50
- Permit Fees Collected - \$4,309.00
- Notice of Violations - 18
- Citations - 1
- Court Cases - 8
- Condemnations - 2
- Demolition Orders - 0
- Structures Re-Boarded - 9
- Weekly Property Checks - 171 all completed.
- Cad Complaints - 14
- Inspections - 28
- Residential New Construction - 12
- Commercial New Construction - 4
- Rental Inspections - 12

### **City Engineer Projects**

- Liberty Avenue - Slip Issue Funding
- Milford Street - Sewer / Drainage Funding
- Phase 5 Sanitary Sewer Project of LTCP
- Leon Street Project - Close-out.
- Potential Demolition Letters to Owners
- Bridge - Resolution / Funding
- Brown Street / Winding Way Slip Issues
- CD Landfill - open new CD Phase 4
- Other Public Issues / John Workman

### **New Complaints - 19**

- Re-Inspections - 24
- SeeClickfix Inspections -31
- Tagged Vehicles - 7
- Illegal Signs Pulled - 12
- Entry Letter - 12
- 12 Yellow Courtesy Notices Posted.
- 14 Trash Can Notices
- House Fire - 433 High Street
- Bryan Reed - MS4 Meeting - Waste Water Treatment Plant - MS4 Outfalls.
- 21 Work Orders - Sent to Public Works
- No Return Work Orders Received.
- No Construction Plans Submitted this Period.

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### **Economic Development**

- Harrison County Economic Development Corporation staff met with the Director of **Economic Development** regarding requests for information related to 10+ acre parcels in the vicinity of Clarksburg municipal limits for agri-tourism and other mixed industrial-commercial related activities. A listing of large contiguous parcels in the vicinity have been identified for future development analysis.
- Representatives with the ownership team for the Empire National Bank Building met with staff to discuss redevelopment of the site into a mixed-use building.
- Staff attending grant training associated with the Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program a U.S. Department of Transportation funding program that has been identified as a funding source for **the Parking Building's modernization efforts.**
- Staff has met with representatives from Sollar Hollar and Solfinity Power to determine design applications for solar panels on municipal buildings, in accordance with Energy Efficiency and Conservation Block Grant Program guidelines and funding (\$75,630.00).
- The Grant Writer has identified funding sources for recreational amenities through the West Virginia Land and Water Conservation Fund and will be working with Park Board staff to identify project opportunities.
- This Friday is a First Friday, with this month's theme "Fly into Fall" featuring aviation themed children's activities and information booths. Additionally, Bourbon and Vinyl will be occurring at the Morris Friday evening, with proceeds benefiting local Glen Elk Village redevelopment efforts. Tickets are still available through the Morris website ([the-morris.com](http://the-morris.com)).

### **Finance Department**

- September 2023 collections include:
  - B&O Taxes - \$ 30,894.09
  - Municipal License Fees - \$280.00
  - Contractor's License Fees - \$400.00
  - Alcohol License Fees - \$0
  - Hotel Tax - \$26,773.97
  - Police Citations - \$5,836
  - Building Permit Fees - \$8,057
  - Compost Fees - \$1,380
  - Payment Agreements - \$1,694.25
  - Grass Removal - \$625.00
  - Vacant Property Registration - \$0
  - Fire Service Fees - \$55,931.10
  - Fire Service Fee Liens - \$481.89

- Accident Reports - \$1,220
- Demolition Fees - \$2,633.07

- The Audit for FY 2022-2023 will begin on October 17, 2023 and will be completed by Tetrick & Bartlett, PLLC

### **Fire Department**

- Fire Department responded to 291 calls for the month of September. Three of them being Structure fires
- CFD will be participating in a mock disaster at the North Central regional airport on the evening of October the 4th.
- Crews will be assisting Bridgeport Fire and EMS with fire and rescue operations.
- Shawn Phillips has been offered and accepted a position as a probationary Firefighter and will start on October 16th.
- department collectively completed over 256 training hours for the month covering a variety of skills. Such as Ropes, hose deployments and auto extraction tactics.
- With the cooler weather approaching it is recommended to have heating appliances inspected and serviced by a professional prior to operating them.
- week of October 8-15th is national fire prevention week.

### **Police Department**

- The Police Department responded to 2063 calls for service in the month of September 2023.
- Halloween is scheduled for Tuesday, October 31<sup>st</sup>, the Police Department will have extra patrol in neighborhoods during the hours of Trick or Treat.
- The police department will have a make up physical fitness test on Saturday, October 14<sup>th</sup> at 9:00 AM at RCB High School track.

### **Public Works Department**

- Replaced 20 feet of 4 inch sanitary sewer on River Road and Weekly Street.
- Replaced 20 feet of 4 inch sanitary lateral on Hamill Ave.
- Replaced 12 feet on 4 inch sewer lateral on W. Pike St.
- Repaired 24 inch Line and Sink Hole at Martin Street.
- Repair lateral at 242 Jackson Ave.

- Maintenance to lift stations.
- Responded to 9 sewer calls.
- 6 camera and line locations
- Cleaned ditch lines at Winding Way, Junkins Ave, Cable Ave., and Baltimore Ave.
- Completed our portion of repairs at Tolley Drive project.
- Responded to 13 Nov's
- Boarded up 3 houses.
- Prepped, setup, and cleanup for Pepperoni Roll 5k race.
- Setup and clean up for 2 private events.
- Patched Streets thru-out neighborhoods
- Weeded and maintenance to the Survivor Tree, City Hall and neighborhood planters.
- Prepped area at North Chestnut Street for Charlie Memorial, materials are ordered.
- Cut city grass thru-out neighborhoods.
- Picked up 16,280 pounds of yard waste.
- Processed 38,400 pounds of yard waste at our compost center.
- Sold 0 pounds of compost.
- Repaired 3 traffic lights issues.
- Renewed yellow North View and Stealey, and Broad Oaks.
- Repaired street lights at Emily Drive, Downtown , and North View underpass.
- Removed Parking Meters from out laying areas creating free parking zones.
- Answered 5 after hours pages.
- Preparing for 2023 Fall Clean Up to start Oct 10<sup>th</sup>.

### **Robinson Gr and Performing Arts**

- 10/5 Chamber of Commerce "The Tank" event
- 10/6 Lonestar Concert
- 10/7 WV Miss Amazing Pageant
- 10/7 Notre Dame High School Homecoming Dance
- 10/12 School Tour

- 10/13 Friday the 13<sup>th</sup> Part 2 Movie
- 10/14 DoTerra Event
- 10/15 Gary Puckett Concert
- 10/20 Good Shot Judy Concert
- 10/21 5<sup>th</sup> Anniversary Gala with Bob Thompson, Jeff, Allen, The Diamonds
- 10/22 An evening with Mary Lowry
- 10/23 Private photo shoot
- 10/24 Shakespeare School Performance
- 10/24 School Tour
- 10/25 School Tour
- 10/26 Nutter Fort School Movie
- 10/28 WV Fairs & Festivals Pageant Training Event
- 10/29 USAF Heritage Winds Performance
- 10/30 School Tour
- 10/31 Halloween Movie

#### **Wastewater Treatment Plant**

- For the Month of September, we processed 217 million gallons of Wastewater with no violations to report. Took in 237,600 gallons of Septage. Generated \$12,172.00 of Revenue from all sources.
- #2 Raw Pump VFD is not repairable. We are looking at options and ways to purchase a new one.
- All Tank Inspections are now complete. We have begun various painting projects around the plant.
- **Remind the Public to please not flush baby wipes or flushable wipes down the drains. They do not dissolve and can cause blockages in the Sewer line as well as damage to Pumps.**