

City Manager 's Report
October 19th, 2023
Submitted by Tiffany Fell

City Parks

Splash Zone / Mini-Golf

- Pickleball Courts - With daylight savings approaching - the park will close at dark (5-530) and lights will not be turned on for pickleball play. Harrison County Pickleball Group has been notified of the change and are all in agreement.
- Pool doors entering arcade are being replaced and will be finished before the beginning of November.

Veterans Park

- The 3-Phase electrical panel update - COMPLETED! First Energy completed the installation and wiring, and it has been tested and all seems good.
- AMP - Annual Trunk or Treat event is scheduled (rain or shine) for Saturday the 21st from 6-8 PM. First 200 kids receive a goodie bag for the event and there are over 50 vendors/families/friends participating in the event. We encourage everyone to attend.
- Heartland Playground - getting bids now to outsource construction project.
- Improvements to the playgrounds include mulching, new borders and the usual maintenance upkeep.

Clarksburg City Park

- Frank Loria - Improvements to facility including replacement of turf at home plate as well as pitcher's mound and second base. Getting quotes from FieldTurf Company (initial installers of current field turf). Salem Baseball will wrap up the first week of November with a "World Series" tournament (intra-squad). Spectators are encouraged to attend the event.
- All Concession stands were broken into last week with damage to doors and small goods being stolen. Have met with Advantage (Patrick Marozzi) about a quote for cameras on property including the indoor facility.
- 52-Team soccer tournament this weekend at the Loria Soccer Fields. United Cup (Mark Kingston) is the host of the event and kids of all ages will be participating. Spectators are welcome to attend.
- Maintenance continues upkeep of the parks and upgrades including new border pieces at Broadway Park and mulching on neighborhood parks as well.

Miscellaneous

- Superintendent attended the National RPA conference in Dallas last week. Was able to gather information pertaining to some joint projects between the city and the parks department.

Code Enforcement

Building permits - 24

- Total job cost - \$5,997,172.36
- Fees collected - \$2,321.00
- Notice of violations - 27
- Citations - 10
- Court cases - 10 depending on compliance.
- Condemnations - 1
- Demolition orders - 0
- Structures boarded or secured - 8
- Weekly property checks - all 173 completed.
- CAD complaints - 14
- Construction inspections - 28
- Residential - 18
- Commercial - 10
- Rental inspections - 5

Animal Control - 12 calls - referred to Harrison County

City Engineer Projects

- Liberty Avenue Slip
- Milford Street - Sewer / Drainage Funding
- Phase 5 Sanitary Sewer Project of LTPC
- Leon Street - Project closeout
- 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 - 17

- Re-inspections - 26
- See-click-fix inspections - 25
- Tagged vehicles - 6
- Tagged RV - 1
- Illegal Signs Pulled - 4
- Yellow Courtesy Notices Posted - 12
- Yellow Trash Can Notices - 9
- Rent-A-Center and Little Caesars plans approved - Emily Drive
- E. Pike Street - Wendys plans to be submitted for review.
- Dollar Tree - plans to be submitted for review.
- 40 - work orders sent to Public Works.
- 9 - completed work orders returned from Public Works.
- Meeting with Finance Office - Property ownership and completing work orders.
- Multi-jurisdictional Mitigation Plan Updates completed. Due by end of month.

Economic Development

- Economic Development Department staff is working with the Park Board staff on Land and Water Conservation Fund grant applications related to splash pad and other recreational amenities at city parks.
- Winterfest planning activities have begun. Winterfest will be occurring on December 1st and 2nd **beginning** with the Christmas parade on Friday Evening. For more information please contact Tina Yoke at the Clarksburg Visitor's Bureau.
- The Historic Glen Elk District, a recently formed community NGO, hosted the successful "Bourbon and Vinyl" event on October 6th **with** proceeds funding a **planned bocce ball court in Glen Elk.**
- Economic Development Department staff is working Finance Department staff to evaluate Hewes Avenue Parking Building operations and occupancy strategies.
- A business database has been established for all municipal registered businesses. The data is continually updated and expanded but is currently limited to address point-based data. Data updates are anticipated to be a monthly maintenance schedule.

Finance Department

- Sales & Use Tax for the 3rd quarter of 2023 has been received in the amount of

\$1,282,311.20

Fire Department

- In the process of hiring a new fire fighter - interviews occurred this week.
- Mock disaster at the Regional Airport went great - several new fire fighters participated in the training.
- Reminder - October is Fire Prevention month

Police Department

- Congratulations to Sgt. Tasha Cox on her promotion to Sergeant on 10/16/23.
- The Police Department will be conducting a written test on Saturday 10/21/23 at 9:00 am at City Hall.
- On Saturday, 10/28/23 from 10:00 am to 2:00 pm, the Police Department will be taking part in the National Drug Take Back, with locations at Wal-Mart, Sams Club, Walgreens (Rosebud Plaza) and the back parking lot of City Hall. Citizens can dispose of expired/unwanted prescription medications.

Public Works Department

- Replaced 25 feet of 4 inch sanitary lateral at McKinnley Court.
- Installed 40 feet of 12 inch storm sewer and two drop inlets on Nutter Street.
- Removed 11 tree stumps and began replacement of 340 feet of 8 inch sanitary sewer main at West Woodland Ave.
- Replaced 30 feet of 4 inch sanitary lateral at Johnson Ave.
- Repaired Sink Hole at North 24th Street.
- Replaced lid and ring on CSO 010.
- Replaced 40 feet of 4inch sanitary sewer at Rosemond Ave.
- Investigating possible sink hole at intersection of West Main and South Chestnut Street.
- Maintenance to lift stations.
- Responded to 11 sewer calls.
- 4 camera and line locations
- Cleaned ditch lines at Winding Way, Junkins Ave, Cable Ave., and Baltimore Ave.
- Responded to 17 Nov's
- Boarded up 2 houses.

- Patched Streets thru-out neighborhoods
- Began cleaning up neighborhood planters for winter.
- Installed flag pole at North Chestnut Street for Charlie Memorial, will finish in the next week
- Cut city grass thru-out neighborhoods.
- Picked up 26,020 pounds of yard waste.
- Processed 64,300 pounds of yard waste at our compost center.
- Sold 21,000 pounds of compost.
- Repaired 1 traffic lights issues.
- Repaired 1 cross walk issue
- Renewed yellow paint Broadway Kelly Hill
- Began preparations for the installation of See Something signs
- Answered 3 after hours pages.
- Cleaned up and secured oil spill at 515 Lee Ave.
- Picked up 45 loads equaling 63.56 tons of debris so far in fall cleanup.

Robinson Gr and Performing Arts

- The Robinson Grand received a \$35,000 grant from the Benedum Foundation to promote and implement the "Born & Bred" Concert Series. These events showcase the talents of artists who are born and/or raised in West Virginia. The "Appalachian Soul Man," Aristotle Jones, is the curator and host of the "Born & Bred" series.
- "Heritage Winds," the wind octet component of the United States Air Force Band, will be performing a free concert at 4pm on Sunday, October 29. The doors to the Robinson Grand will open at 3pm.
- The Robinson Grand currently has 14 events on sale for the public to purchase tickets to. Visit www.therobinsongrand.com for more information and tickets.

Wastewater Treatment 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.**

