

City Manager 's Report
November 2nd, 2023
Submitted by Tiffany Fell

City Parks

Splash Zone / Mini-Golf / Amp

- Project to clear out trees and shrubs will begin this month at the mini-golf facility.
- Doors replaced entering arcade area are complete.
- The Trunk or Treat Event was a huge success. Special thanks to other departments that came and helped with the event.\
- Concert booking is in process as six offers have been sent to artists. Due to confidentiality agreements, we cannot name artists until officially booked. But we have expanded our music platform for 2024.

Veterans Park

- Maintenance Crew has been working hard for post season winterizing of the properties including the local area parks that have restroom facilities and playgrounds that need mulch, borders or improvements to the grounds.
- Heartland/Harrison Playgrounds - All equipment is in, and we are getting quotes from various vendors on installation. Time to construct has been an issue with the limitation of those in this line of work and not being able to do the work in-house.

Clarksburg City Park

- Frank Loria - Still waiting on a work improvement quote from FieldTurf for the field work. Baseball is almost finished up for the season and this will be a perfect time to get the work in motion.
- Still waiting for a quote from Advantage for cameras at Loria property. Indoor and all field concessions will need camera work. The quote should be in house this week for costs.
- 52-Team soccer tournament seemed to go off without any hitches. Use of the fields and good weather were key to the success.
- Staffing continues to winterize facilities for both CCP and outlying properties. Mulching and border replacements have been the key points of maintenance duties and will continue until all facilities are complete.

Code Enforcement

- Building Permits - 25
- Total Job Cost - \$228,654.15
- Fees Collected - \$3,070.00
- Notice of violations - 18
- Citations - 6
- Condemnations - 1
- Total Reboards - 8
- Cad Reports - 15
- Total Inspections - New Const. -15
- Total Rental Inspections - 2
- Animal Control Call - 11 Calls - Referred to Harrison County Animal Control.
- Animal Control Inspection - 1
- Animal Control Courtesy Letter - 1
- Animal Control Trapping - No Trapping in cold weather

City Engineer

- Liberty Avenue - Slip - Funding - Army Corp of Engineers
- Milford Street Storm Drain - Funding
- Milford / Sampson Sewer - Funding
- Phase 5 Sewer conceptual / plans / cost and Funding
- Leon Street - closeout to begin slip repair
- 2023 / 2024 Demolition List - Potential Candidates / Pre- Demo Letters to Owners
- Haymond Highway Bridge and other bridge repairs and funding
- ROW abandonments and sight clearances
- Brown Street Slip Repairs - Engineers and Property Owners
- Winding Way Slip Repair - utility relocation - retaining wall construction
- Brickside Slip / Erosion construction completion
- Public issues / Johnny Workman
- Closure discussion CD Landfill / Open Phase 4

Other Code Enforcement

- New complaints - 20
- Follow-up inspections - 23
- SeeClickfix complaint inspections - 15
- Tagged vehicles - 6

- Illegal signs pulled - 6
- Entry Letters - 10
- Garbage Can Hangers issued - 11
- Yellow Courtesy Door Hangers - 6
- Work Orders sent to Public Works - 25
- Work Orders returned from Public Works - 10
- No new plans were submitted for this reporting period.

Economic Development

- Economic Development Department staff in conjunction with the Clarksburg Park Board submitted a Land and Water Conservation Fund grant application for water feature improvements to City Park.
- Staff have assisted the City Engineer, Finance Department and Public Works Department in Hewes Avenue Parking Garage modernization planning and will be working with the Clarksburg Parking Authority on providing access and **monthly rental changes as-is necessary and practical.**
- Staff is evaluating property data to enable the start-up of the Clarksburg Land Reuse Agency to participate in upcoming State Auditor tax sale activities. Staff is working to establish clusters of available properties that could be offered to private developers for construction of new housing.
- The Director of Economic Development attended the most recent North Central West Virginia Business Summit. Economic forecasts provided by the WVU Bureau of Business and Economic Research indicate increased employment growth anticipated for Harrison County for the time period of 2022-2027, while population is anticipated to decline during that time frame. The full regional report is available on the bureau's website: <https://business.wvu.edu/research-outreach/bureau-of-business-and-economic-research?>

Finance Department

October 2023 collections include:

- B&O Taxes - \$ 1,312,883
- Municipal License Fees - \$300
- Contractor's License Fees - \$330
- Alcohol License Fees - \$0
- Hotel Tax - \$36,882.46
- Police Citations - \$5,391
- Building Permit Fees - \$5,814
- Compost Fees - \$1,764

- Payment Agreements - \$1,513
- Grass Removal/Board Ups - \$1,493
- Vacant Property Registration - \$0
- Fire Service Fees - \$73,453
- Fire Service Fee Liens - \$1,021
- Accident Reports - \$1,370
- Demolition Fees - **\$90,742.74**

Fire Department

- responded to 285 calls the month of October 2023.
- past Fire Chief Jack Ball passed away at the age of 95 earlier this Month.
- Firefighters have participated with several of the City Elementary Schools with pumpkin drops.
- new firefighter when begin his career on November 1st 2023.

Police Department

- The two E-Bikes have arrived; Sgt. Justin Moore has been providing patrol on the E-Bike and three other officers will be joining him upon completion of training.
- The police department will be conducting another physical fitness test on Saturday, 11/04/23 at Robert C. Byrd High School at 0900 AM.
- Ptm. Cordell Loyd and Ptm. Christian Nutter will graduate the WV State Police Academy on 11/17/23 and Ptm. Jaron Morris will be attending the Academy in January of 2024.
- Veterans Day Parade will be held on Friday, 11/10/23 starting at 1200 PM, Downtown streets will be closed at 1020 AM.

Public Works Department

- Completed replacement of 340 feet of 8 inch sanitary sewer main at West Woodland Ave.
- Replacing sidewalks at West Woodland
- Completed repairs to sink hole at intersection of West Main and South Chestnut Street.
- Repaired sink hole at EB Saunders Way
- Maintenance to lift stations.
- Repaired pumps on our leachate collection system

- Responded to 13 sewer calls.
- 6 camera and line locations
- Cleaned ditch lines at Winding Way, Junkins Ave, Cable Ave., and Baltimore Ave.
- Cleaned Drop inlets in North View.
- Responded to 15 Nov's
- Began neighborhood leaf pick up routes
- Boarded up 3 houses.
- Patched Streets thru-out neighborhoods
- Completed clean up of neighborhood planters for winter.
- Completed veterans memorial at Chestnut Street waiting for plaque.
- Beginning preparations for flower area at Survivor Tree Memorial
- Cut city grass thru-out neighborhoods.
- Picked up 18,080 pounds of yard waste.
- Processed 57,740 pounds of yard waste at our compost center.
- Sold 5,000 pounds of compost.
- Repaired 1 traffic lights issues.
- Installed 11 See Something Say Something signs to date
- Answered 4 after hours pages.
- Prepared Christmas Decorations for installation
- Prepping snow removal equipment for upcoming winter season.
- Preparing for surplus materials auction

Robinson Gr and Performing Arts

11/1. Law enforcement training

11/2. School tour

11/3 Smithsonian Jazz Masterworks Concert

11/4. Comedian Tim Shropshire

11/5. WV Folklife Apprenticeship Showcase
11/11. Born & Bred Concert
11/12. Private Baby Shower
11/12. The Night of the Hunter Movie
11/15. WV Symphony set-up
11/16. WV Symphony School Performance
11/17 We are Messengers Concert
11/18. Lights out concert. A tribute to Frankie Valli and the four seasons
11/21. Milton Hershey School presents Elf Movie
11/26. Chanticleer Concert
11/28. School field trip movie
11/29. CEOS Christmas Decorating
11/30. Greenbrier Valley Theatre present "A Christmas Carol"

For more information and tickets, visit www.therobinsongrand.com

Wastewater Treatment Plant

- Design for Phase V of the Long-Term Control Plan is taking place. Quotes are being acquired.
- We are working on the new Risk Management Plan that is due December 13th, 2023.
- Currently working with Thrasher on securing funds for a new Raw Pump VFD that is currently down and not repairable.
- **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.**