

City Manager's Report
November 16th, 2023
Submitted by Tiffany Fell

City Parks

Splash Zone / Mini-Golf

Veterans Park

- Phase 1 of the Mini Golf Project complete - Taking out overgrown trees/shrubs to open the area. Five major trees were removed including the stumps.
- The team continues the upkeep of parks including mulch work, border replacements and two playground projects set to begin before year's end at Harrison and Heartland Parks.
- Veterans Day Memorial - Friday 10th - unveiling of the new area for veterans that pays tribute to all those who have served.
- Continuance of mowing and upkeep at the Va Park while warmer weather continues to stay for now.
- Upon Board approval, looking to add two more parks for complete replacement beginning in 2024. Site yet to be determined.

Clarksburg City Park

- Frank Loria - Field Turf project approved by the board in last month's meeting. All materials have been ordered for improvements.
- **Booking for winter rental of the indoor facility has started for the winter season.** Schools in the county as well as Salem and Pony League set for practice. Other sports besides baseball have shown interest as well for off-season conditioning.
- Maintenance continues upkeep of the parks and upgrades including new border pieces. Part of annual upkeep of the neighborhood parks.

Miscellaneous

- Team has offers in for the 2024 concert series. Should start seeing mutually agreeable dates here soon. Plans for a minimum of 12 concerts from May through September.
- Monthly Meeting for the Parks Commission is Thursday November 16th. Agenda posted at City Hall.

Code Enforcement

- Building Permits - 21
- Total Job Cost - \$626,736.01
- Fees Collected - \$7801.00
- Notice of Violations - 14
- Condemnations - 1
- Municipal Court Cases - 4
- Demolition Orders - 0
- Structures boarded or secured - 9
- CAD Complaints - 21

- Construction Inspections - Residential - 14
- Construction Inspections - Commercial - 3
- Consult Inspections - 3
- Rental Property Inspections - 6

Animal Control

- Reviewing Resumes
- 7 Complaints - Referred to HCAC
- Interviews - Thursday, 11/16/23

City Engineer

- Liberty Avenue Slip
- Milford Street Sewer / Drainage Repairs
- Phase 5 Sanitary Sewer Project of LTPC
- Review - Demolition Properties
- Bridge Projects - Resolution / Funding
- Brown Street / Winding Way - Slip Issues
- CD Landfill - Open CD Phase 4
- Other Public Issues / Johnny Workman

Other Items

- All Vacant / Condemned Properties Checked - Vagrants Removed by CPD
- New Complaints - 26
- Follow-up Inspections - 23
- SeeClickfix Inspections - 16
- Tagged Vehicles - 7
- Illegal Signs Pulled - 9
- Entry Letters - 10
- Courtesy Tags Posted - Property Violations - 11
- Trash Can Tags - 4
- Plan Reviews - 811 E. Pike Wendy's Plans Submitted - Remodel
- MS4 Outfall Testing Kits - Prepared.
- Sidewalk Program Inspections - All Completed
 - Work Orders Sent - 29
 - Work Orders - Returned - 6

Economic Development

- The Clarksburg Uptown overhead festoon lighting project has been planned with design work utilizing existing light pole infrastructure on the three-hundred block

of West Main Street. Staff will be coordinating with the West Virginia Division of Highways to ensure height compliance with the goal of installation of lighting above the roadway occurring during the removal of Christmas decorations.

- Staff is completing the West Virginia Department of Environmental Protection's final funding application for FY 2023-2024 West Virginia Rehabilitation Environmental Action Plan (REAP) Dilapidated Properties Program funding. This is the state grant program for demolition project funding. Total award funding is anticipated to be announced in December 2023.
- The Grant Writer is working with the Guardians of the West Fork and the Clarksburg Park Board related to boat/kayak launch opportunities.
- The Urban Renewal Authority will be holding a workshop on December 14th following the regularly scheduled meeting, to discuss current programs, current funding, and FY 24-25 funding priorities.
- **Staff continues** to work with the Clarksburg Visitors Bureau to assist with the execution of the Third Annual Clarksburg WinterFest, occurring on December 1st and 2nd. Local civic groups and organizations are encouraged to contact the CVB no later than November 17th to see how they can participate in the parade or to reserve a booth space at Jackson Square.

Finance Department

- 508 letters were mailed out to any business whose Business License is on 'pending' status

Fire Department

- The Clarksburg Fire Department's new Firefighter started November 1st, 2023 and is progressing well. We hope to have him on shift within the week.
- The Chiefs test and the Captains test are the 14th and 15th respectively.

Police Department

- Patrolman Christian Nutter and Cordell Loyd will graduate tomorrow from the WV State Police Academy and will report to full duty on Monday.
- Patrolman Chapen Purkey, Jonah Corbin, Nathaniel Murphy and Johnathan Stearns have completed their probationary status this month.
- The annual Winterfest Parade in downtown Clarksburg will be on Friday, December 01, 2023, at 6:00 PM. As a reminder to citizens, Main Street and Pike Street from Chestnut Street to 2nd Street will be closed and 6th Street will be closed from Clarks Street to Pike Street. The streets will close at 4:00 PM and parking meters will be bagged starting at 11:00 AM.

Public Works Department

- Replaced 30 feet of 4inch sanitary lateral at 515 Rosemont
- Replaced sanitary tap and installed clean out 248 North Ohio Ave.
- Replaced drop inlet at 114 O'Days place.
- Investigated sanitary tap issue at 120 Arbutus Drive
- Maintenance to lift stations.
- Responded to 13 sewer calls.
- Replaced drop inlet at Columbia Boulevard.
- Repaired 24 inch storm line at Tolley Drive.
- Completed landscaping Tolley Drive slip project.
- 9 camera and line locations
- Cleaned ditch lines at Winding Way, Junkins Ave, Cable Ave., and Baltimore Ave.
- Cleaned Drop inlets in Adamston and Glenwood Hills.
- Responded to 10 Nov's
- Continuing neighborhood leaf pick up routes.
- Secured 5 vacant properties.
- Patched Streets thru-out neighborhoods
- Cleaning up of City Hall and Pike Street planters for winter.
- Planting flowers for spring at Survivor Tree Memorial
- Brush hogged tow yard property on Monticello Ave..
- Picked up 31,540 pounds of yard waste.
- Processed 28,300 pounds of yard waste at our compost center.
- Sold 13,000 pounds of compost.
- Repaired 3 traffic lights issues.
- Repaired 5 Street lights in Uptown business district.
- Installed Winter Fest banners.
- Setup and Cleanup for Veterans Parade and event.
- Removed 4H pole banners.

- Completed installation of See Something Say Something signs to date.
- Began installation of Christmas decorations
- Began Hewes Ave. Parking facility upgrades.
- Signed contracts for road salt supply winter 2023 2024.
- Preparing for surplus materials auction
- Answered 2 after hours pages.

Robinson Gr and Performing Arts

- Nov. 17. We Are Messengers. Where the Joy Is USA tour 2023
- Nov. 18. Lights Out. A tribute to Frankie Valli and the Four Seasons
- Nov. 26. A Chanticleer Christmas
- Nov. 30. Greenbrier Valley Theatre presents Charles Dickens' "A Christmas Carol"
- Dec. 2. Landau Eugene Murphy, Jr. Home for the Holidays 2023
- Dec. 3. A Motown Christmas with the Motortown All-Stars
- Dec. 8. Die Hard Movie
- Dec. 9. Let's Groove Tonight. An Earth, Wind, and Fire Tribute
- Dec. 10. Shinnston Community Band Christmas Concert
- Dec. 15. Anthony Nunziata's Together for Christmas
- Dec. 17. A Touch of Holiday Magic
- Dec. 22. White Christmas Movie
- Dec. 23. The Polar Express Movie

Wastewater Treatment Plant

- The Discharge Monitoring Report (DMR) will be submitted for the Month of October 2023 with no violations to report. The process treated approximately 201 million gallons of wastewater. Received 177,425 gallons of Septage. Generated \$12,815.53 in Revenue from all Sources.
- The New Auger for the Vortex Gritter has come in. We expect to begin installing after the Holidays.

- Continuing to work on the new Risk Management Plan that is due December 13th, 2023.
- 2-year Compliance Inspection Report was received from our Plant Inspection in July. There were no deficiencies to report.
- **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.**