

City Manager 's Report
February 1st, 2024
Submitted by Tiffany Fell

City Parks

Splash Zone / Mini-Golf

Veterans Park

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| <ul style="list-style-type: none">• Project for added support beams for the fireplace shelter located by the pool. Replacing 3 6x6" posts on the left side of the shelter.• Thrasher to release the bid sheet for the pickleball project. Publicize twice in the paper and then 30 days wait until on site bids and closed bids are complete before bid is awarded.• Trees located on the back side of the current tennis courts will need trimmed back and/or removed before construction begins. Sap and leaves have discolored the area, and we want to prepare before new courts will be installed.• Mini Golf - purchase of turf for the holes to replace existing. Seeking vendors now to purchase.• Normal Park upkeep - snowplow, garbage detail and other various duties. |
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Clarksburg City Park

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| <ul style="list-style-type: none">• Indoor Facility - booking continues into April (90 Day Advance Reservation). Booking has been steady during the cold months through reservations with Pony League, High School and Travel Baseball and other various sports.• Indoor Facility - All work has been completed for the inside of the building (electric/lights). Gutter work will be worked on by week's end and improvement of a pully system for netting by the garage entrance.• Boxing Event (Feb 24) is going according to plan. Tickets and VIP tables are available now for purchase.• Normal Park upkeep - snowplow, garbage detail and other various duties. |
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Miscellaneous

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| <ul style="list-style-type: none">• Preparing for Memorial Day Opening of the Pool through interviews for staff at all positions.• Finalizing details of concerts for summer series. Release dates soon to come. |
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Code Enforcement

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| <ul style="list-style-type: none">• Building permits - 31• Total job cost - \$181,014.01• Fees collected - \$2,582.00• Notice of violations - 20• Citations - 6 |
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- Condemnations - 5
- Demolition orders - 0
- Municipal Court Cases - 0 this period but 3 continued.
- Boarded or secured structures - 8
- CAD complaints - 10
- Weekly condemned / vacant properties - All checked.
- Residential construction inspections - 6
- Commercial construction inspections - 1
- Rental Property Inspections - 2

Animal Control

- 6 complaints referred to HCAC.

City Engineer

- Liberty Avenue Slip
- Milford Street Slip / Drain repair
- Phase 5 sanitary sewer project of LTPC
- 2024 Demolition - Moving property to the list now.
- Brown Street Slip
- Winding Way Slip
- CD Landfill - Phase 4
- Other projects / Johnny Workman
- Budget forecast projections

Other Code Enforcement Items

- New Complaints - 17
- Follow-up inspections - 22
- SeeClickfix inspections - 9
- Tagged vehicles - 3
- Entry Letters - 7
- Entry Warrants - 2
- Rental packets sent - 2
- Bryan Reed - address assignment with Harrison County
- Census Information - Mike Pizzino - Mapping changes to voter districts.
- Plan Review - None this reporting period.
- Work orders - sent - 13
- Work orders - returned - 2
- Budget forecast projections / meeting

Finance Department

- B&O Tax - \$1,068,165
- Police Citations - \$6,284

- BOCA Fines - \$1,312.50
- Parking Ticket Fines - \$539.00
- Business Licenses - \$1,040
- License Penalties - \$2,885
- Building Permit Fees - \$10,293
- Use & Occupancy Permits - \$140
- Payment Agreements - \$952.75
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- License Penalties - \$2,885
- Building Permit Fees - \$10,293
- Use & Occupancy Permits - \$140
- Payment Agreements - \$952.75
- Late Payment Penalties - \$1,934
- Grass & Garbage Removal - \$2,621
- Vacant Property Registration - \$650
- Fire Service Fees - \$46,048
- Accident Reports - \$1,440
- Council Filing Fees - \$350
- Water Board Filing Fees - \$100
- Demolition Revenue - \$1,720

Fire Department

The Clarksburg Fire Dept handled a total of 270 calls for service as of today. A break down as follows:

Structure fire	4	\$3,500 loss
Car Fires	2	\$13,500 loss
Trash Fire	1	

Medical Emergencies	180
Overdoses	8
Car Accidents	6
Calls for assistance	69

The Fire Department has completed 515 training hours over the month of January.

The Fire Department is happy to announce that two firefighters have completed their apprenticeship training and are now advanced to the position of Firefighter First Class.

The Fire Department reminds you to close your bedroom door at night. Doing this simple step could save your life in the event of a house fire.

Police Department

- In the month of January 2024, the Police Department responded to 1405 calls for service.
- Patrolman Zachary Iseli has been reappointed to the Clarksburg Police Department effective 02/01/24.
- Citizens are reminded, downtown parking at meters is limited to a maximum of 2 hours.

Public Works Department

- Replaced 200 feet of 4 inch sanitary lateral 829 Milford Street
- Installed new Sewer taps at 1608 N 21st St., and 205 Kramer Drive
- Maintenance to lift stations.
- Responded to 17 sewer calls.
- 9 camera and line locations
- Cleaned Drains at North View Fire Station
- Cleaned Drop inlets in Stealey, North View, Glenwood Hills, Broad Oaks, Broadway
- Cut Brush along N12th St., N 1st St., Ascension St., Elkins Lane, Elk St., N7th St.
- Patching pothole through out the City.
- Responded to 8 Nov's
- Secured 5 vacant properties.
- Continuing the development of CD site #4
- Processing Compost for Spring Sales
- Cleaned up to felled trees Ryan Road, and Charla Lane
- Continuing City Hall revamp project.
- Completed Christmas Tree pick up
- Repaired 1 traffic lights issues.
- Repaired broken globe Emily Drive.

- Repaired 7 street lights
- Continue working Hewes Ave. Parking facility upgrades.
- Maintenance at Hewes Ave. parking facility
- Answered 7 after hours pages.

Robinson Gr and Performing Arts

- Feb 2. Groundhog Day Movie
- Feb 3. Brass Metropolis Concert (Chicago Tribute)
- Feb 7. Pierpont Pride Academy Tour
- Feb 8. Pierpont Pride Academy Tour
- Feb 10. 80's Hair Band Experience
- Feb 14. Casablanca Movie
- Feb 15-16. Stage Rigging Equipment Annual Inspection
- Feb 24. Jazz Night at the RG
- Feb 29. WV Southern Baptist Convention Set-Up Day
- More information and tickets at therobinsongrand.com

Wastewater Treatment Plant

- Two New Raw Pump VFDs were installed and are operational.
- Final Clarifier #2 Drive Unit has failed. Parts are on order to rebuild drive and are expected to be delivered 1-2 weeks.
- Final Clarifier #3 drive unit has failed. We have found there to be a faulty wire. We are trying to locate that wire and we will have it repaired once we trace it down.
- The New Sulfur Dioxide Ton Scales are expected to ship around February 6th.
- 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 .