



City of
Moundsville

2022 YEAR-END REPORT



SUBMITTED TO CITY COUNCIL
BY CITY MANAGER RICK HEALY

FEBRUARY 7, 2023

Mayor Sara Wood-Shaw
Vice-Mayor David Wood
Councilwoman Judy Hunt
Councilman Eugene Saunders
Councilwoman Ginger DeWitt
Councilman Randy Chamberlain
Councilwoman Brianna Hickman

Copy to: City Clerk Sondra Hewitt, Finance Director Karen Ankrom, All Department Heads, Water Board Chair, Sanitary Board Chair, Other Interested Parties, File

RE: Year End Report

February 7, 2023

It is with pride that I present this 2022 year-end report, outlining accomplishments and finances, reviews my year as City Manager, and looks ahead to 2023 and beyond. January 1, 2023, marked my fourth anniversary as your City Manager, and I continue to hold this job in high esteem. As we continue to see progress, it is evident that the changes and improvements we are making affect our citizens, businesses, and visitors both directly and indirectly. Knowing we have such a significant impact is a true responsibility. I take that responsibility (and I know you do) very seriously and personally. Thank you for allowing me to serve in this position.

I enjoy reading quotes and using them in many memos. The one below is one we should always remember as we make decisions:

*"Success is not final; failure is not fatal:
It is the courage to continue that counts."
Winston S. Churchill*

Success is not final – We should never become complacent, regardless of how successful we become. We must continue to strive forward and achieve more success, and then, continue even more.

Failure is not fatal – We cannot be afraid to make decisions. Research, study, collaborate, and make the best decisions we can. No decision should be “the end of the world”.

It is the courage to continue that counts – We all shall continue to make suggestions, decisions, changes, and continue to learn all that we can to benefit our city and the residents.

On the following pages of this report, I will briefly discuss accomplishments we have made in 2022 by working together and look forward to 2023. City Manager, City Council, and all Departments working together!

COVID-19

Although listed at the top of this report, the content is much shorter. COVID is still affecting us as, but not to the level as in the past few years. COVID is still creating work absences and lost production, but not at prior year levels. COVID brought the American Rescue Plan (ARP) to fruition, and in 2022 we received the second half of that funding, bringing our total to \$3,647,694.56. More about the ARP later in the report.

Financial

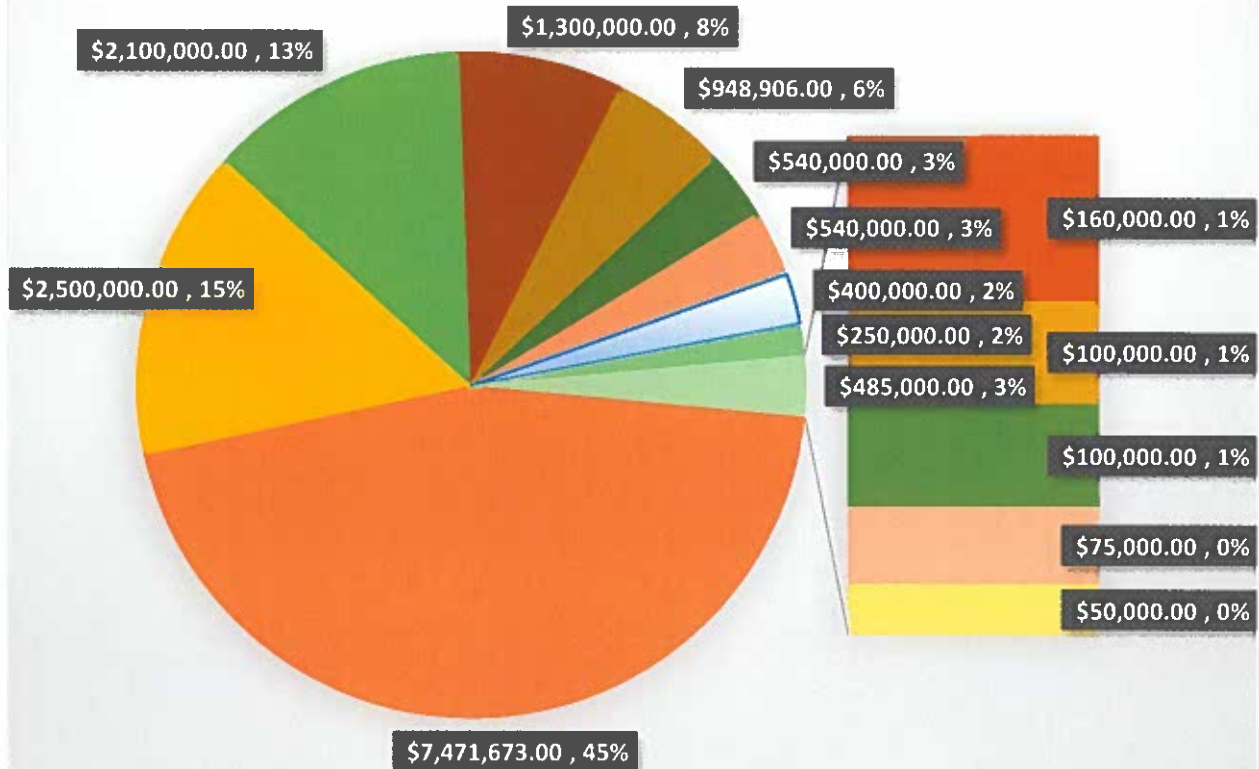
The city's overall budget for fiscal year 2022-2023 is \$16,535,579.00 with \$9,490,556 budgeted in new revenue. The leading source of revenue is, and always has been, the Business & Occupation (B&O) Tax, budgeted at \$2,500,000. This accounts for just over 26% of the new revenue. When the Municipal Sales Tax was implemented, that took some pressure off the B&O line item, by providing funds for extra and additional capital projects. This year the Sales Tax is budgeted at \$2,100,000. Both of these top revenue sources remain at the same budgeted levels as fiscal year 2020-2021. Together, they account for just over 48% of the new revenue. Any changes to the B&O or Municipal Sales Tax statutes that reduce these could seriously damage the growth and progress in the city. Legislation last year resulted in the exemption of new car sales from B&O Tax. There continues to be concerns that more exemptions will be asked for – and possibly granted. The pharmaceutical industry is lobbying for that exemption. Eliminating, or reducing one or the other of our prime revenue sources, would be detrimental. As the budget preparation is now underway for the next fiscal year, both of those line items will be increased slightly. The overall fiscal picture of the city is strong, with the Municipal Sales Tax continuing to provide the “extras” that is improving the quality of life, and that the citizens deserve – even while funding the construction of a new Municipal-Public Safety Building.

The Department Heads review their own statements monthly, and it shows, with almost every department continuing to remain at or below their budgeted expenses. Many capital expenditures were funded under the current fiscal year. In addition to on-going leases for cruisers, work trucks, and fire trucks, other highlights included:

- ✚ Public Works
 - Leaf
 - Storage Shed
- ✚ Parks & Recreation
 - Two Hillside Slides
 - Bronco Field Lighting
- ✚ Police Department
 - Body Cameras
 - Tasers

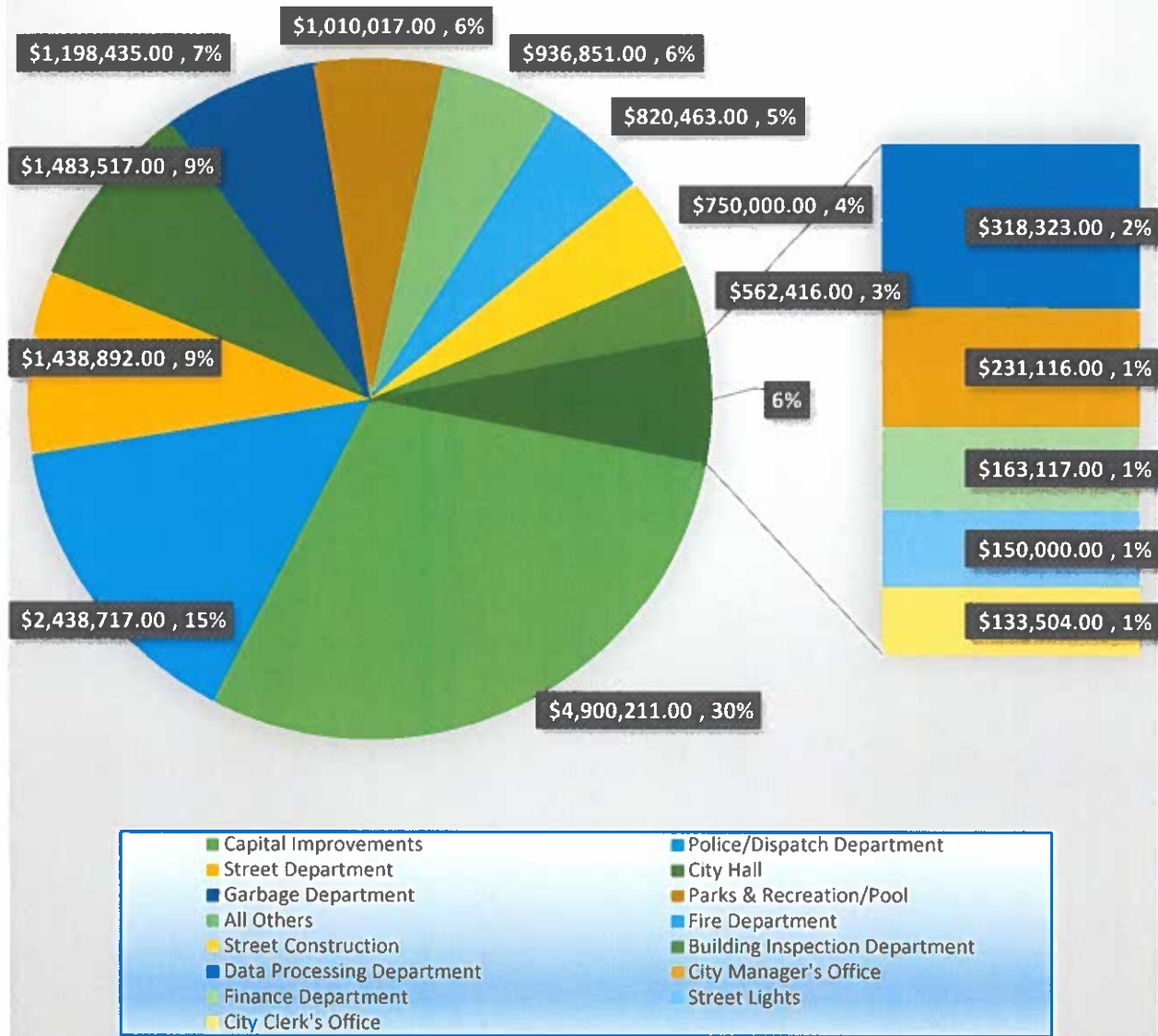
Graphs on the next two pages illustrate the budgeted Revenues and Expenditures for 2022-2023.

2022-2023 Budgeted Revenue



| | |
|-------------------------------|------------------------------------|
| ■ All Other Revenue/Carryover | ■ B&O Tax |
| ■ Municipal Sales Tax | ■ Sanitation |
| ■ Ad Valorem Taxes | ■ Public Safety Fees |
| ■ Municipal Fees | ■ Utility Tax |
| ■ Hotel/Motel Tax | ■ Franchise Fees |
| ■ RV Park Rentals | ■ Swimming Pool Admissions/Rentals |
| ■ Video Lottery | ■ Fines and Fees |

2022-2023 Budgeted Expenses



The 1% Municipal Sales and Use Tax receipts for calendar year 2022 were \$2,112,069.14, up from \$1,933,747.08 in 2021, an increase of \$178,322.06. The implementation of the Sales Tax (adding in excess of \$2 million into the budget) continues to be a game-changer for the city. The funding received from this tax has allowed the city to make numerous improvements that otherwise may not have been made. It also allowed for the replacement of items that were well overdue. In 2022, the following areas were recipients of Municipal Tax funding (among others):

- ✚ Capital Expenditures – A percentage was allotted to be used for the construction of the new municipal building. In 2022, \$718,103.51 was used for costs related to the construction of the new building.
- ✚ Demolition - \$204,150.00 was used to demolish one fire damaged structure and The Sanford Center.
- ✚ Paving - \$309,831.66 was used to revitalize sections of eleven streets throughout the city (1/2 of paving costs, the other paid the Municipal Fee Fund).
- ✚ Recreation - \$34,279.80 was used for the final costs of the splash pad adjacent to the Four Seasons Pool. An additional \$156,239.61 was used for other general recreation improvements including the Park View Playground, scoreboards, fencing, court paving, Valley Fork cameras, and new lighting. Some were used as match money for Land & Water Conservation Fund grants.
- ✚ Arts & Culture – Sponsored numerous free events with amounts totaling \$30,210.23 and supported the Strand Theatre with utility reimbursements in the amount of \$28,536.85.
- ✚ Technology - \$1,597.00 used for new Sign Shop computer, \$8,602.50 for CivicPlus software fees, \$3,240.75 to costs related to the Fire Department move, and \$12,586 - 7 computers for PD
- ✚ Buffer - The balance of the costs of the Fostoria Bridge utility line relocations totaling \$288,608.72, two large storage containers were purchased to hold items and records during the relocation totaling \$4,844.30, \$300,000 was moved toward the new Municipal Building project, and \$1,251.53 was expended to pay for part of the costs of the new Welcome Signs.
- ✚ Other improvements were made in technology upgrades, recycling programs, and public safety/public works equipment.

New Municipal/Public Safety Building

The second time was a charm for the bidding of the new Municipal/Public Safety Building in 2022. The firm &build, headquartered in Cleveland, was the low bidder for this widely anticipated project. Contracts were signed for the project in August. Finally, on a hot and humid afternoon on Thursday, September 8, 2022, a ceremonial groundbreaking was held at 4:00 PM. Hosting employees, citizens, contractors, architects, and family members, the city had a short presentation, with the City Manager, Mayor Hunt, architect, and builder all saying a few words about the project. After, Council members wearing white hard hats, took the gold shovels and posed for pictures for the local media. A huge sense of pride was felt that day, as a long process was finally coming to fruition. Work actually started soon after, and although a small delay dropped in in late 2022, work commenced in early 2023. Due to the delay, the project will probably not be completed until early 2024. With some departments displaced, it will be a welcome sign to move into this



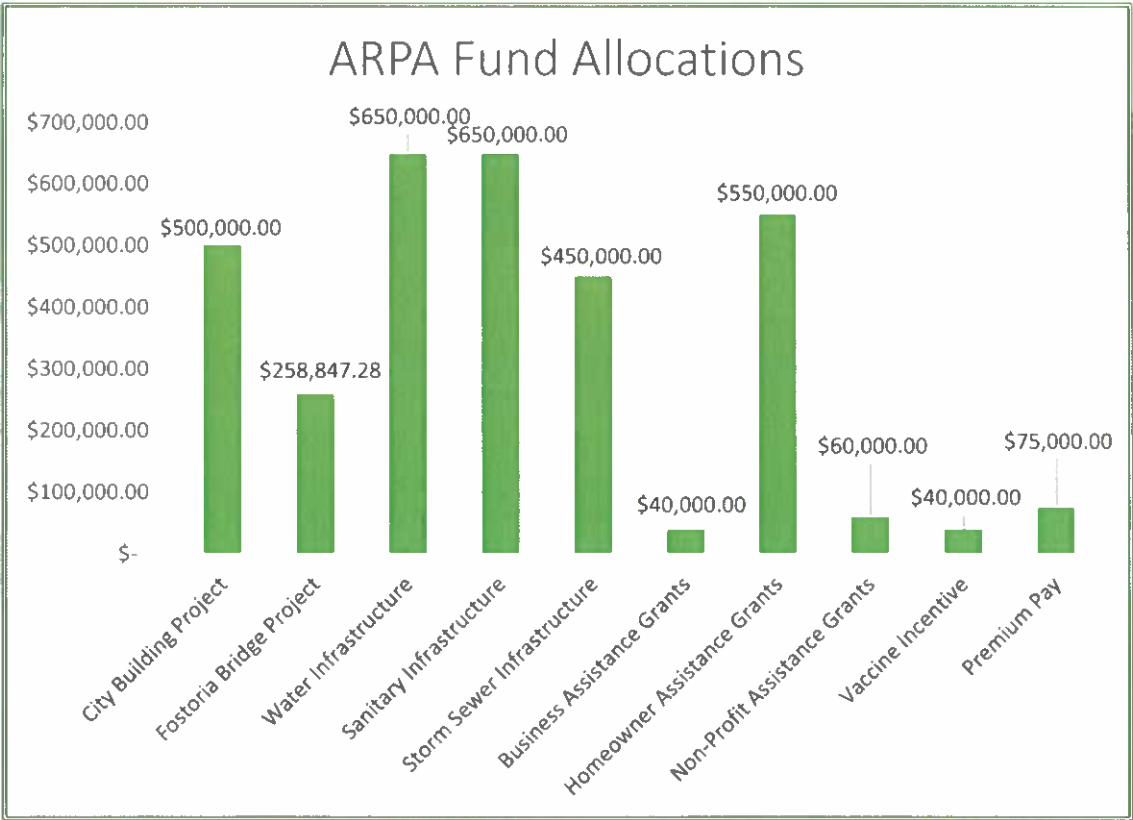
new structure. This approximately 26,000 square foot building will include space for city hall offices, fire, police, and dispatch. Having all departments under one roof will certainly aid in administration, and the current building was obviously not built for technology.

As noted earlier, the 1% Municipal Sales and Use Tax will be used to fund this construction. City Council has taken a bold step in committing to this much-needed project. While all departments are suffering from lack of space, the Police Department will benefit the most – moving from an out of date, potentially unsafe building to a brand-new facility. Not much actual construction took place in 2022, but the Fire Department, Building Inspection, and Water Departments were demolished to make room for the new building.



American Rescue Plan

2022 saw the city receive the second half of this funding, an unprecedented direct allocation of money from the federal government, through the American Rescue Plan Act (ARPA). Funds received were based on population, and Moundsville received a total of \$3,647,694.56. As in 2021, Council discussed at length the most appropriate ways to allocate this one-time money and stay within the United States Treasury guidelines. Again, Council made infrastructure a priority – including allocating funds to water, sanitary, and stormwater. Direct resident assistance also was a priority as money was allocated for a first-time Homeowner Repair Program. Ultimately, this program had \$550,000 available for residents making a household income of below \$65,880.00. Over 150 applications were received and over 100 residents received up to \$5,000.00 to make exterior repairs or weatherize their homes. At the end of 2022, we had closed out twenty-five ARP Homeowner Grants. Of those, \$116,340.83 in grant funds was leveraged to fund a total of \$157,370.95 in projects. Additional revenue resulted from \$495.00 in Building Permits and \$3,130.39 in B&O Taxes. Of those projects closed out, the following had been done: nine roofs replaced, three gutters replaced, one driveway repaired, three garage doors replaced, five entry doors replaced, thirty-three windows replaced, three porches repaired or replaced, and sidewalks, fencing, and siding replaced.



Council took great time and care in selecting these allocations, and kept the intent of this funding in mind in selecting infrastructure, homeowner and business assistance as their primary funding areas. A little more freedom in the final guidance allowed Council to allocate \$500,000 to assist in the city’s share with the city building project.

Technology

As technology is ever evolving, our focus turns to staying current. A new workstation was provided to the Public Works Secretary, with plans for a new server in early 2022. A new server was installed in city hall, with enough space to last approximately 7-10 years. A new computer was also provided for the Sign Shop, all using funds allocated from the 1% sales tax.

Technology Services Group (TSG), located at the Highlands, has become a larger partner with the city in 2022. They now provide hardware support in the Police, Fire, Public Works Departments, and well as City Hall and the Water and Sanitary Departments. This feature provides a 24-hour help desk, and two hours of preventative maintenance monthly. TSG also brought the back-up issue to light, and now supply a cloud-based back-up system for City Hall and the Water Department. This assures the city of a quick recovery in case of a tragedy. They will also assist the architect with computer and internet layout services for the new building. TSG also designed and supports our website (www.cityofmoundsville.com) and accompanying app. The website will see an upgrade in 2023.

Communications/Social Media/Transparency

As technology advances, citizens demand (and deserve) more transparency. Council took an exciting step in 2022 with the purchase of tablets for all members and the City Manager, City Clerk, Finance Director, City Attorney, and Administrative Secretary. Along with these tablets, Council approved purchase of a subscription to CivicClerk, a division of CivicPlus. CivicClerk will allow for the agendas and packets to be completely electronic, ending years of printing agendas and packet material, and hand delivering to the members. This program is expected to be active in March and will allow Council to receive/view their agendas and packets quicker, and with no paper mess. This will save time and money in the Clerk's Office, as well. Down the road, electronic voting, and live streaming will become components of the software.

The city's website is now four years old. It will be revised and updated in 2022. It continues to be a strong way to connect with citizens and visitors. In 2022, the site hosted 49,777 visits, up from 46,180 in 2021. Page views totaled 117,159, up from 109,501. Both numbers are huge increases over 2020.

The website's free app will also be updated. It continues to be a valuable tool to transmit information and critical alerts like water boil orders, road closures, emergency weather alerts, etc., as these can be sent in a quick and efficient manner. The items can be cross posted to Facebook at the same time. The Water Board uses this to issue and release all boil orders, and I encourage all departments to use the site for their information, as well. Also placed on the website are the minutes for Council and Sub-Committee Meetings, dating back to 2007. Another feature of the website is the "Contact Us" section. This allows residents to send quick comments, complaints, etc. through the website. I receive all of these and distribute them to the proper personnel. I also require them to copy me on any action, so I know it is completed. This feature will also see some enhancements with the new site.

The City of Moundsville's Facebook Page continues to be highly active and has grown exponentially since its creation. About 1,000 more followers were added in 2022, bringing the

total to almost 5,000. A diverse type of posts are seen on the Facebook page, administered by City Manager Healy and Administrative Secretary Jasenec. Posts include event announcement and follow-ups, projects, employment opportunities, department highlights, Council presentations, share of local events, and much more. Using social media allows posts to be made anytime to thousands of people, at absolutely no expense. Other city entities also operate their own website including the Police and Fire Departments, Arts & Culture Commission, and Friends of Park and Recreation. Additionally, we use the Facebook Messenger function to receive questions, comments, etc. (again at any time of the day or night).

New Development

There were ten projects (commercial, and public entities) that started new or redevelopment projects that had contract values of \$100,000 or more. The cumulative total being \$10,386,035.50 This more than doubles the 2021 total of \$5,064,480.00. The largest projects were Walmart Remodel at \$6,400,324.00 and the Wash-Rite Express Car Wash at \$2,000,000.00. Also included were the projects at Burke’s Outlet. Grisell’s Funeral Home. Stonerise, Kroger, Kroger Plaza, Varlas Enterprise, and Columbia Gas Transmission.

New Business Openings (based on Occupancy Certificates issued by Building Inspection)

| | |
|--|-------------------------|
| 📍 Osaka Hibachi Sushi & Bar | 101 Lafayette Avenue |
| 📍 Burkes Outlet | 1210 Lafayette Avenue |
| 📍 Kathy’s Crafts | 284 B. Jefferson Avenue |
| 📍 Dunkin Donuts | 18 Walmart Drive |
| 📍 The Farmhouse Peddler | 1401 1st Street |
| 📍 Living My Best Cigar Life | 259 Jefferson Avenue |
| 📍 A.M. Detailing | 8 Hickory Avenue |
| 📍 The Future of Moundsville Youth Center | 1310 2nd Street |
| 📍 CityWide Insurance | 700 Lafayette Avenue |

Businesses that Relocated in 2022

| | |
|------------------------------|-----------------------|
| 📍 CASA | 407 Morton Avenue |
| 📍 Joe’s Pre-Owned Autos LLC. | 1012 Lafayette Avenue |
| 📍 Blazing Sky Photography | 248 Jefferson Avenue |
| 📍 First Impressions Salon | 258 Jefferson Avenue |

Several other businesses changed ownership and were given a Certificate of Occupancy.

Building Inspection Department

The three-person staff moved to the Sanitation Office building in 2022, due to partial demolition of the municipal building. Department responsibilities include building permits, contractor licensing, inspections, property maintenance/nuisance complaints, junk car and overgrown grass complaints, among other things. Building permits soared to 693 in 2021, a big increase over the 2021 total of 465. In November and December (usually slower months), permits reached 101 and 59, respectively. This up-tick is surely due to the projects funded by the American Rescue Plan. Inspections completed were nearly double the number in 2021, reaching 2,059. These

inspections are up from 757, and average almost eight daily. These include complaints, construction, occupancy, pre-construction/purchase, and Fire Department inspections. New complaints received were 335, up from 309, and the staff closed 296 complaints, up from 286. Citations were down, however, from 167 to 109. This can be attributed to more complaints being resolved before the citation is issued, or complaints that go directly to Municipal Court. Speaking of court, the staff attended 97 court hearings. The staff also completed one hundred sixty-nine total hours of training.

Ten structures were demolished, some by the city, others privately. Notable demolitions included the old Sanford School and a partial demolition of the City Building – both by the City of Moundsville. Due to much time and effort being spent on the demolition grant, this is the smallest number of demolitions in the last ten years. A State of West Virginia Community Development Block Grant was awarded in 2021 for an eight-house demolition project. The city will pay for two of the structures, with the grant paying for eight. This grant has seen numerous delays, but we now expect to see demolition in early 2023. More problem properties are still on demolition radar, and hope to see those taken care of in 2023 also. I am working with Building Inspector Richmond to submit a grant application to demolish four properties, which will hopefully be awarded by mid-2023.

City Hall Offices

There was only one personnel change in 2022, that being the City Manager's Secretary. Sara Jasenec began her career with the city on October 3, 2022, and is making excellent progress. Two additional modules of the Accu-Fund system that were projected to be purchased in 2022, were put on hold, mainly due to the extra time spent with relocating employees and the beginning of construction on the building. Those two additional are the Work Order and Purchase Order modules, and hopefully we can get them on-line in 2023. They will both increase productivity.

Staff in this office include the City Manager and his Administrative Secretary, City Clerk (who is also the Office Supervisor), Finance Director, Treasurer, Cashier, Revenue Collector, and two Data Processing Clerks. The Building Inspectors fall under this category, as well, even though they have been relocated. The staff is looking forward with much anticipation to the new building, being really cramped for space everywhere.

The relationship with TSG, serving as an IT professional, has been extremely helpful. Due to age, and space requirements, a new server was recommended by them, and installed in 2022, and all workstations are under help desk contracts.

Parks & Recreation Department

2022 was a strong year for this department, especially with the official opening of the Splash Pad at Four Seasons Pool. This project, totaling over \$500,000, brought outdoor life to the Four Seasons Pool area. But this was certainly not the only accomplishment in 2022. Even though we look at COVID in the rear-view mirror, the practice of sanitizing the playgrounds daily continues.

At year-end, Parks and Recreation had six certified lifeguards (same as last year end), five desk attendants (one less than last year end), two part-time support workers (three less than last year-end), one full-time Director, and one full-time Working Foreman for a total of fifteen people (four less than last year-end). Difficulties remain in finding part-time employees, especially for the lifeguard position. To try and help that we began offering to pay for their lifeguard training (\$200.00) and ask for a one-year employment commitment. Only one employee has taken advantage of this offer and maintained their employment with the city.

The following Improvements and/or Modifications were completed in 2022:

- ✚ Installed a second regulation Wiffleball Field at the Valley Fork Complex. This field is a small replica of Fenway Park's Green Monster outfield fence. Five tournaments were held during 2022.
- ✚ The Pickleball courts were relocated from Park View to East End by flipping the hockey court area. The surface was newly blacktopped and striped. Usage increased with the move for both opportunities. An informal Sunday Evening Pickleball Group was formed, and new players were seen.
- ✚ Installed the third "Little Free Library" at the Ruby/Garfield Playground. This library provides free books to patrons of all ages. Books are accepted at the pool anytime.
- ✚ Repaired the pool auxiliary boiler. This unit suffered several issues due to overuse and the corrosive atmosphere at the pool.
- ✚ Continued to repair and replace the sections of split rail fence at Valley Fork.
- ✚ Utilized youth help from Goodwill, at no cost to the city, to paint/stain fencing. This is the fourth straight year for this great partnership.
- ✚ Replaced one piece of equipment at East End Playground due to rust. This was replaced under warranty at no cost to the city.
- ✚ Operated the pool concession stand on a limited item trial basis. Revenue created by the stand was \$9,160.00 in 2022. Plans are to increase the offerings in 2023 and remain open as staffing allows.
- ✚ Repaired dugout at Valley Fork Park Field #5, which was damaged due to high winds. The repairs totaled \$1,200 and all work was done by staff.
- ✚ Continued the "Buy A Bench" program, installing six benches in 2022. Since its inception, fifty-six benches have been ordered and installed in our parks, honoring or memorializing loved ones.

The following Capital Projects were completed:

- ✚ Added new play equipment at Park View Playground. Also added were new picnic tables. Still to be placed are trash receptacles and fitness equipment. This project was funded by a Land & Water Conservations Grant, with project costs around \$50,000.00. The match for the grant was 50%.
- ✚ Due to increased vandalism at Valley Fork Baseball Complex, an MVR was installed along with four cameras.
- ✚ Continued with the pool sliding door replacement program. The final five sets of pool doors were replaced during the year, completing a four-year program.

- ✚ Installed new fencing around the Dectron unit at the pool for safety reasons, and also replaced several other areas of fencing around East End and the shelter (some damaged as the result of a vehicle accident in 2021).
- ✚ Converted several lights at East End to LED lighting, including the main parking lot, second basketball court, and pickleball court. LED lighting is brighter and saves energy, costing less to operate.
- ✚ The installation of electronic scoreboards at the Colt and Bronco fields was finalized in 2022. They have been tested and are ready for use in 2023. Donations to purchase and install these scoreboards came from The Boys of Summer, Evan G. Roberts Foundation, Delegate Charlie Reynolds, the Marshall County Commission, and two private individuals. This is a great upgrade to East End and the baseball fields.
- ✚ The East End Bronco Field Lighting Replacement Program was awarded in 2022 to Mountain State Electric, and work will begin in early 2023.

Activities/Programs:

- ✚ Hosted a Business After Hours (BAH) event on June 23, 2022 at Four Seasons Pool, in conjunction with a Ribbon Cutting for the Splash Pad. This well attended event was a way to showcase the latest addition to the business community. Immediately following the BAH, a “Concert in the Park” was held at the East End Shelter featuring the New Age Adenas.
- ✚ ISR (Infant Swimming Resource) continued during the winter and fall. This program is unique to the area and helps prepare children and parents in the case of a situation where a child falls into the water.
- ✚ Continued completing background checks for all youth sporting program coaches, utilizing JDP in Pittsburgh.
- ✚ Family Fun Nights were continued every Wednesday during the summer months. This popular event offers \$1.00 admission which includes a bottled water and bag of chips. An average of fifty patrons attended these events.
- ✚ The Third Annual Holiday Family Pool Party was held in December, with approximately 150 people attending, an increase over 2022 totals. This event, all free to the public, included pizza, drinks, snacks, Santa Claus, and a gift bag, as well as swimming! A swim party in December is amazing in itself, and everything is free of charge. These types of events continue to add to the quality of life we are building in Moundsville.
- ✚ Another free event held was the Second Annual Drive-Thru Easter Giveaway. Approximately 250 kids took advantage of an opportunity to receive a bag filled with candy and surprises and an opportunity to greet the Easter Bunny. Our good partner United Bank again provided bags for this event.



- ✚ Supported the Initial Season of the Middle School Baseball League. Moundsville Middle, Sherrard Middle, and Cameron Middle all used the Colt Field as their home field for the 2022 season.
- ✚ The East End fields were booked much of the summer hosting multiple softball leagues including Men's, Women's, Co-Ed, and Men's weekday league.
- ✚ Hosted Monday Night Baseball at the Bronco Field for the Pinto League, giving them an opportunity to have the game announced, and play under the lights.
- ✚ Continued to be the host location and provide support for the FRN Food Giveaways.
- ✚ Hosted and supported several charity events, including the Steve Gitlin, Jr., and Stephanie's All Stars memorial tournaments. The latter utilized both fields at East End and offered food trucks.
- ✚ With the pool at Grand Vue still closed for the summer, we teamed with their staff to offer swimming, basketball, pickleball, and hockey at Four Seasons pool for their summer camp kids. The campers came twice per week, and the attendance was very good. Discussions with Grand Vue for future campers continue.
- ✚ Paddleboard Yoga continued at Four Seasons Pool during the winter months.
- ✚ Two Movie Nights were sponsored by the Arts and Culture Commission. "Encanto" was shown at East End, and "Sing 2" was shown at Riverfront Park.
- ✚ The Marshall County Flag Football Association utilized the East End Colt field for practice and games.
- ✚ Fourteen kids participated in the second "Little Things" baseball/softball camp in June.
- ✚ The West Virginia State Fireman's Association held their Annual Conference in Marshall County this year. The City Manager and Director White worked with the organizer and the attendees used Riverfront Park for two evenings in August. A small parade was also held.
- ✚ The Newmar Kountry Klub, a state group of RV owners, held their annual "convention" in Moundsville, utilizing the RV Park and the Riverfront Shelter for three days. They also had local restaurants cater meals. Both this and the above item prove a whole new opportunity exists for these types of events. Both groups were thrilled with the treatment they received while in Moundsville
- ✚ The JMHS swim team continued to utilize the pool for practices and hosted four swim meets.
- ✚ The Kayak club continued utilizing the pool during the winter months on Sunday mornings.
- ✚ Continued to host pool parties Friday and Saturday evenings and all-day Sunday.
- ✚ Offered a 15% holiday discount for pool passes during the holiday season and offered a one-day Black Friday deal on passes with a 25% discount. A record number of passes (68) were sold during the offer.
- ✚ The Parks and Recreation Department lawn maintenance continued with contracting the service for Valley Fork Baseball/Soccer Complex and Riverfront Park and the Girls Softball Complex. All other lawn maintenance is done by staff.

As can be seen, the Park System continues to improve not only in equipment and upgrades, but programs and usage. There is no end to what can be accomplished with the amazing system that we have. New equipment is great but continued development of programs and events is what

makes the difference. This department contains only two full-time employees but continues to bring new and exciting options to the system, and is always willing to partner with another department or group.

Public Works Department

This department is the “do-all” department for the city - once taking care of only streets and alleys, their coverage has grown over the past, especially as the city continues to grow. The responsibilities for this department continue to grow as the city expands its offerings to the community. The Arts & Culture Commission uses the Street Department employees for virtually every event, noting “we could not do these events without them”. The duties still include alleys and streets (including snow removal), but now also include additional grass cutting, building and vehicle maintenance (one employee is named mechanic and does all general maintenance on many city vehicles), decorating, garbage collection, recycling, and much more. The sub-departments that fall under Public Works are Street, Sanitation, and Recycling. Staff includes one Director, one Street Working Foreman, one Sanitation Working Foreman, eleven Street Laborers, seven Sanitation Laborers, one Secretary, and one Recycling Coordinator. Added responsibilities are making it difficult to complete daily tasks with the current staff in the Street Department, and almost impossible to complete large projects.

Street Paving

Again in 2022, Council made a strong impact on street resurfacing. Using the Municipal Fee Fund and the Municipal Sales Tax Fund, the 2022 paving program paved sections of eleven streets in Moundsville, for a total commitment of \$598,306.33. In the last five years, Council has made a bold statement by approving over \$2.8 million for paving. Even with this large amount, there are still many streets to complete. The paving list that was formulated in 2021 will be used as the base for this year’s paving. A contract was also issued for the repair of two concrete street areas, as a pilot program. This small contract, if successful, will be used as a base for future concrete street repairs.

Street Department

The Street Department achieved the following major projects in 2022:

- ✚ Designed, built, and erected three Welcome to Moundsville signs. These signs are located at the north and south ends of the city along Route 2, and on property the city now owns on Route 250.
- ✚ Constructed a bin on the Sanitation property to hold glass for recycling.
- ✚ Replaced several short sections of curbs throughout the city.
- ✚ Repaired the roadside “gutter” along Campground Road.
- ✚ Framed, poured, and finished a concrete pad at East End (in conjunction with the Stormwater Department) as part of the Jackson/Mulberry project.
- ✚ Assisted the Building Inspectors and Fire Department with the temporary move to the Sanitation facility.
- ✚ Cut and removed several trees on city property.
- ✚ Graded and graveled/cold patched seventy-five alleys.

This department is called on to assist other departments and aid with events regularly. Some highlights include:

- ✚ Marshall County FRN with food giveaways.
- ✚ Most Arts & Culture events.
- ✚ Marshall County Chamber of Commerce for the Car Show and Christmas Parade.
- ✚ Parks & Recreation Department on many occasions.
- ✚ Super Kids Soap Box Derby for line painting and traffic control material.
- ✚ Moundsville Historic Landmarks Commission installing brackets to extend the banner displays.
- ✚ Exclusively hang and exchange banners along the Historic Business District.
- ✚ All city Christmas decorations.

Many tasks are included in the “regular” duties in this department. These include cold patching, sign repair and replacement, grass cutting and trimming (over 40 properties), alley grading and graveling, and snow and ice removal from city streets and city-owned sidewalks. Grass cutting starts in early spring and continues through fall – five days a week. Two pieces of equipment that the residents and businesses have grown to love and expect include the street sweeper and the leaf vac. In late 2022 a new leaf vac was received and will be placed into service in 2023, replacing one about thirty years old. The department also received and placed into service a 2022 pick-up truck, and a 2023 dump truck with snowplow and spreader. A Mini Excavator was ordered, but the long lead time has resulted in the equipment still not being received. A bid was also awarded for construction of the new storage shed on the Sanitation Property. Road materials purchased in 2022 include 300 tons of cinders, 250 tons of road salt, 600 tons of alley gravel, and 51 tons of cold patch. The cost for those items alone was \$54,706.50. The department also operates a sign shop, which saves the city time and money when adding or replacing signs and banners. In 2022, three new welcome signs were designed, made, and installed. Signs are also made and sold to other municipalities and the Board of Education



Sanitation Department

The Sanitation Building, constructed in 2018, began housing the Fire Department in 2022, due to Municipal Building construction. Additionally, the Building Inspectors moved into the Sanitation Office Building. This department operates with seven employees and four garbage trucks on a six-day work week collecting all the residential and commercial garbage in the city. In 2022, the amount of garbage collected and dumped actually reduced from 2021 totals, but still exceeded 7,000 tons. Recycling helped somewhat, but unusually, there was an additional reduction. With that information, the city still expended over \$223,000 in landfill fees. Regardless, Sanitation fees came in strong for 2022. Using funds received from the dumpster rental fees, nineteen new dumpsters were purchased. The department received two capital items in 2022 – a 2022 packer truck and a large air compressor, totaling almost \$250,000.



Recycling

The Recycling Program continued during 2022, with additions and new grant funding. The program began in May 2021, utilizing a \$41,752.00 grant from the WV Department of Environmental Protection. During 2022, the program added glass recycling to the already established allowable drop off items of mixed papers and cardboard. In July, another application was submitted, and the City received notice in December that it was funded again. This grant, for \$28,630.00 will allow the program to continue through 2023 at no cost to the city. Two thousand, four hundred and six (2,406) vehicles came through the drop-off center in 2022, averaging over 47 per week. The mixed paper and cardboard roll-off dumpster was replaced 10 times, for a total of 28.03 tons of recycled paper. There has not been a pick-up of glass to date.

The current Recycling Coordinator has given notice of his retirement, so the search is on for a replacement. Parks and Recreation maintenance employees assist on drop-off days during summer months, and Public Works employees during winter months.

Public Safety

Police Department

Three officers (one Corporal, one Sergeant, and one Patrolman) left the department in 2022, leaving it four people short at the end of the year. Two left for the McMechen Police Department and one to the Ohio County Sheriff's Department. In the Dispatch/Support Staff, one full-time and one part-time dispatcher left their positions. One part-time dispatcher left transferred to City Hall for a full-time Building Inspector position, and one part-time hire in 2022 was quickly moved to full-time. A need for additional part-time dispatchers seems likely. The department completed one year of a rotating shift schedule, which appears to become a standard policy.

The Department utilized more than \$10,000 from the Highway Safety Grants, used for working DUI, Project Red, Click it or Ticket, and cell phone enforcement grants. They also received a HIDITA (Drug Task Force) reimbursement of \$19,000.

Resuming in 2022, after an absence due to COVID, was the AAA Traffic Safety Award Program. The Moundsville Police Department received the “Community Traffic Safety Platinum Award” in 2022, after achieving it for eight consecutive years prior to COVID.

The Department completed a total of 2,140 hours of in-service training. In-House Trainings included Patrol Rifle, Taser, PR-24, and Pepper Spray. Other trainings included Dementia Situational Awareness, Radar and Laser, Advanced Roadside Impaired Driving Enforcement (ARIDE) Course, Vehicle tactics, Emotional Intelligence and De-escalation, Sexual Assault Investigation, and Handgun Instructor.

No new cruisers were obtained during 2022, as no vehicle leases were expiring.

The Department responded to 5,151 calls, a decrease of less than 1% from 2021. The daily average remained the same at just over fourteen calls per day. Citations also decreased slightly from 698 in 2021 to 510 in 2022. The highest arresting offense was First Offense Shoplifting (26), followed by Public Intoxication (25). As for citations, sixty-two were issued for Driving on a Suspended or Revoked License, and forty-eight were issued for No Insurance, and then Speeding 10 MPH & Under at twenty-nine. The unwanted pharmaceuticals collected did increase to 205 pounds, 10 ounces. This program, in which the Department collects these in a secure drug drop box, allows for proper disposal by the DEA. Since beginning this program in 2012, 2,773 pounds, 7 ounces of unwanted pharmaceuticals have been disposed safely.

Fire Department

The demolition of their section of the building caused quite an upheaval for this department, as they fully relocated to the Sanitation facility.

In 2022, the City Fire Department again hit a new record for total calls, as they responded to 759 calls, up slightly from 751 in 2021. This averages almost three calls per day. The highest call total was for EMS assist calls at 485, almost two daily. Other calls included 77 lift assists, 52 motor vehicle accidents, 31 fire alarms, 28 call-outs, and 15 service calls. Other calls included lines down, lock outs, fire, smoke, structure fires, hazmat, carbon monoxide, landing zone set-up, rope team, investigations, searches, high water, and a brush fire. The department also responded to 33 mutual aid calls (another record) and issued 157 burning permits. Seventeen calls were turned over due to lack of manpower (calls received while on another call). 100 business inspections were completed, seven inspections for the Building Enforcement Agency, and twenty-two pre-planning inspections were completed. Total person-hours of training in 2022 was 704. Noteworthy trainings included Fire School in Sissonville, WV (three staff attended 6 days, and 1 attended 3 days), Firefighter 1 (Bailey), Building Construction, Life Safety Initiatives, Wildland Firefighting, EMT, Mass Casualty Incident, Live Burn, Firefighter Skills, Pediatric Diabetic Emergency, Auto Extraction, Structure Collapse, Positive Pressure Fan trainings.

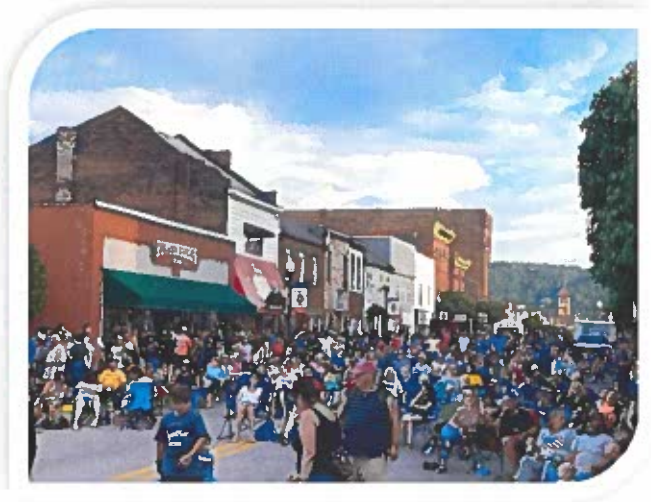
The department gave fifteen fire prevention/safety public education seminars. Fire Chief Brandon is also responsible for the Fireworks Display area. Grass maintenance around the City Building was also completed.

The Department ended the year with four members, one below the allotted crew size.

The Child Safety Program continued, with nine swimming vests and seven bike helmets distributed at no charge. They also provided thirty-one smoke detectors to residents, nine of which were installed. They also assist local business GKT with their Christmas event, by bringing Santa in by firetruck.

Arts and Culture Commission

2022 was a resurgence year for this Commission. After a huge debut in 2019, COVID changed the 2020 plans, and weather affected the 2021 schedule of events somewhat. 2022 brought two successful Jefferson Friday events, with MSM taking the stage in June, and Jukebox making a return in July. Both events were well attended, bringing over a thousand people to Jefferson Avenue. The popular Pumpkin Painting Event grew even larger, with approximately 500 people in attendance. Christmas on the Avenue also came back, and was



successful, even having snow flurries throughout the cold evening. Two free movie nights were held and provided free popcorn and snacks. A new addition was the Appalachian Dinner. Approximately 60 guests purchased tickets for this event, held at Riverfront Park on a beautiful fall evening.

The Commission also provided support for the Super Kids Soap Box Derby by providing free gifts for the participants. This Commission, funded by a small portion of the 1% Municipal Sales Tax, continues to improve past successful events, and develop new innovative ideas – all in an effort to foster, promote, and inspire the arts in Moundsville.

Safety & Risk Management

George Carter oversees the Safety & Risk Management Program. This program has proven to be successful, as accidents and claims have been reduced. In the calendar year 2022, there were only four reported personal injuries, but only one with lost productivity. Any accident or incident is followed by a report, which is reviewed by Mr. Carter, and then discussed directly with the employee and/or the department, and often, at future safety meetings. The following was also accomplished:

- 📍 26 New Employee Orientations
- 📍 1 Meetings of the Safety Committee **

- 📌 31 Safety Meetings covering:
 - 📌 Hazard Recognition
 - 📌 Personal Protective Equipment
 - 📌 Office Safety
 - 📌 Waste Safety
 - 📌 Handling Hazardous Materials
 - 📌 Ladder and Bucket Truck Safety
 - 📌 Use of Fire Extinguishers and Firefighting
 - 📌 Stormwater Prevention and Protection
 - 📌 Illegal Dumping and Elimination
 - 📌 General Safety
 - 📌 Back Safety
 - 📌 Hand and Finger Safety
 - 📌 Defensive Driving (Due to an increase in vehicle incidents, more emphasis will be placed on defensive driving in 2023.)

**The Employee Safety & Health Committee was revised by the City Manager in November, met formally in December. The Committee contains a representative of each department. Meetings will now be held quarterly.

Mr. Carter also assists with the DEP Wastewater Permit for the Street Department garage, which requires groundwater testing twice a year. He arranged a Flagging Certification Class from the West Virginia Local Technical Assistance Program (WVLTAP). This resulted in seventeen employees from the Street, Water, and Sanitary Department receiving a four-year certification card for flagging traffic (this has never been done before). He also participated in the yearly Workers Compensation Review and utilized their library to obtain safety literature (signs, posters, stickers, etc.) for distribution to departments.

The city also received the Encova Insurance Safety Recognition Award for 2022, awarded for excellence in safety prevention and limited lost work time.

Utilities

Water Department

In 2022, the Moundsville Water Board and employees continued their effort to improve water service for their customers. The Board serves approximately 4,500 customers in Moundsville. The Water Department includes a staff of 16 employees: One Superintendent, Six Water Operators, five on the Maintenance/Distribution Crew, and four Office Staff with one at the Water Treatment Plant and three in the Billing Office.

The highlight of the year came in September when the West Virginia Rural Water Association named Moundsville's Water System the "Water System of the Year for 2022". This came after a surprise visit to the plant, and marks the first time that Moundsville has earned this award.

There were also several personnel changes:

- 📌 One Billing Office Clerk was replaced.

- ✚ Two Maintenance/Distribution crew members resigned. One has been replaced and still searching for another.
- ✚ One Class II Water Operator resigned to return to his former position for better pay.
- ✚ Hired one Class IV Water Operator from Wheeling and one Class I Water Operator from Bethlehem. The Class I Operator was sent to a Class II certification class. Upon his passing the examination, we applied for and received a waiver from the State to allow him to work as a backup Class II Water Operator.
- ✚ Several Water Operators were out on long-term medical leave.

Beyond the routine operation of the Water Plant and maintenance of the distribution system, the Moundsville Water Board has also completed the following projects in 2022:

- ✚ Replaced the two compressors for the ozone generators. The old compressors had surpassed their life expectancy by double.
- ✚ Purchased a new converter for the ozone generator.
- ✚ Repaired an ozone converter after a lightning strike.
- ✚ Replaced two motors in the actuator valves on the traveling bridge filtration system.
- ✚ Replaced two discharge pump motors on each traveling bridge filtration system.
- ✚ Repaired both sets of the concrete walls in the north and south effluent troughs.
- ✚ Replaced the billow on the north traveling bridge filtration system.
- ✚ The north and south filter beds were cleaned and returned to service.
- ✚ Upgraded all chemical feed pumps in the Plant.
- ✚ Cleaned the nanofiltration system.
- ✚ Replaced all of the pre-filters in the nanofiltration system.
- ✚ Two monitoring screens in the plant failed and were replaced.
- ✚ Worked on redrilling Well #8.
- ✚ Completed the triennial Lead & Copper testing at thirty different sites within the water system as required by the EPA/WVDHHR.
- ✚ Many hours were dedicated to the Fostoria Bridge Waterline Relocation Project to make sure the design, development, and inspection of our portion of the project was successfully completed.
- ✚ Because of the federal government's newly mandated Lead Service Line Inventory, countless hours have been spent completing physical inspection and documentation of over 1,200 of the 4,500 services in our system, with the immediate replacement of any lead lines that have been located.
- ✚ Installed a 12" insertion valve on Fostoria Avenue.
- ✚ Installed a 4" insertion valve at Ninth Street and Parriott Avenue.
- ✚ Initiated the state-mandated Backflow/Cross Connection Prevention program.
- ✚ The Maintenance/Distribution Crew fixed 37 separate main water line breaks and repaired or replaced multiple leaking service lines.
- ✚ Flushed fire hydrants and made any necessary repairs to the 194 hydrants in our system. We repaired and/or installed new fire hydrants at following locations for additional fire protection for the residents of the following areas:
 - First Street & Jefferson Avenue
 - Fifth Street & Lafayette Avenue

- Fifth Street & Jefferson Avenue
- Fostoria Avenue
- Maxwell Acres
- ✚ Performed routine maintenance and needed repairs to water meters and meter pits, as well as replacement of any defective meters.
- ✚ Mowed and trimmed acres of grass in the well field, around the Water Plant, and at the Reservoir throughout the spring/summer/fall growing season.
- ✚ Worked with tons of concrete and blacktop to fill-in and maintain areas where repairs had to be completed.
- ✚ Completed all maintenance and upkeep required for the sustainability of the vehicles and equipment.

The staff is divided into three separate groups: Maintenance/Distribution, Water Operators, and Office Staff. The Maintenance/Distribution Crew are on call 24/7 to fix leaks and maintain the entire water system. Often, breaks occur in the worst weather conditions and sometimes through the night. The Water Operators keep the Water Plant running smoothly, and the Office Staff work behind the scenes to keep the financial and account books balanced and to make sure we stay within the government regulations and compliance guidelines. Together our dedicated team is able to ensure that our customers are receiving the highest quality of water and customer service possible.

Sanitary/Stormwater Department

The Moundsville Sanitary/Stormwater Utility Department is maintained by a staff of thirteen (13). The staff includes a Superintendent, Assistant Superintendent, Laboratory Technician, three (3) plant operators, one (1) mechanic/electrician, one (1) sanitary/stormwater foreman, two (2) sanitary system maintenance workers, two (2) stormwater system maintenance workers and one (1) Administrative Assistant. The treatment plant is staffed seven days a week with at least one operator working both a day turn and afternoon shift.

The Superintendent, Assistance Superintendent, Lab Technicians, Plant Operators and Maintenance /Electrician all must hold a Wastewater Certification with the State of West Virginia. All Sanitary and Stormwater employees must hold a Collection System Certification with the State of West Virginia. All Certification must be renewed every two years. Certification renewal can only occur by obtaining continuing educational credits. In addition to the continuing education credits, employees also attend onsite training covering various topics. In 2022 the employee training hours totaled 167.5 hours.

The laboratory must be certified yearly by WVDEP. To remain a WVDEP Certified Laboratory, the Lab Technician must pass an on-sight inspection and two sets of unknown samples. The Laboratory Technician performs analysis on the influent, plant effluent and sludge cake that is sent to landfill and various process control tests to monitor the plants efficiency. These test results are reported to WVDEP to assure compliance with our discharge permit. In addition to the testing performed in house, outside labs are utilized monthly for required additional testing.

In 2022, the Wastewater Treatment Plant processed 736.3 million gallons of treated discharge, up from 636.2 million gallons in 2021. Based on the filed WV PSC report, 58.97 % of the treated

discharge is inflow and infiltration which we do not receive revenues to treat. Treatment of the wastewater includes flow through bar screens, grit tank, primary clarifiers, aeration tanks, final clarifiers and through a UV system before entering the Ohio River. The treatment process averaged a daily removal of 95.9% of CBOD and 96.6% of the suspended solids.

Digested sludge is processed by two Ashbrook Belt Presses to remove water and create a sludge cake averaging 25% solids. Operators processed 1,229 wet tons of sludge cake in 2022. Sludge cake is disposed at Short Creek Landfill.

The Storm Water Board requested from Council an across-the-board rate increase, and was granted, a rate increase in 2021. This was a two-tier increase, with the second tier effective July 1, 2022. Both tiers included commercial customers only.

The collection system received 189 sewer complaints from residents. Other work performed included smoke testing and televising and cleaning sewer main and service laterals.

The department completed the following larger projects and expenses in 2022.

📌 Plant Projects

- Installed three valves on main sewer pumps (\$ 7,800.00).
- Replaced chlorine building roof (\$12,000.00).
- Replaced brush and screen on Septage Receiving Station (\$3,300).
- Switched bulbs to LED.
- Replaced recirculation pump for digester.

📌 Collection Projects

- Completed sewer repair at Hidden View Drive slip area.
- Repaired sewer to fix odors in area of Hill View Church.
- Located and installed access at Leo Lane.
- Raised buried utility access hole on Sandy Avenue.
- Repaired main on Four Sisters Drive.
- Installed new Sewer Siphon at Fostoria Avenue (part of bridge utility relocation project).

📌 Stormwater Projects

- Cleaned 150' of 48" drain and removed 100 Tons of gravel.
- Began the project at Jackson and Mulberry - installing 760' of 36" drain line (funded by the American Rescue Plan Funding).

City Manager Overview

Partnerships continue to be an important part of my administration. Success breeds success, and people/groups/agencies will jump to be a part of something good. That is evident in the continued participation of other parties. During my tenure, the city has received almost **\$732,611** in grants or donations. With federal CARES ACT and ARPA funds, that number swells to over **\$3.8 million!** The city also continued their partnership with the Marshall County

FRN hosting food giveaways, expanding to the department level. Every department sent at least one person to at least one event in 2022, showing community participation from employees. Four food “Blessing Boxes” that were constructed around the city were quickly adopted by groups: Moundsville Rotary Club, Simpson and Calvary United Methodist Churches, and the Ladies League of Marshall County.



As one of the city’s representatives, I attend all the quarterly Belomar meetings and serve on their Brownfields Task Force, and the Executive and Audit Committees. I also serve on the Marshall County Senior Center Board of Directors, and work with the Chamber of Commerce, serving on the Christmas Parade Committee.

As noted earlier in this report, the American Rescue Plan (ARP) funding was finalized in 2022. Infrastructure, businesses, residents, and employees will all benefit from this. We have to utilize this money in the best possible way – to make the most impact. The Infrastructure Investment and Jobs Act will put more money into the hands of communities, although not directly like ARPA. It is still my hope that all of the infrastructure boards will be able to benefit from this, but projects take so long to develop, there almost has to be something in the IJDC pipeline at this time. As heard multiple times, with the water and sanitary rates in Moundsville in the bottom quarter across the state, grant funds will never be available. This may be an opportunity to access grant funds that may otherwise never have been available.

At the West Virginia Municipal League Conference in Morgantown in August of 2022, the City of Moundsville received an “All Star Community Award” for the Bring Back East End Project. This was the first time (in recent years, if not ever) that Moundsville has had such honors bestowed upon us. This was a great award to receive, and it shows the progress that we are making. I also received the Quiet Strength Award that week, which was quite a surprise and honor. It means so much to me that Moundsville is being seen on a state level now. People are noticing what we are doing, and that can only bring on respect and additional partnerships.



I am now in my fifth year as City Manager. Steve Jobs quoted “Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle. As with all matters of the heart, you’ll know when you find it.” I know I have found it with this job. It continues to inspire, regenerate, excite, and fulfill me. I feel very

blessed to be in this position and be a part of progress, and witness firsthand all of the great things we are doing.

Completing this report is enjoyable. Although it takes considerable time, it amazes me when I “look back” and see and report on all of the great things happening in Moundsville. It truly is astonishing to see all of the improvements, activities, programs, acquisitions, etc. – all done to support the departments, and enhance the quality of life for the citizens and employees. I would like to thank all of the Department Heads who contributed information to this report, all of the city employees who work hard daily to see our plans through, City Council for their support, and my wife Beth, who continues to be my biggest supporter.

2022 brought us the first female duo in the leadership positions of Council. 2023 brings us another first – a daughter/father combo as Mayor/Vice Mayor, respectively. I look forward to working with this leadership team and all of the Council. Regardless of the leadership position, Council’s goals remain the same. Moundsville is a wonderful place to live, work, and play, and we must continue to work together to keep it that way. Thank you again for the opportunity to serve in this role, and I look forward to another exciting and productive year.



Richard P. Healy, City Manager

2-7-23

Date