

MUNICIPAL HOME RULE PROGRAM

City of Clarksburg

2025
PROGRESS
REPORT

WV Municipal Home Rule Board
1900 Kanawha Blvd. E
Bldg. 1, Ste. W-300
Charleston, WV 25305
MunicipalHomeRule@wv.gov
304.558.3356

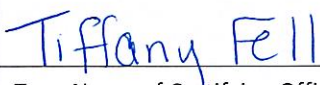
Rev. 08.01.24

West Virginia State Code §8-1-5a (m) provides:

“Commencing December 1, 2015, and each year thereafter, each participating municipality shall give a progress report to the Municipal Home Rule Board and commencing January 1, 2016, and each year thereafter, the Municipal Home Rule Board shall give a summary report of all the participating municipalities to the Joint Committee on Government and Finance.”

The Municipal Home Rule Board has developed this standard format for Home Rule Program participating municipalities to prepare and submit their respective Annual Progress Reports. The intent of this standard format is to gather and compile information in a consistent, easily understood, and efficient manner that will be used to develop a concise and practical summary report to the Joint Committee on Government and Finance.

Annual Progress Reports must be submitted electronically as an individual file in PDF format no later than the close of business on the first business day of December, by emailing to WV Municipal Home Rule Board at MunicipalHomeRule@wv.gov.

A. General Information		
Name of Municipality: City of Clarksburg		
Certifying Official: Tiffany Fell	Title: City Manager	
Contact Person: Annette Wright	Title: City Clerk	
Address: 222 W. Main St.		
City, State, Zip: Clarksburg, WV 26301		
Telephone Number: 304-423-2008	Fax Number: 304-624-1662	
E-Mail Address: tfell@cityofclarksburgwv.com awright@cityofclarksburgwv.com		
2020 Census Population: 16,039		
B. Municipal Classification		
<input type="checkbox"/> Class I <input checked="" type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV		
C. Attest		
I hereby confirm that I am the authorized official for this municipality and certify that the information submitted herein and attached hereto is true and accurate and that this report addresses each and every initiative included in the original Home Rule Pilot Program Plan Application for this municipality and any subsequent amendments, if applicable.		
		<u>Nov 17/2025</u>
Type Name of Certifying Official	Signature of Certifying Official	Date

Please use this page to report progress on each **non-tax related initiative** included in your Home Rule Application and Amendment(s). Each non-tax-related initiative must be listed on a separate page.

Initiative: Collection of Clean-Up Costs from Farmer’s Mutual Insurance Company
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> ?
Has the ordinance(s) needed to implement this initiative been enacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted?
If no, please describe challenges faced in enacting the related ordinance(s). The State Code addresses this issue now and we do not anticipate the need to create and enact an Ordinance.
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax-related initiative must be listed on a separate page.

Initiative: Collection of Demolition Lien
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted?
If no, please describe challenges faced in enacting the related ordinance(s). The City does not anticipate creating an ordinance such as this to add to the Sheriff's Tax liens. There have been many changes to legislation regarding the Tax Lien sales, and this type of addition would no longer make sense.
REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and any metrics used to track performance.
SUCCESSSES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

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Initiative: Relief from Party Affiliation Requirement
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? March 26, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCCESES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>The elimination of party affiliation requirements has been successful since enacting the ordinance in March 2015. It allowed the city to place election officials in precincts they were familiar with in the positions in which they felt comfortable working.</p> <p>In 2024, the City started combining its election with the County election, we obviously no longer face this issue. However, the initiative continues to prove beneficial as it relates to appointments to Boards and Commissions.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>

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Initiative: Procurement of Architect-Engineering Services
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? November 9, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. This initiative has been successful for us since it was enacted. We have been able to consider firms' fees as well as their proposals. This has resulted in substantial savings for the taxpayers.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities. It is important to be able to have all relevant information regarding a firm prior to choosing it for the job. It saves taxpayer money by learning costs upfront and can save time during the process of the job.

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Initiative: Building and Zoning Administration Enforcement Provisions
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? March 26, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. The City adopted a Property Maintenance Standard Ordinance in 2017. With this, the City has seen improvements in neighborhoods and continues utilizing these powers in Code Enforcement.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

Please use this page to report progress on each **tax related initiative** included in your Home Rule Application. Each tax-related initiative must be listed on a separate page.

Initiative: Amending Article 521 Part Five of the Codified Ordinances of the City of Clarksburg Code to Allow for Sunday Alcohol Sales after 10:00 a.m.
Was this tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? August 18, 2016
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance. The enactment of this ordinance allowed licensed establishments to sell alcoholic beverages at an earlier hour, increasing business opportunities and revenues and B&O tax revenue. The “Brunch Bill” was approved by the voters in Harrison County in November 2016, therefore this ordinance is no longer necessary unless the County rescinds the legislation.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities. It is important to listen to local business owners and citizens and prioritize their ideas and concerns.

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Initiative: To Permit Local Certification and Supervision of Code Enforcement Officials and Inspectors
Was this non-tax initiative a part of your original plan application <input type="checkbox"/> or a plan amendment <input checked="" type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted? August 18, 2016
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance. This ordinance was successful in putting new hires to work immediately in the Code Enforcement Department, keeping them in compliance with the ICC and state procedures. But the City did not have to submit for provisional licenses with the WV Fire Commission. Later, the City adopted a Property Maintenance Standard Ordinance.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities. New employees were able to start work immediately under a provisional status instead of waiting up to two years to obtain necessary certifications.

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Initiative: Enhancing the City's Legal Publications
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, when was the ordinance enacted?
If no, please describe challenges faced in enacting the related ordinance(s).
SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.
LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.

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Initiative: Appropriate, Adequate Funding for Advertising the City
Was this non-tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? November 9, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
<p>SUCSESSES – In the space below, please provide a brief narrative which highlights successes realized through the implementation of this initiative and any metrics used to track performance.</p> <p>The City has been able to increase the amount of funds used for the purpose of advertising the municipality and various entertainment opportunities for citizens to attend. This has been extremely helpful in advertising events held within the City. Also, the City Manager is able to have a monthly column in the local newspaper regarding City business and events.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>

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Initiative: Impose Sales and Use Tax
Was this tax initiative a part of your original plan application <input checked="" type="checkbox"/> or a plan amendment <input type="checkbox"/> or N/A <input type="checkbox"/>
Has the ordinance(s) needed to implement this initiative been enacted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the ordinance enacted? November 19, 2015
If no, please describe challenges faced in enacting the related ordinance(s).
<p>REVENUES – In the space below, please provide a brief narrative highlighting revenue amounts and revenue categories realized; revenue amounts and revenue categories reduced; net revenue gain; and any metrics used to track performance.</p> <p>Since July 1, 2016, the City has received \$42,442,976 in the 1% additional sales tax in Clarksburg. These funds have been pledged for several projects and are paying the debt service on Sales Tax Bonds for the Robinson Grand Performing Arts Center, several Slip Remediation projects around the City, as well as several infrastructure projects around the City. All surplus funds are kept in an interest-bearing account and held for future infrastructure projects.</p>
<p>SUCSESSES – In the space below, please provide a brief narrative highlighting projects, improvements, programming, etc. realized through the implementation of this revenue initiative and any metrics used to track performance.</p> <p>The one-percent sales tax has been an integral part in beginning to revitalize the City and repairing vital infrastructure. There is much more ‘traffic’ downtown with the Robinson Grand Performing Arts Center and other businesses locating in the immediate area. The restoration of the theater aids in the mission for an active arts & cultural area within the community. There is an active PODA in the City and more restaurants/bars since the addition of the RGPAC.</p>
<p>LESSONS LEARNED – In the space below, please provide a brief narrative highlighting lessons learned during implementation of this revenue initiative that would benefit other municipalities.</p>