



OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

### Manager's Report

March 7, 2013

Submitted by Martin G. Howe

#### Follow-up/General Updates

1. Budget – The Certificate of Municipal Valuations has been received from the County Assessor's Office. The following increases will occur based upon the Valuations:
  - A. General Fund will increase \$76,750.
  - B. Levy Fund will increase \$52,229. (Park Board will receive \$20,892 and the City's Capital Improvement Fund will receive \$31,337.)
2. Waldomore Roof Project – A Pre-Construction meeting was held on Monday, March 4<sup>th</sup> with Mansuetto Roofing Company on-site to discuss project. Work is tentatively scheduled to begin after Monday, March 18<sup>th</sup>.
3. Demolition – Administration will begin the Procurement Process to secure an engineering/consulting firm for demolition. The following timeline is being used:
  - A. Advertise on Wednesday, March 13<sup>th</sup> & 20<sup>th</sup>.
  - B. Proposals are to be submitted by interested firms on or before Thursday, March 28<sup>th</sup>.
  - C. Committee to interview interested firms the week of April 1<sup>st</sup>.
  - D. On Thursday, April 4<sup>th</sup> a recommendation will be made to Council to whom the Administration would prefer negotiating with for a contract.
  - E. Administration will recommend a negotiated contract to Council for authorization to execute on Thursday, April 18<sup>th</sup>.

#### Economic Development

1. Highland Hospital – The Demolition of the former parking building has begun. This phase will be completed within a few weeks.
2. CVS/Hometown Development –
  - A. All civil plans have been approved. The developer can now begin finalizing acquisition of all properties.
  - B. Upon acquisition the developer's contractor will be eligible to be issued a permit to begin construction.
3. 300 W. Main St. (Corner of Main & 3<sup>rd</sup> St.) Former City National Bank Building – ERA Real Estate has tentatively scheduled an open house for Wednesday, April 3<sup>rd</sup>, 4-7p.m. to showcase the available space. The property owner has made improvements to the 1<sup>st</sup> floor to increase its marketability.