



OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

### Manager's Report

February 16, 2017

Submitted by Martin G. Howe

#### General Updates

1. Budget –
  - a) Distribution of the proposed 2017/2018 Budget.
  - b) A Budget Work Session is scheduled for Wednesday, February 22<sup>nd</sup> at 4:00 p.m. to review the proposed budget.
2. The audit for 2015/2016 fiscal year has been completed. We have received an unqualified audit which is complementary to our financial operations. The audit will be distributed to council. We will also have an audit overview, if desired by Council, which can be scheduled at an upcoming work session.
3. CENTRA – Received correspondence from County Commission regarding the appointment to the CENTRA Board of Directors. The County is requesting the joint appointment be acted upon.

#### Economic Development

1. Robinson Grand Performing Arts Center –
  - a) Clarksburg Development Authority – Held their meeting on Thursday, February 16<sup>th</sup> and approved the Grant Agreement and Lease Agreement between the City and Clarksburg Development Authority contingent upon Council's approval. They also approved the first supplemental indenture of trust by and between the City and Clarksburg Development Authority for the Sales Tax Revenue Bond.
  - b) Financing – The closing on the Bond Anticipation Notes is scheduled for Tuesday, February 28<sup>th</sup> at 10:00 a.m.
  - c) Notice to Proceed – The notice will be provided to March-Westin immediately following the Bond Closing. We anticipate the contractor will begin early to mid-March.
  - d) Razing of the two (2) garage structures located on S. 6<sup>th</sup> Street and Hewes Avenue is tentatively ready to begin the last week in February/first week of March.
2. M.O.R.E. (Monticello Ongoing Revitalization Effort) – The first action item was a neighborhood cleanup. The cleanup divided the M.O.R.E. Program into two (2) areas (Clay Street/Monticello Avenue and EB Saunders/Washington Avenue to 2<sup>nd</sup> Street). The dates of the cleanup are:
  - a) Monday, February 13 – Friday, February 17 in the Clay Street/Monticello Avenue area.
  - b) Monday, February 20<sup>th</sup> - 24<sup>th</sup> in the EB Saunders Way/Washington Avenue to 2<sup>nd</sup> Street area.
  - c) To date the City has picked up 17 tons of debris, 1 (one) truck load of appliances, 1 (one) ton of yard waste and 97 tires in the Clay Street and Monticello Avenue area.
3. Ribbon Cuttings –
  - a) City of Clarksburg Federal Credit Union located at 101 S. 4<sup>th</sup> Street, Clarksburg, Wednesday, February 22<sup>nd</sup> at 11:00 a.m.
  - b) Parkers 4<sup>th</sup> Street Restaurant located at 123 S. 4<sup>th</sup> Street, Clarksburg, Monday, February 27<sup>th</sup> at noon.

## **Sanitary Board**

North 12<sup>th</sup> Street Mainline Sewer Extension/Upgrade Project – Bear Contracting began work the week of January 23<sup>rd</sup> and the project is approximately 90% completed. There is some concrete work remaining. The street will be paved as part of the annual paving program.

## **FOIA**

Jerry K. Sands submitted a FOIA request Thursday, February 2, 2017 (received Tuesday, February 7, 2017) requesting all information on 203 Lynn Avenue and Tina Henderson. A response was provided to Mr. Sands on Wednesday, February 8, 2017 and the information will be provided on Friday, February 17<sup>th</sup>.