



OFFICE OF  
CITY MANAGER

## CITY OF CLARKSBURG

WEST VIRGINIA

### Manager's Report

January 7, 2016

Submitted by Martin G. Howe

#### General Updates

1. Budget 2016/2017 – The budgeting process has begun. The departments have been provided budget sheets to prepare for their departmental requests. These are due by January 21<sup>st</sup>.
2. Audit 2015 – The administration received the annual audit report and had our exit meeting in December. Council has been provided a copy of the audit and we will review the audit at the upcoming work session.
3. 1% Sales and Use Tax –
  - a) After the ordinance was finalized and certified it was delivered to the Tax & Revenue Office prior to December 31<sup>st</sup>. We have received notification that it has been accepted.
  - b) Notifications of the Sales and Use Tax have been sent out to all businesses.
4. Lowndes Hill - YMCA – The Municipal Building Commission approved the Third Reading of the Lease Revenue Bond to acquire the Lowndes Hill property. I recommend Council also approve under new business.
5. Urban Renewal Authority (URA) – My appointment to this board is Adam Rowh. I recommend that Council confirm my appointment under new business.
6. Council Work Session – There will be a work session on Thursday, January 14<sup>th</sup> at 4:00 p.m. in Council Chambers.

#### Economic Development

1. Infrastructure Projects – Lowndes Hill and Sycamore Street Bridge –
  - a) Under new business a supplemental resolution is on the agenda to allow the City to recoup any expenditures incurred toward these projects prior to closing on USDA Loan.
  - b) SHPO – Assistant City Manager will be meeting on-site with State Historic Preservation Office official tomorrow to review construction area in preparation of the Lowndes Hill Roadway project being prepared for USDA Funding as well as bidding.
2. Chestnut Street Project – Pre-bid construction meeting is scheduled on Wednesday, January 13<sup>th</sup>.
3. Kids Kingdom – located at 509 Rose Bud Plaza will be having their Grand Opening and Ribbon Cutting on Saturday, January 9<sup>th</sup> at 2:00 p.m.

#### Police & Fire

Police –

- a) Department of Justice – We have received notification from DOJ that Congress has “rescinded” assets from the Asset Forfeiture Fund to assist in balancing the Federal Budget. This leaves the municipalities/local law enforcement no means for reimbursement or funding for participation within the Task Force.
- b) Governor’s Highway Safety – Received notification from DHHR \$30,000 grant to provide for WV Collegiate Initiative to address High Risk Alcohol Use Program. I executed agreement on Tuesday, December 22<sup>nd</sup>.