



City of Charles Town

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City Manager Report – December 18, 2023

- We held our first meeting of the Building Commission this week to discuss a number of building repair items along with settling the Charles Washington Hall Historic Tax Credit payments. We also moved monies from the 1999 revenue bond interest and sinking fund back into the re-pavement account. Lastly, we set the schedule for the upcoming year Building Commission meeting dates.
- We will begin the process of conducting our staff employee performance evaluations and setting work program goals for the upcoming calendar year.
- I want to thank everyone who attended the Strategic Planning Retreat last Saturday. We will be meeting with the Facilitator and collecting all the results of the day to present to you in the next couple of weeks.
- Staff is diligently working on the Charles Town Race Track wayside exhibit. Our goal is to have a final product to present to the HLC for their meeting on January 8th.
- We will be setting up a time for the Mayor and Council to tour the maintenance yard in January. Carolyn will be working out some dates that work best for everyone's schedule.
- As we manage through finalizing the language in Article 1759 I have reached out to 13 cities across the State to better understand their challenges around revitalization and vacant structures. I will be compiling a brief on their responses in the next few weeks. I have reached out to the following: Wheeling, Morgantown, Clarksburg, Elkins, Fairmont, Huntington, Keyser, New Martinsville, Parkersburg, Weirton, Beckley, Moundsville, and the City of St. Albans.
- From the staff we want to wish everyone a “Happy and Safe Holiday”