



City of Charles Town

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MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Alissa Meeks, Interim City Clerk and Director of Community Development

SUBJECT: City Manager's Report

DATE: June 21, 2023

ADMINISTRATION AND OPERATIONS

City Hall Security Improvements: A combination of security features have been added and upgraded throughout City Hall to include additional cameras and door locks. All City Staff have been issued key fobs which grant access through the lobby doors.

Community Development Kiosk: The City Hall Lobby now features a new kiosk station that will provide service for residents who want to physically come in the building and submit a permit application, but still may have questions to confirm accuracy. Staff will be able to assist the customer and help process the submission online right at the kiosk station.

COMMUNITY AND ECONOMIC DEVELOPMENT

US 340 Rockslide Repair Project: www.us340harpersferry.com The project is slated to start September 12 and continue for 90-days. A planned detour map is available at the link above, but the detour will include Harpers Ferry Road (671) to Mechanicsville (687) to route 9. It will add approximately 22 miles and an average of 35 minutes to travel time.

TAP Grant: The Liberty Street Transportation Alternatives Program (TAP) Grant was officially submitted last week. That will be processed through the state and if awarded will add an additional \$306K to the Liberty Street Stormwater Project. We expect to hear by September 1 if awarded.

West Virginia Fest Staff Update:

Food Truck Regulations Staff Update: