



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: May 1, 2023

ADMINISTRATION AND OPERATIONS

Frontier Communications. Representatives from Frontier have been meeting with city staff to review a drafted memo to allow Frontier to continue work in the community as they planned to build out their Gigabit America (fiber internet) project. After several meetings, Frontier has determined they cannot adhere to the City's requested stipulations (surveys, bond, remediation plan) and have elected to shift resources to other areas. Noting, Frontier will be required to remediate all damaged areas sustained during their initial work.

2023 Municipal Election. City staff met with a regional field representative of the Secretary of State's Office to review Municipal requirements related to the Elections and the City is on schedule with the sequence of events leading up to the Elections. Staff conducted poll worker training on April 24th and 25th. The first publication of the Sample Ballot will be published in the Spirit of Jefferson on May 3rd. The last day to register to vote in the municipal election is May 4th. Early voting starts May 12 – May 22.

COMMUNITY AND ECONOMIC DEVELOPMENT

Sheetz Augustine Avenue Project: On April 19th, city officials met with Mr. Bob Franks, a Sheetz representative as well as DOH to discuss the Sheetz traffic light. One of the major points of discussion surrounded the timing sequence as well as the lack of a dedicated green arrow from Washington Patriots Drive. That meeting yielded the following Augustine Avenue information:

*Traffic entering WHS from Route 340 will have a dedicated left turn lane and arrow. Traffic entering Sheetz (from Charles Town) will have a dedicated left turn lane. These two (2) arrows will be green at the same time.

*All left turns from Augustine Avenue will go first, with green arrows, and that will be followed by a permissive green (may still turn left but yield to opposing traffic). Subsequently, after Augustine Avenue runs, the Sheetz and School driveways will be green concurrently.

*Traffic exiting the school will have a dedicated right turn/straight lane (to Sheetz) and its own left turn lane.

Summer Parks Staffing: Summer Parks programming and registration have launched, and both our tennis and swimming seasons are getting underway. The City maintains an MOU with the County's Parks and Recreation to provide all program registration and the City provides the staffing and facilities with a 70/30 revenue split. We have over 20 lifeguards who have applied to staff our pool (new/returning) and over 15 tennis staff. During this season, the City nearly doubles its operational staffing.