



City of Charles Town

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City Managers Report Sept 18th

- I would like to introduce you to Elsie Cunningham our new Finance Director. Elsie earned her BS in Accounting from the University of Colorado and is A Certified Public Accountant. Ms. Cunningham has held positions from Manager of Finance, to CFO to Controller over the past two decades. We are excited to have Elsie join our Senior Management Team. We will be onboarding her over the next 4 weeks to get her up to speed on our financial protocols.
- The Mayor along with Councilwoman Rodd met with staff last week to begin framing up the Mayors Select Committee on the Potters Field. I have included as a table drop the GEOMODEL report from the GPR that was conducted.
- Staff will be sending out an RFQ to look into the B&O tax implications. We expect to begin receiving responses within the next several weeks.
- Staff followed up on the Boards request to further clarify two questions that relate to the Congress and Lawrence Street intersection damage.
 1. The first point of clarification spoke to the bus turn radius in the design. Kimley Horn affirmed that the radi of the curb extensions has been designed to accommodate school buses.
 2. You had asked us to contact the Dept of Education and that correspondence has been done. Ms. Meeks also included the Dept of Ed's Transportation and Operations Division as well.
- We have solicited 3 bids for the exterior painting of City Hall. We anticipate the bids to come in this week when we will make a selection on a contractor. Please be mindful that if we discover the presence of lead the cost will escalate to cover the remediation. I also want the Council to understand that we may experience higher costs due to the amount of deferred maintenance on the building.