



OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: JOHN BARKLEY, CITY MANAGER *JCB*
SUBJECT: WEEKLY UPDATE
DATE: APRIL 19, 2024

Please refer to the following update provided to the Mayor and Council for the week of April 12 – 18, 2024:

ADMINISTRATION

- Coordinated the agenda, notice and minutes associated with the 4/15 meeting of the Mayor and Council.
- Handled Public Information Act requests.
- Log Cabin and other rentals are now being handled in the Finance Department.
- Hosted the CIPP Water Line project pre-construction meeting 4/11, including the City Engineer, contractor, and all relevant State agencies involved.
- Coordinating closing on USDA loan funding for the Water Tower Mixer project.
- Provided updates and notices on the City Website.
- Attended the monthly meeting of the Lower Eastern Shore Mayor's Association in Ocean City on 4/18.
- Finalized signature authorizations for Council and designated staff with Taylor Bank.
- Met with Council member Cottman to review City policies and procedures and answer questions.
- Worked with DPW Director to obtain permits and traffic management support from the State Highway Administration and posted notice of road closure associated with McDonald's emergency sewer back up on 4/17.

EVENTS/DOWNTOWN

- 4th Friday Street Festival, 4/26 from 5 – 8 pm.
 - Continued Vendor Solicitation. Current Vendor Count: 17.
 - Distributed PSA to all media outlets.
 - Coordinated with all food and beverage service providers.
 - Delivered contracts to entertainment providers.
 - Attempting to find more volunteers to help the night of the event.
 - Working on more logistics for the Star Wars themed event in May & fireworks in June.
- Continued social media promotion of all City events & news.
- Registered for the MML Conference to participate in the new and improved Main Street Event.
- Balanced the Downtown Pocomoke Association checkbook, serving as Treasurer/Director.
- Scheduled WBOC's spring event advertising, paid for by Worcester County Tourism.

- Attended the Mayor & City Council Meeting on 4/15/24.
- Finalizing the Project Restore 2.0 application this past week while communicating with the 4 potential subgrantees.
- The Operating Assistance Grant Progress Report Submitted was approved by DHCD.
- Attended a Main Street Affiliate zoom check-in regarding the FY24 & FY25 beautification grants.

FINANCE

- Primary focus this week has been on preparing the FY 2025 draft budget for the Mayor and Council to review at the 4/22 work session.

HUMAN RESOURCES

- Employment Status Update
 - 61 Full Time
 - 22 Part-time
- Out-processed 1 employee
 - Police Officer
- Attended City Council Meeting
- Worked with the Finance Director to process 4/4 - 4/17 payroll requirements (75 checks generated).
- Started working with Avon-Dixon on planning for our health benefits open enrollment for FY 2025 and 2024 INTEGRA Renewal Confirmation.
- Scheduled 5 applicants for interviews for laborer positions, 1 applicant for City Clerk position and 1 applicant for Grant Administrator position.
- Submitted April's monthly (Current Employment Statistics) information to BLS.

PLANNING, ZONING AND CODE COMPLIANCE

- Coordinated Planning Commission agenda, reports and staff support for meeting on 4/17.
- Reviewed cannabis zoning regulations. Updated zoning amendments for Planning Commission meeting.
- 2nd Violation Letter sent and condemnation placard posted on property at 103 Linden Avenue.
- Permits delivered to County Building.
- Completed staff report for rezoning of 401 Market St. Notices for rezoning sent for 401 Market St. - sign posted.
- Attended 4/15 City Council meeting.
- Met with developer to discuss plans for Moore St./Fifth St. development opportunities.
- Building permits
 - Issued permit for front porch repairs to 19 Clarke Avenue.
 - Issued permit for new home construction at 812 White Oaks Ln., Lot 47.
 - Issued permit for handicapped ramp at 704 Second St. in rear of dwelling.
- Attended Zoom meeting on Flood Plain Awareness Month and funding opportunities.
- Delivered a comprehensive report to City Manager/City Attorney on Cannabis changes, zoning map amendment request and new Planning Commission Rules of Procedure.

POLICE

- Patrol Report
 - 2 Adult Arrests (1 traffic / 1 criminal)
 - 30 Traffic Stops (36 total violations, 23 warnings, 13 citations)
 - 2 Motor Vehicle Accidents
 - 71 Foot Patrols
 - 87 Business Checks
 - 99 Patrol Checks
 - 7 Assists to other Law Enforcement Agencies

- Personnel
 - Officer Robert Horseman has provided notice that he will be leaving the Pocomoke City Police Department, having accepted a position with Talbot County as a school resource officer.

PUBLIC WORKS

- City-wide mowing operations continue, including golf course grass.
- Secured SHA permits and coordinated sewer repairs at McDonald's on 4/17.
- Hosted a meeting with GMB (City Engineer) regarding phase 1 of the CIPP water line project.
- Continued to work with the contractor on the installation of meters, meter boxes and remote access.
- The WW crew had to change out the compressor at the Winter Quarters pump station due to a malfunction. There was no interruption in service to the residents.
- The water treatment plant continues to have problems with the backwash system associated with the plant's automated communications system. Everything is working for now but operators will need to run diagnostics to isolate the problem.
- The biggest challenge currently is keeping the grass down at the plant as the ground has been saturated due to the 10 inches of rain in the month of March.