

DRAFT

6 MONTH ACTIVITY PLAN: Sunset Streetscape Project

Identified Tasks	Responsibility	Time-Period	Status	Notes
1. Construction Bids: <ul style="list-style-type: none"> Review/Recommend Budget Financing Issue 	McGill Eng. Finance	1/17/2018 1/18 to 2/1 2/1 to 2/6	Bids Received Submitted to town	Low bidder exceeded budget by \$1.2 mil+
2. Council Mtg.: <ul style="list-style-type: none"> Presentation Project Budget Award Consideration 	McGill & Staff Finance/Council Council	2/12 2/12 2/12		Anticipating Council approves the project budget and bid award.
3. Administrative Startup: <ul style="list-style-type: none"> Town Coordinator Legal Contract Review Contract Execution Permits In-Order 	Mgr. Attorney Contractor/Town McGill	30 days		Mgr. appoints a staff coordinator whereby all project communication & activities are received/processed.
4. Pre-Construction Mtg.: <ul style="list-style-type: none"> Project Schedule Inspection Schedule Change Orders Invoice Processing Monthly Mtgs. Plan Other 	McGill McGill/Contractor Contractor/McGill/Town Staff All	3/12 to 3/18		McGill first to review/concur on any change orders & invoice before town. Set monthly mtg. dates
5. Construction: <ul style="list-style-type: none"> Start Inspections Town Coordination 	Contractor McGill Pwk./Planning/Town	3/18 - 3/29		(Currently specific date unknown)
6. Monthly On-Site Mtgs. <ul style="list-style-type: none"> Mtg. Minutes 	All McGill	Apr./May/June		Summary include in Council's agenda packet.
7. Plan Reassessment: <ul style="list-style-type: none"> Council Retreat Status Rpt. 	Mgr. Town Coordinator & McGill	6/1 to 6/30		

Town of Blowing Rock Council Retreat Topic Priorities	1/22/2018 Results	Final Average	Participants/Contacts
	Rank		
Sunset Streetscape Project: Finance, Contract Award & Construction	29	5	Mgr., Finance, Council, McGill Engineers, Planning, Contractor
Planning, Enforce, short term rentals, etc.	29	5	Planning
Bass Lake Sidewalk Project	27	5	Kevin, McGill, Winter & Ravenel, NCDOT, Finance
Board Appointments	26	4	Council & Town Clerk
Watauga County: SRO, Dispatch, Sales tax, EMS, Parks & Rec.	26	4	Police, Fire, Recreation, Finance to provided Council with issues & background. Council members to discuss with Co. Commissioners.
Shuttle Contract Continue	24	4	Council Member, TDA, Town Staff
Debt & Bond Issuances	23	4	Finance & McGill Engineers
AT&T and Charter Lines Hwy 321	23	4	Planning
Capital Budget Reserves	22	4	Finance & Mgr.
Police SRO	22	4	Police Dpt.
Budget Overview/Projections	20	3	Finance & Mgr.
321 Project & Landscape	20	3	Recreation, Planning, NCDOT
Parking Property/Facility- Additional- Golf Cart Parking	19	3	Police Dpt.
Water Interconnect Agreement	19	3	Mgr.
Virginia Tech Plan Implement	18	3	Recreation, McGill Engineers & Finance
Parking Enforcement	18	3	Police Dept.
Middle Fork Greenway	17	3	Withersravenel, Town,
Recreation & Landscape Reorganization	16	3	Mgr. & Recreation
Water/Sewer Lack of/Availability Analysis	16	3	Public Services
Credit Card Payments	14	2	Finance
Fire Plan, County	14	2	Fire Dept.
AMI Water Meters	11	2	PWK & Finance
Gateways	10	2	Planning & McGill Engineers
Art Policy		0	
Town Manager Hire		0	
Dog Park		0	
Police Dispatch Option		0	