

Jim Palenick

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Int: Friday, March 13, 2015 3:09 PM
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Subject: Town Manager's Weekly Report (#113)

Mayor & Board of Aldermen(Women):

Please accept the following as the **Town Manager's Weekly Report for the Week-Ended, March 13, 2015.**

- The Request For Proposals (RFP) for the consolidated Town cleaning services was completed and went out early this week, setting April 1st at 5:00 p.m. as the deadline for the submission of responses. We will bring the results forward at the April 14th Board Meeting when we request approval of a multi-year contract to the low, qualifying bid.
- Town electric crews completed all of their needed support work and equipment installation for the BrightfieldTS Fast electric car charging station behind Town Hall this week, so the only remaining effort now rests with the BrightfieldTS, private-sector crews. They are aware that we are done, so any remaining schedule rests with them. However, their grant does require them to be complete within the Month of March.
- The Board Meeting for the Dallas Historic Courthouse Foundation (DHCF) has been moved from Monday, March 16th, to Monday, March 23rd, at 6:00 p.m. in the community room of the Fire Department.
- Enrollment Meetings have been set up for all Town employees covered by the Town health insurance. Town Hall employees will meet at 3:00 p.m. , along with one Police Department rotation at 7:00 p.m., on Wednesday March 18th; while electric employees will meet at 10:00 a.m; Public Works employees at 12:00 noon; and the second police department rotation at 7:00 p.m. on Monday, March 23rd. We are also putting together an incentivized "Wellness Program" to encourage health assessments and targeted exercise to be rolled out following the commencement of the new renewal-year, beginning April 1st.
- Weather continues to stifle our schedule in completing the Jagers Park improvements as well as the new Public Utilities/Electric warehouse building. These projects, along with the closing out of the final portions of the Water-line replacement contracts have been hampered by an historically wet end of Winter/ Early Spring. If next week proves drier, we would expect to see pronounced efforts on these projects as well as the commencement of our re-paving work, and possibly the NCDOT re-paving of Gaston Avenue.
- Department Heads are currently in the process of finishing up their Budget Requests for the Fiscal-Year 2015-16 Budget, which are, in turn, due in my office by March 24th. I will then be meeting with those Department Heads and further refining and completing the Budgets in the week following and then using the first several weeks of April to fully complete my Draft Budget proposal for distribution to the Board by no later than May 5th.

Thank You,

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